



COORDINATED with the
Vice-Rector for Academic Work
_____o/s_____
K.K. Toleubekov
“_31_”_August_2023

APPROVED BY
the Decision of the Senate of the
NCJSC “KMU”
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Protocol No._1_
The Chairman of the Senate
_____o/s_____
B.K. Omarkulov

**ACADEMIC POLICY
OF THE NON-COMMERCIAL JOINT-STOCK COMPANY
“KARAGANDA MEDICAL UNIVERSITY”**



**Content of the
Academic policy of the NCJSC KMU**

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1. Basic provisions

1. This Academic Policy (hereinafter – the Policy) has been developed in accordance with the requirements of the regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan and the Ministry of Healthcare of the Republic of Kazakhstan, the goals and objectives of state programs in education and internal documents of the Non-commercial Joint Stock Company “Karaganda Medical University” (hereinafter – the University or NCJSC “KMU”).

2. The Policy is determined by the strategic goals and mission of the University and is a system of measures, rules and guiding principles for planning and managing educational activities and the efficient organization of the educational process, aimed at improving the quality of education and the implementation of student-centered learning.

3. The goal of the Policy is to achieve high quality at all levels of professional education that meets the needs of the labor market, society and the state, and corresponds to the global best practices.

4. The University defines the following guiding principles for academic activities:

1) providing all students with equal opportunities to receive quality and affordable education;

2) non-discrimination against students with special needs, based on race, nationality, ethnicity, religion, gender, social status, physical abilities, age and other subjective criteria;

3) providing academic freedom to students in choosing individual learning paths and developing the necessary skills by choosing elective disciplines and tracking their own progress by students in the electronic educational portal;

4) training of professionals who meet the requirements of the national healthcare system and international standards through the introduction of innovations in education, science and practice;

5) observance of the principles of academic integrity and intolerance to any type of deception and fraud in scientific and educational activities;

6) ensuring transparency and access to information for stakeholders

5. The Policy is intended for students, faculty members, heads/managers and employees of the structural divisions of the University, as well as other stakeholders.

6. The Policy can be revised in case of changes in the regulations governing educational activities in the Republic of Kazakhstan, the Charter of the University and the strategy, revision of the requirements of educational programs within the framework of recommendations based on the results of international institutional or specialized accreditation.



Policy in quality assurance of the educational process

1. The Policy in quality assurance of the educational process of the University complies with international approaches to quality assurance in higher education, including the requirements of “The Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)”, Rules and Standards of the ALE “Association of Medical Education and Science “Kazakhstan Medical Council”, as well as the national policy of educational activities in healthcare.

2. The Policy and internal quality assurance and standards are the basis of a logically arranged and consistent internal quality assurance system of the University. The system is a cycle of continuous improvement and supports the development of the culture of quality at all levels of the functioning of the educational process of the University.

3. The Policy in quality of the educational process has the following goals:

1) determines the general structure of the internal system for ensuring the quality of education;

2) contributes to ensuring and improving the quality of education;

3) maintains mutual trust and promotes the recognition of learning outcomes and mobility of students outside the national education system;

4) ensures academic integrity and freedom;

5) protection from any kind of intolerance or discrimination against students or employees;

6) participates with external stakeholders in quality assurance processes.

4. The Policy in quality assurance of the educational process determines the direction of the Policy focus in quality, reflects the connection between research, teaching and learning, taking into account the national and institutional context, the requirements of international standards and criteria, is consistent with the Mission of the University.

5. The Policy in quality assurance of the educational process was developed within the framework of the Quality Management System of the NCJSC “KMU” (ISO 9001:2015).

6. The University implements educational programs for training staff at the following levels of the national education system: technical and professional education, post-secondary education, bachelor’s degree, internship, master's degree, residency, doctoral studies, additional education, in accordance with the qualification requirements of the Dublin descriptors, European and National Qualifications Framework, implements the European Credit Transfer and Accumulation System (ECTS).

7. The objectives of the Policy in quality assurance of the educational process of the NCJSC “KMU” are:

1) creating an environment for university students for the development of professional and personal qualities, civic position and patriotism, creativity;

2) integration of education, science and practice, in order to ensure the quality of education;

3) creation of an efficient personnel policy;

4) organization of student-centered learning;

5) ensuring the principle of openness and transparency of the educational process, promoting the adoption and strengthening of measures aimed at efficient combating corruption and maintaining academic integrity;

6) passing the external quality assurance.

8. Ways to implement the Policy in quality assurance of the educational process:

1) improvement of educational programs (EP), risk management in the development and updating of EP;



- 2) expansion of practice bases;
 - 3) building up the material and technical base to improve the educational process;
 - 4) the use of new technologies to improve the effectiveness of training;
 - 5) improvement of the system of involving students in the development and evaluation of the quality of educational programs;
 - 6) internationalization of education through the expansion of international relations in order to integrate international experience into the education system;
 - 7) building a system to prevent corruption, introducing mechanisms to eradicate plagiarism and ensure the uniqueness of scientific, theoretical and practical developments and learning outcomes of students, master students, doctoral students, interns and residents, students of additional education;
 - 8) prevention of any form of intolerance and discrimination against students or University staff;
 - 9) introduction of recognition and consideration of the diversification of students and their needs, providing opportunities for the implementation of flexible learning paths;
 - 10) introduction of a student-centered approach in learning;
 - 11) ensuring the possibility of individualizing the training of students and the most favorable conditions for mastering the educational program, as well as getting a qualification (degree) upon completion of training in full compliance with educational and professional standards, Kazakhstani and international requirements;
 - 12) implementation of the interaction between teaching, scientific and clinical research and training;
 - 13) regular assessment of the degree of satisfaction of students with the quality of education, administrative and economic conditions, the level of teaching, the organization of practices/internships; the degree of satisfaction of the faculty members and employees with working conditions, the level of satisfaction of employers with the quality of training of University graduates;
 - 14) creation of an efficient and transparent system for assessing the achievements of students;
 - 15) using an external system for assessing the quality of educational programs: accreditation of educational programs, confirming the compliance of the quality of implementation and content of educational programs with international requirements, participation in ratings;
 - 16) implementation of a systematic approach in educational work, the development of student self-government;
 - 17) introduction and implementation of multilingual education.
9. The Management of the University commits to form the culture of quality and its effective implementation of the Policy in quality assurance of the educational process.
10. The Policy in quality assurance of the educational process is implemented at all levels of management and can be analyzed and revised if necessary.



The Code of Academic Integrity

1. General provisions

1. The Code of Academic Integrity (hereinafter – Code) of the Non-Commercial Joint Stock Company “Karaganda Medical University” (hereinafter – NCJSC “KMU”) was developed and compiled in accordance with the following regulatory documents:

- 1) The Code of the Republic of Kazakhstan dated September 18, 2009 No. 193-VI “On public health and health care system”;
- 2) The Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III “On Education” (with amendments and supplements as of 19/04/2019);
- 3) The Law of the Republic of Kazakhstan dated February 18, 2011 No. 407-IV “On Science” (with amendments and supplements as of 10/04/2019);
- 4) The Charter of the Academic Integrity League;
- 5) The Charter of the NCJSC “KMU”;
- 6) Labor (Internal) Rules of the NCJSC “KMU”;
- 7) Regulatory Legal Acts in education.

2. The Code defines the basic concepts of integrity and ethic of the professional community, the principles of academic integrity, the rules for the relationship of participants in the educational process, establishes the rights and obligations of all participants in the educational process in terms of academic integrity, determines the types of violations of academic integrity and the procedure for taking measures if they are committed.

3. The purpose of this Code is to establish rules regulating the behavior of all participants of the educational process in order to ensure academic integrity, the formation of a process of a strong moral stand that excludes any manifestations of unfairness, ethical violation.

4. The objectives of the implementation of the policy of academic integrity are to promote the improvement of the quality of training of specialists, scientific and pedagogical staff, the creation of conditions to ensure the academic integrity of students, faculty members and employees, the prevention of violations of academic integrity by means of settlement of problematic issues and situations.

5. As a member of the Academic Integrity League, the NCJSC “KMU” guarantees the conscientious performance of its obligations and recognizes that the promotion and protection of academic integrity is the result of the mutual efforts of all participants in the educational process.

2. Basic definitions

6. Definitions used in this Code:

1) **Academic integrity** is a set of values and principles that establishes the code of conduct in the development of educational programs and the implementation of educational activities, including written work (test, term papers/coursework, essays, diploma work/thesis, dissertation/thesis work), as well as the style and conduct of the student and teacher, based on intolerance to any manifestations of unfairness among all participants in the educational process, excluding the obtaining learning results, pedagogical and / or research work using any form of deception/cheating.

2) **Participants in the educational process** are students, faculty and staff of the University.

3) **Student** is a person studying at each level in the NCJSC “KMU”.



- 4) **Faculty members** is the teaching staff of the University, including teachers (see. - teacher), heads of departments, directors of departments, professors, associate professors (docents), senior lecturers, researchers, clinical instructors, trainers.
- 5) **Teacher** is a scientific and pedagogical worker of a higher educational institution, who trains students in educational programs of pre-university, higher and postgraduate education in accordance with their specialty and scientific qualifications and the terms of an employment contract.
- 6) **Employee** is an employee of the administrative and management or teaching and support staff of the University.
- 7) **General control** is monitoring procedures used at the University in the educational process, during the current, intermediate, final control and State Final Examination.
- 8) **Documentary control** is a type of control carried out based on the study and analysis of documents for reliability, accuracy and originality in order to prevent falsification and plagiarism.
- 9) **Evaluated/assessed work** is a work or assignment performed by a student within the framework of current, midterm and final control to determine his/her academic achievements in a certain period of study (written work, test work, laboratory work, practical work, independent work, research work, tests, coursework/term paper, dissertation/thesis work, project, etc.).
- 10) **Citation (reference)** is a reference to the source, an indication that the material used is not the material of the student. Ways of citing: direct speech, indirect speech.
- 11) **Abstracting**: if the statement is not given in the text itself, however, the author of the work refers to other people's ideas or information.
- 12) **Reference / footnote** is complete data about the source used in the work. If the source is not mentioned or cited in the papers, it should not be cited.
- 13) **Graduation work** is diploma work/thesis (project), master's thesis (project).

3. Principles of academic integrity of participants in the educational process

7. Principles of academic integrity of participants in the educational process:
 - 1) **Academic integrity.** Academic integrity is the foundation of the University's academic and scientific process.
 - 2) **The quality of education.** The University provides an opportunity only for the best students to complete their studies and is fully responsible for the quality of training, which is confirmed by the diploma of the NCJSC "KMU".
 - 3) **Compliance with standards, author's rights and his/her successors.** Compliance with clear, fair and objective standards of academic integrity and recognition of the authorship of works that is copyright subject, through the correct transfer of someone else's speech, thoughts and indication of sources of information in evaluated and / or publicly presented works.
 - 4) **Responsibility.** Each participant in the educational process guarantees the conscientious performance of his/her duties and is responsible for ensuring mandatory plagiarism checks for all written works (regardless of their nature, content and volume) submitted for academic and / or research purposes.
 - 5) **Independence/autonomy** in working on assignments received by the student for the development of training material and evaluated as an academic achievement: the student independently performs an individual task or makes an independent contribution to group work on a project, the degree of which is also evaluated.



6) **Mentoring/guidance.** University's teachers act as mentors (instructors), instilling a responsible attitude to the principles and standards of academic integrity, intolerance to their violation, fostering a sense of mutual respect and justice.

7) **Transparency.** Transparency, free exchange of information and ideas between all participants in the educational process.

8) **Equality.** Mutual respect for the rights and freedoms of all participants in the educational process, their compliance with this Code and equal responsibility for the violations committed.

9) **Insistence.** Each participant in the educational process imposes strict requirements on himself/herself and his/her students within the framework of their system of fair and objective assessment of learning outcomes.

4. Rights and obligations of participants in the educational process of the NCJSC "KMU" to comply with the Code of Academic Integrity

8. All participants in the educational process have the right:

- 1) for familiarization with this Code;
- 2) require participants in the educational process to comply with the basic principles of academic integrity;
- 3) to freely express one's own opinion in the learning process, to freely receive and spread scientific, educational information and ideas subject to ethical standards and restrictions that are provided for by the Legislation of the Republic of Kazakhstan in the interests of national security, public order, protection of the reputation and rights of others;
- 4) to get information regarding any changes and / or changes in the documents regulating relations in the field of academic integrity;
- 5) to guarantee privacy when initiating consideration of impending or completed cases of academic misconduct;

9. The students have the right:

- 1) for assistance in learning citation, self-testing and verification of their own work using licensed information programs;

10. The University's faculty members have the right:

- 1) to conduct an examination of educational and research works (abstracts, term papers/coursework, essays, practice reports, theses and dissertations, scientific articles) of students for compliance with the principles of academic integrity;
- 2) for receiving assistance in training in the use of licensed information programs for checking written works, dissertations, projects for authenticity/originality;

11. The teaching and support staff of the University has the right:

- 1) to get accurate information about current tasks and the deadlines necessary for their high-quality performance;

12. The administrative and management staff of the University has the right to:

- 1) issue acts regulating the work of divisions to ensure the principles of academic integrity, and binding on all participants in the educational process within its authority;

13. All participants in the educational process are required to:

- 1) strictly follow the principles of academic integrity;
- 2) use reliable and trusted sources of information;
- 3) observe the norms of professional ethics in communication with all participants in the educational process;
- 4) prevent any possibility of violation of this Code within the limits of their job duties;



14. In addition, students are required to:

- 1) perform written work under the individual curricula (abstracts, term papers/coursework, essays, practice reports, theses and dissertations, scientific articles) based on their own ideas, indicating authorship and ideas of other people;
- 2) require assessment only in strict accordance with the criteria established by the University and with which the student was familiarized in advance;
- 3) independently perform all types of evaluated work.

15. University's faculty members are required to:

- 1) carry out academic control and assessment of the knowledge and skills of students in strict accordance with the criteria established at the University, with which the student was familiarized in advance;
- 2) independently develop training materials based on current academically and scientifically confirmed data;
- 3) not to use criteria that were not announced in advance when assessing the academic achievements of students;
- 4) to be objective when assessing academic achievements, not to take into account requests, no matter who they come from; be guided only by the criteria established in the academic policy (discipline policy);
- 5) strictly observe the requirements of information security and privacy when working with materials of all types of control of academic achievements;
- 6) provide students with reliable information on all aspects of the educational process within their competence and use the forms and methods of teaching and assessment in strict accordance with the syllabus of the discipline taught;
- 7) teach the search and selection of reliable and trusted sources, and how to use footnotes, references; citation rules based on international recommendations;

16. Teaching and support staff of the University is required to:

- 1) strictly observe the requirements of information security and privacy when working with materials of all types of control of academic achievements.

17. The administrative and management staff of the University is required to:

- 1) coordinate the work on taking measures under this Code in case of violation of the norms of the Code;
- 2) resolve conflicts occurring in the process of establishing the facts of violation of academic integrity, in accordance with this Code, the Labor (Internal) Rules of the NCJSC "KMU" as well as in accordance with the current legislation;
- 3) keep records of cases of violation of the principles of academic integrity.

18. All participants in the educational process must not allow:

- 1) using any mobile phones and other transmitting, receiving electronic devices: smartphones, communication equipments, tablets, laptops, various players, multifunctional watches, wireless headphones and other illegal ways of obtaining information and / or transfer it to someone else during the exam / midterm control, regardless of the form of the exam;
- 2) cheating and seeking help from other students during the exam/midterm control, as well as providing data or assistance to another person during the exam/midterm control;
- 3) assisting in actions contradicting to these rules;
- 4) fabrication and falsification (an attempt to give incorrect data as reliable, forging an assessment or assignment answers, forging records, signatures in documents, etc.);
- 5) selling or otherwise helping to buy and/or sell assignments, answers to assignments, finished works;



19. All participants in the educational process have the right to be protected by all legal ways from unfounded accusations of violating the Code.

5 Types of violations

20. This Code provides for the following types of violations of academic integrity by students, faculty members and employees of the NCJSC “KMU”:

1) **Plagiarism:** partial or complete appropriation of materials from other sources without providing proof of authorship or indicating the source. Plagiarism is the deliberate presentation of the products, works and ideas of other authors as one's own.

2) Plagiarism can manifest itself in various forms:

- citation of the source without the use of required punctuation (quotation marks) and/or without indicating the source;
- using someone else's work as one's own without attribution;
- rephrasing the work without reference to the source;
- substitution of abstracting work by copying;
- using someone else's ideas or argument without reference to the source or the absence of the author in the list of sources used;
- presentation of a written work as one's own, written in whole or in part by another person;
- presentation of one's term paper/coursework (project), which was completed for another course (autoplagerism).

Sources from which ideas, expressions of ideas, or works of others are taken include (but are not limited to): books, articles, documents, literary works and phrases, speeches, chemical formulas, artwork, laboratory reports, research results, calculations, and their results, diagrams, developments, computer reports, machine code/software. **Duplication** – providing the same work (a part of work), performed by another student, graduates or former student.

3) **Cheating** on exam, test, during the final examination (also using clues, including the verbal reply, the use of cheat sheets, prepared form of answers, textbooks and other sources (primary sources, maps, charts, tables), computers, tablets, telephones and/or other technical/printing means during the assignment, copying off another student's work);

4) **Conspiracy:**

- agreement on the performance of any assessed work by others;
- agreement of the participants in the educational process deliberately violating the principles of academic integrity;
- deliberately avoiding collaborative work and getting an unfair assessment with the help of others;
- deliberate overestimation and underestimation in all types of monitoring of academic achievement.

5) **Secret agreement of participants of educational process for illegally providing materials**

- Examples on the secret agreement of the participants of the educational process are considered cheating of written work, providing one's own work for cheating, one student doing work for another student; the delivery of work, performed by another person (other students, parents, private tutors, teachers and etc.) as one's own, transfer of the test content, control work, test tasks by another student without permission of the teacher, various forms of collective deception with the aim of misleading other participants of the educational program (students, parents, faculty members).



– Teamwork/group work is not regarded, as an example of a secret agreement, but is a form of organization of the educational process. The teamwork/group work is activities with a group on a learning task. The teamwork/group work implies open forms of interaction between students within a group. Results, achieved within teamwork/group work are common to all group members, which should be reflected in any form of fixing the result (in verbal reply or in written forms) with all participants of the group.

6) Deception:

- presentation of false excuses in case of non-performance, delayed performance of the assessed/evaluated works;
- knowingly assisting to deception: permission to copy from the assessed work, hints, giving cheat sheets, textbooks and other sources of information in all monitoring of academic achievements;
- deliberate forging or damage to the evaluated work of another student;
- obtaining partial or complete material prior to conducting of the control activities with the help of another student, teacher or employee (test tasks with answers, examination papers and tasks, tasks for the written exam);
- buying or otherwise obtaining the work in the course of control activities for submission as one's own (term papers, diploma works, master's theses and etc.);
- selling or other ways of assistance in the purchase and/ or selling finished works (term papers, graduation works, etc.).

7) Falsification of documents and assessments:

- fabricating and providing fictitious experimental data, materials, surveys, reports without actual performance;
 - listing of referred sources, not used in writing the work;
 - submission of forged or false documents and materials;
- forgery of assessments, the results of evaluation of answers to the task;

8) Misuse of information or devices:

- the use of information on electronic, digital, papers, technical devices during the control activities, testing;
- getting any responses to the work in the course of the control activities by any means;
- taking away from the office/room and/ or copying from the computer the materials of the teacher, concerning the control activities on paper and electronic media;
- illegitimate use of audio and/or video equipment in the classroom to get a recording of the demonstration task, performed by another student or for the purpose of recording the class as a whole;
- unauthorized access to protected information.

9) **Impersonation** during exams, tests, performing laboratory or other tasks, as well as during diagnostic procedures.

10) **Obstruction and hindrance** – blocking or obstruction of educational or scientific activity of other people for an unfair academic benefit.

11) **Disruption of classroom training and consultations**, any action or behavior aimed at disrupting the class or consultation.

12) **Unauthorized access** to confidential information, such as examination materials, test questions and other materials in order to benefit.

13) **Unauthorized distribution of data** – publication, distribution or disclosure to third parties without prior agreement. Confidential information includes academic information, data and documents that have been collected and are stored without general access.



6. Responsibility and preventive measures

21. Both students and faculty members, employees of the NCJSC “KMU” are responsible for violations of academic integrity.

Faculty members, administrative and management staff, student organizations of the University are responsible for detecting and preventing academic misconduct.

22. Teachers ensure that students are informed, that students' work is checked for plagiarism using a software and other reliable methods, confirmed by the authorized officials of the University.

23. Librarians provide information to the students and teachers, materials on the design of the resources used in the works, bibliography, references to the books, magazines and websites, which is available to all participants of the program for use.

24. Disciplinary punishment for violation of academic integrity is imposed by the Management of the University submitted by Dean’s Office and Disciplinary Committee of the University.

25. Participants in the educational process should remember that they are morally responsible for violating the principles of academic integrity.

26. Any case of violation of academic discipline will be considered on the basis of the principles of impartiality, consistency, justice, timely resolution and further inquiry. The cases of violation of academic integrity are considered in an individual procedure by the Committee for supervision of compliance with the rules by students.

27. The preventive measures:

1) careful monitoring of the organization and conduct of all types of monitoring of academic achievements.

2) checking the evaluated and/or publicly presented works by means of information program of anti-plagiarism.

3) introduction of automatic services of verification of the originality. Verification of all graduation, research, educational and methodical works for text uniqueness should be carried out with mandatory use of the anti-plagiarism information program.

28. In order to prevent violations of the Code, it is prohibited to bring mobile phones with them during all controls; tablets; calculators; digital watch with alarm functions, computers or memory; pagers; audio and video recording devices; radio, digital players; reference materials (books, notes, papers, etc.); briefcases, bags and etc.; any food; outerwear; drinks with stickers and labels.

29. Conducting constant targeted work on the development of academic integrity of all participants in the educational process, involvement in performing research-related tasks with the formation of skills, relevant to research culture and scientific ethics.

7. Procedure for applying measures in case of violation of the Code

30. Participants in the educational process are responsible for violating the principles of academic integrity.

31. Violations of academic integrity can be revealed:

1) during the education process;

2) during the current (evaluation) and final control (intermediate certification/examination session);



3) during the final examination (state/comprehensive examinations, defense of graduation work);

4) when conducting research work and evaluation of its results.

32. Decisions on penalties for violations of this Code are made collectively with obligatory involvement of students of the University.

33. In case of academic misconduct, the following measures are taken:

1) in the primary detection of academic misconduct (accidental, non-systematic, a minor violation: conversations; turns; clues; irrelevant distraction of the examiner; the presence of objects prohibited in paragraph 34) during assignments/works, which are handed down on the intermediate (session) and final examination:

- student may be given no more than two verbal warnings (remarks) from the duty teacher and/or specialist of the Office of the Registrar. If a student is given a third warning, a report is drawn up, signed by the teacher/examiner and the Office of the Registrar's specialist. In this case a student, who has violated the provisions of this Code, is allowed to complete assignments/works, submitted for intermediate (session) certification. The Act of Violation is submitted to the dean to record the violation in a special register and the imposition of penalties with mandatory participation of teachers of relevant discipline and on the recommendation of the Student Self-Government Committee. A copy of the act and the decision on disciplinary punishment is kept in the student's personal file.

In case of inability to take a decision on violation of the Code within the Department or Dean's Office, consideration is carried out by the Committee for supervision of students' compliance with the rules.

- in the primary detection of gross violation of the principles of academic integrity (the use of objects prohibited in paragraph 6.2.; assumption of types of violations, under paragraph 5) during the completion of assignments/works, submitted for intermediate (session) and final examination a report is drawn up, signed by the teacher/examiner and Office of the Registrar's specialist. In this case a student, who has violated the provisions of this Code, is allowed to complete assignments/works, submitted for intermediate (session) certification. The Act of Violation is submitted to the dean to record the violation in a special register and the imposition of penalties with mandatory participation of teachers of relevant discipline and on the recommendation of the Student Self-Government Committee. A copy of the act and the decision on disciplinary punishment is kept in the student's personal file.

In case of inability to take a decision on violation of the Code within the Department or Dean's office, consideration is carried out by the Committee for supervision of students' compliance with the rules.

2) If recurrence of a violation of the Code is detected (for the second time for the entire previous study period) during assignments/works, submitted for intermediate (session) and final examination:

- report is drawn up, signed by the teacher/examiner and Office of the Registrar's specialist, the original copy is submitted to the dean of the school, student's results of the work are cancelled (0 (zero) is rated as a result of the examination regardless of number of stages). Violation is recorded in a special register, decision made and submitted with all documents confirming the fact of violation of the Code, to responsible structural division. A copy of the act is kept in the student's personal file;

- if necessary, the dean arranges a meeting between parents and the teacher/examiner/supervisor and Deputy Dean of the School or Faculty for conducting a three-way conversation on the fact of detecting the violation;



- when registering of more than two violations of the Code, the compiled act is submitted to the Committee for supervision of students' compliance with established rules for deciding disciplinary responsibility including expulsion.

3) in cases of violation of academic integrity, a memo is drawn up during the educational process by faculty members or Dean or Head of the Department and is submitted to the Committee for supervision of students' compliance with established rules for deciding disciplinary responsibility including expulsion.

34. Monitoring compliance with the principles of the Code during the educational process and in conducting current control is assigned to faculty members and Head of the Department. Control procedures should be included in the syllabus. Identified violations of the Code are activated in the report, and are sent to the corresponding School, Faculty and/or supervising Vice-Rector.

35. Schools and Faculty must store information on violations of this Code. In case if the dean finds that a violation has occurred, he/she must verify the data of the disciplinary and other violations of the student.

36. In cases of violations of the Code by a teacher or staff member, the person who reveals the violation makes a report and refers to the Compliance Office for internal investigation, on the basis of which the responsibility is determined by the University Board, including dismissal.



4. Educational program

1. NCJSC “KMU” provides training to specialists on educational programs of the technical and professional education, post-secondary education, bachelor's degree, higher and postgraduate education, additional education.

2. Educational programs offered by the NCJSC “KMU” are developed based on the principles, methodology and development of modular training, where the efficiency of learning outcomes is achieved by complying with an integrated approach, when by the modular principle educational programs themselves, the curriculum, and the subjects/disciplines are formed.

3. The NCJSC “KMU” develops educational programs according to the license for the right to conduct educational activities within the groups of educational programs according to the classification of training areas.

4. The educational programs are developed by the Schools, in accordance with the National Qualifications Framework, professional standards, the Dublin descriptors and the European Qualifications Framework.

5. All educational programs of the NCJSC “KMU” pass internal and external examination in accordance with the established procedure, and are included in the National Register of Educational Programs.

6. In the process of the development of educational programs and monitoring of the educational activities within the framework of the EP all stakeholders are involved, including students and employers.

7. Basic principles of the development of educational programs in the NCJSC “KMU”:

1) focus on global trends in the development of higher and postgraduate education: multidisciplinary, student-centration, innovation, focus on the formation of systematic thinking and social communication;

2) focus on national trends – internationalization, integration of education, science and production, digitalization, spiritual revival;

3) compliance with the strategic goals of the University.

8. Educational program has a head/supervisor, who is appointed in accordance [with the established procedure](#).

9. The following factors should be taken into account in the development of the educational program: staffing, availability of information resources for the educational program, material and technical support, the provision by the bases of practice, information support to the process for implementation of the EP, methodical support of the implementation of the EP.

10. The educational programs are approved by the management body of the NCJSC “KMU” in accordance [with the established procedure](#).

11. The list of educational programs is regularly reviewed and submitted for approval by the management body of NCJSC “KMU”, in accordance [with the established procedure](#).

12. The educational program can be excluded from the List of educational programs, implemented by the NCJSC “KMU”, based on the decision of the Board of Directors and on the proposal of the Board:

1) in case of refusal from its implementation;

2) in the absence of recruiting students for EP within 3 years of implementation;

3) negative decision of accreditation.

13. If the EP has received conclusions about the low quality of the implemented EP as a result of any of the EP's external or internal quality assessment procedures, the Senate has the right to submit the issue for consideration at the Board Meeting to exclude from the list of educational programs.



14. It is not permitted to change the content of the educational program (change of the disciplines) after the completion of the registration of students for the disciplines and formation of individual curricula. Amendments (updating) of the educational program is conducted in accordance with the established procedure. Implementation of the updated EP is carried out no earlier than the next academic year.



5-1. Organization of the educational process

1. Training and teaching at the University are based on the credit technology of training on the basis of the choice of learning path (formation of an individual curriculum) with the use of credit as unified unit of volume of educational work of students and teacher. The main objectives of the organization of the educational process are unification/standardization of the amount of knowledge; creating the conditions for maximum individualization of education; strengthening the role and efficiency of independent work of students; identification of the academic achievements of students on the basis of an efficient and transparent procedure of their control.

2. Organization of the educational process within one academic year is carried out based on the academic calendar, which is approved by the Chairman of the Board – Rector of the NCJSC “KMU” in accordance with the Charter and internal regulatory documents. The academic year consists of academic periods, periods of intermediate certification, holidays/breaks and practice/internship. Orientation week is included in the first year of the academic year, at the graduate course – the period of the last examination, and for students of the military department – training sessions.



5-2. Orientation week of students of the first year

1. An orientation week for the first-year students of all educational programs is held at the University, the purpose of which is to promote successful social and psychological adaptation of the first-year students and integration of students into the new educational environment, acquaintance with the history and traditions of the University, principles of credit technology of training (including the process of enrolment in discipline and choosing a teacher) and prospects of future professional activity, academic policy and internal regulations. Organization of the orientation week and development of the program are assigned to specialized schools/deans.

2. The tasks of an orientation week are:

- 1) carrying out psychological and pedagogical systematic actions, contributing to the successful adaptation of students;
- 2) preparation of the first-year students for the new learning environment;
- 3) establishment and maintenance of social status of the first-year students in a new team;
- 4) formation of positive educational motives for the first-year students;
- 5) preventing and relieving psychological and physical discomfort in the first-year students related to the new educational environment;
- 6) optimization of the process of adaptation of the first-year students to the new conditions of the University.

3. During the orientation week, students meet with advisers/supervisors, representatives of student organizations, are introduced with structural divisions of the University (library and publishing center, Schools/Dean's Offices, Center for Simulation and Educational Technologies, laboratories, etc.), their rights and obligations.

4. The dates of the orientation week are recorded in the academic calendar.



5-3. Procedure for formation of educational path

1. Procedure for formation of an individual curriculum of students is organized in accordance with the Rules of organization of educational process on credit technology of training.

2. Individual curriculum (further – IC) determines the individual educational path of each student.

3. IC is formed by students independently or with the help of an adviser, based on educational programs, catalogue of elective disciplines (for technical and professional education – based on the working curriculum) and the academic calendar for each academic year. Students of the first year form the IC after the issuance of an order on enrollment.

4. The Schools post an academic calendar on the student portal, curriculum and catalogue of elective disciplines. Advisers inform their assigned students on the volume of compulsory and elective disciplines for mastering for the next (or current – for the first-year students) academic year. Advisers organize and consult on the formation of the IC and the choice of an educational path, guide students in the selection of relevant elective disciplines in accordance with the requirements of the educational program, and introduce with the conditions of refusal of the chosen course.

5. Advisers are responsible for providing qualified consultation on the choice of disciplines.

6. Students have the opportunity to choose a teacher simultaneously in the selection of disciplines. The Schools form a list of faculty members by the disciplines of the working curriculum and transfer to the block of the Office of the Registrar of the Department of Academic Work for adding into the AIS “Platonus”.

7. In determining the individual learning path of the student within the framework of the university component and component of choice, he/she chooses:

1) disciplines on the main educational program (Major);

2) disciplines on additional educational program (Minor), in this case credits for Minor disciplines are part of the core program.

8. Choice and mastering the Minor discipline is conducted for acquisition of additional competencies in related or profile/specialized EP, and to fulfill the personal needs of the student. The component of choice for the basic and specialized disciplines should be organized in the form of several Minor. In this case, the student chooses only one Minor program in the second year of the bachelor’s degree.

9. Students choose disciplines, using instructions posted on the portal. The student is responsible for the formation of the IC and comprehensiveness of the training course in accordance with the requirements of the curriculum of specialty and educational programs. After the approval by the Dean of the School /Faculty the formed IC is available in the personal account of the student in AIS “Platonus”.



5-4. Organization of enrolment for academic disciplines

1. Algorithm of entry to the educational disciplines of students in all courses/years of study includes the following steps:
 - 1) acquaintance with an adviser;
 - 2) attendance of teacher's presentations and elective courses by students .
 - 3) consultation with an adviser, choice and discussion of elective courses by the catalogue of elective disciplines, if necessary, the design of projects of individual plans;
 - 4) enrolment for academic disciplines in accordance with the established procedure;
 - 5) re-registration after the closure of unprofitable disciplines.
2. Procedure for enrolment of first-year students into the academic disciplines is conducted during their participation in the orientation week.
3. Academic calendar determines the date and time of enrolment for elective subjects.
4. Schools set minimum number of students, required to study the discipline, and for each teacher – the maximum number of students in the academic stream. In case, if the number of students enrolled in the discipline on schedule is less than minimum, then discipline does not open and not included in the curriculum. Students enrolled in a closed discipline, should re-register within the established deadlines.



5-5. Using various pedagogical methods and forms of education

1. University creates conditions for introduction of innovative teaching methods and use of new educational technologies. Teachers choose teaching methods collectively, ways, forms of organization and conducting training sessions based on the educational program and syllabus, considering feedback from students.

2. Using methods and forms of education offered by the responsible teachers for a discipline, methodologists, are discussed at meetings of the Departments/School Council, meeting of School Quality Assurance Committees (hereinafter – SQAC). Teachers have the right to offer new and innovative teaching methods with mandatory further evaluation of their implementation efficiency. The introduction of new teaching methods is accompanied by the development and approval of methodological recommendations/guidelines for their conducting. Teachers, SQAC get feedback on student's satisfaction with the teaching methods used by conducting a survey (questionnaires, focus group method, etc.)

3. General management of educational and methodological work of structural divisions is carried out by the Vice-Rector for Academic Work, direct control of the implemented EP – heads/managers of EP's, deans.

4. Approved forms of lectures, practical and laboratory classes, student's independent work under the teacher's supervision (SIWT) and student's independent work (SIW) are recorded in discipline syllabuses. The Center for Simulation and Educational Technologies (CSET) is the division that performs the coordinating function for the introduction and implementation of new teaching methods.

5. The University can use the following forms of organization of educational process and methods of teaching:

1) Lecture – a form of organization of the educational process, aimed at forming an indicative basis for the subsequent assimilation of training material by students. The main purpose of a lecture is to provide a theoretical basis for learning, to develop interest in learning activities and a specific academic discipline, to form guidelines for students to work independently on the course. The choice of forms, methods and techniques of lecturing depends greatly on the specifics of the academic discipline taught and the composition of the academic audience.

The types of lectures:

– Introductory lecture gives the first holistic view of the discipline and guides the student in the system of work on this course. Lecturer introduces students to the purpose and the designation of a course, its role, and place in the system of academic disciplines. Provides a brief overview of the course, milestones in the development of science, names of famous scientists. Outlines the prospects for the development of science, its contribution to practice. Theoretical material is linked with the practice of future work of a specialist. At the lecture the methodological and organizational features of work within the framework of the course can be expressed, as well as educational and methodological literature, which is recommended to the students, specifying terms and reporting forms can be analyzed.

– Introductory lecture is a systematization of scientific knowledge at a high level, which allows a significant number of associative connections in the process of understanding information, in disclosing the intra- and inter-subject relations, excepting detailing and specification. As a rule, the core of presented theoretical positions is the scientific and conceptual foundation of the entire course or its larger sections.



– Problem-oriented lecture – in this lecture new knowledge is introduced through the formulation of a problem, task or situation. In this case, the process of cognition of students in cooperation and dialogue with the teacher approaches to research activity. The content of the problem is disclosed by searching for its solution or summing and analyzing traditional and modern points of view.

– Visualization lecture is a visual form of presenting lecture material by means of technical means of training or audio-video equipment (video lecture). Conducting this lecture comes down to detailed or summarized comments on the viewed visual materials.

– Lecture-press-conference is conducted as a scientific and practical lesson, with a predetermined problem and a system of reporting, lasting 5-10 minutes. Each presentation is a logically complete text prepared in advance within the framework of the program proposed by the teacher. The set of the presented texts will make it possible to cover the problem comprehensively. At the end of the lecture, the teacher summarizes the results of the students' independent work and presentations, supplementing or clarifying the proposed information, and formulates the main conclusions.

– Lecture two together (binary lecture) is a type of delivering a lecture in the form of a dialogue between two teachers (either as representatives of two scientific schools or as a theorist and a practitioner). It is essential: demonstration of the culture of discussion, involvement of students in the discussion of the problem.

– Lecture with pre-planned errors is designed to stimulate students to constantly control the information offered (searching for errors: substantive, methodological, methodical, spelling). At the end of the lecture, the diagnosis of participants is carried out and the errors made are analyzed.

– Lecture-consultation can take place in different scenarios. The first option is a questions-and-answers type of lecture. The lecturer answers the questions of the students during the lecture on the whole section or the whole course. The second option of such a lecture, presented according to the “questions-answers-discussion” type, is a threefold combination: the lecturer presents new educational information, formulates questions and organizes a discussion in search of answers to the formulated questions.

– Lecture-information. It is focused on presentation and explanation of scientific information to be interpreted and memorized by students. Nowadays it is an outdated form and it is used in the practice of higher medical schools only to a limited extent.

2) **Practical class** – one of the main forms of organization of the educational process, which consists in deepening, expanding and consolidating the knowledge of students, formation of skills and abilities. Practical classes develop clinical, scientific thinking and speech of a student, allows to check and evaluate the knowledge of students. In the traditional method of conducting practical classes, the priority in them is focused on the subject of study. The teacher becomes someone who distributes information.

Active forms of conducting practical classes:

– Interactive learning is a method based on continuous monitoring of the results of mastering the educational program, current control and interaction (interactivity) of a teacher and a student throughout the learning process.

– Situational tasks – based on the analysis of a specific case from practice, i.e. situational tasks contribute to the formation of clinical thinking of a student, encourages creative debate, significantly stimulates the students and give a sense of satisfaction from their work.

Types of situational tasks:



– Tasks with missing original data, for the solution of which it is necessary to obtain additional information from the history of the disease, instrumental and laboratory studies, etc. It is only with this significant data, independently obtained by a student, that a diagnosis can be made and treatment prescribed.

– Tasks with excessive original data, containing information that does not represent the necessary basis for diagnosis and treatment of the disease. These tasks contain some “information noise” for its consistent exclusion from the thinking activity of students to find the correct answer.

– Tasks with uncertainty in the formulation of the question, requiring additional reasoning to identify causes and effects, statements and justifications, phenomena and signs at different stages of the course of the disease.

– Tasks with contradictory (partially incorrect) information in the condition, reflecting: the results of studies using different methods; indicators taken at different stages of the course of the disease; entered data on related diseases, etc. The students’ activity in solving such problems is aimed at eliminating contradictions, clarifying the data adequate to the patient’s condition and, on their basis, finding the correct answer.

– Tasks that allow only a probabilistic solution, which is quite characteristic of medicine, which does not fully relate to the exact sciences. In this case, students make a series of reflections, establish logical connections, with a precise orientation of the justification to the statement and their interdependence.

– Tasks with limited solution time, formulating extreme medical situations, the solution of which is aimed at practicing the rapidity of diagnosis and treatment.

– Tasks requiring the use of objects with an unusual function (a spoon when examining the throat, a branch when splinting, etc.), in unusual situations.

Interactive forms of conducting practical classes:

– Business (simulation, operational, educational, didactic) game is a method of teaching professional activity through its modeling, close to real conditions, with a mandatory branching dynamic development of the situation, task or problem to be solved in strict compliance of subsequent events with the nature of decisions and actions taken by the players at previous stages.

– “Snowball” method – individual time is given for reflection. Then the discussion begins in groups of two, four, eight people and so on until the whole group has participated in the discussion. The method aims to allow each member of the group to express their point of view and, using the knowledge and experience of the whole group, to offer a rich mix of information and comments.

– The “pen in the center of the table” method – based on the involvement of all group members, helps to the concentration and stimulates students. The group is offered to solve one task together (questions of etiology, clinic, treatment...). Each student writes down one possible answer on one sheet of paper and moves the sheet to a companion, while moving his/her pen to the center of the table. If there is no answer, the pen remains with the student. All answers are discussed together, correct and incorrect answers are analyzed. Analysis and repetition of correct answers increase the level of learning and memorization of the material.

– Everyone learns – the strategy allows students to participate in the learning and passing on their knowledge to their classmates. Using this method will give students an overview of the concepts and facts to be learned during the class, as well as raise questions and spark interest.

– The student in the role of the teacher – before the lesson the material is analyzed with one student, and then the student explains this section of the topic to the whole group, “teaches” the classmates, answers their questions.



– Brainstorming is an operational method of problem solving based on stimulating creative activity, in which the participants of the discussion are suggested to express as many options as possible, including the most fantastic ones. The most successful ideas are then selected from the total number of ideas that can be used in practice.

– Discussion is exchanging views on a particular issue. It is an active method that allows to learn to defend one's opinion and listen to others. It ensures the conscious assimilation of educational material as a product of its thought process, organizes and consolidates knowledge.

– Debates – learning technology in an adversarial form. A special form of discussion, conducted according to certain rules, familiarizes students with the norms and values of civil, scientific or professional community, in adaptation to the conditions of modern society, market and production, assuming the ability to compete, to engage in polemics, to defend their interests.

– Method of Problem-based learning (PBL) is a well-structured lesson, related to active learning methods, which is based on a student-centered approach. This method poses a problem and promotes problem solving through the development of search and cognitive activity, analysis of the obtained data and teaches the student decision-making skills.

– Team-based learning (TBL) or team training is an active learning method, clearly structured in phases, focused on the development of communication and teamwork skills in students.

– Research-based learning (RBL) or research-focused learning is a form of active learning method based on the use of research as a tool in the educational process. The purpose of training is to teach to identify problems and issues that need to be solved, to evaluate and analyze the resources at its disposal, to choose the best ways to solve them, using critical thinking skills and analytical skills. This method poses a problem and promotes problem solving through the development of search and cognitive activity, analyzing the obtained data and teaching a student decision-making skills.

3) **The Virtual Patient** is an interactive program for reproducing clinical tasks (cases) with realistic 3D patient models. The program simulates a dialogue with a virtual patient, as well as various simulations of physical examination, check-up, diagnosis and treatment of a “virtual patient”. The program includes only clinically reliable dialogue, educates, allowing the user of the program to influence the result of the patient’s admission, allows testing in conditions close to the real one and checks the student’s preparedness, identifies his/her strong and weak points.

4) **The Standardized Patient** is a specially trained person who participates in the training and assessment of the student's competences. A standardized patient stages/simulates a clinical case (clinical task) according to the given clinical scenario.

5) **Simulation training** – acquisition of professional competences and practical skills in a safe educational environment by means of mannequins, simulators, special equipment under the guidance of qualified instructors. This allows to acquire and improve practical skills before applying them in real practice without potential risks to patients.

6) **Seminar** is one of the basic forms of organization of the educational process, which is a collective discussion of theoretical issues by students under the guidance of the teacher.

7) **Laboratory (practical) class** is a set of learning tasks in order to master the scientific and theoretical foundations of the discipline carried out by students under the guidance of the teacher, the acquisition of skills and experience in creative activity, mastering modern methods of practical work with the use of technical means.

8) **Practice/internship** is a special form of organizing the training process at work (in the clinic, simulation environment, etc.), aimed at consolidation of theoretical material received by



students in the process of academic training, and the acquisition of knowledge, skills and skills of professional activity by them.

9) **Training camp of students** in the military is the final stage of military training, conducted in order to consolidate the practical skills acquired by students at the military department during the study of military and military-medical disciplines, and to conduct the final examination.

10) **Student's independent work under the teacher's supervision (SIWT)** – work of a student under the guidance of teacher on a certain list of topics allotted for independent study, conducted according to the schedule of office hours of the teacher. Forms of conducting SIWT and mandatory attendance are determined in discipline's syllabuses.

11) **Student's independent work (SIW)** – work on a certain list of topics allotted for self-study, provided with educational and methodical literature and recommendations; the entire volume of SIW is supported by tasks that require the student's daily independent work.

The main types of student's independent work are preparation of control/test, term papers/coursework, diploma works/theses and projects:

- Control work/test is one of the types of student's independent work, aimed at identifying the level of mastering the educational material on a particular topic of a particular academic discipline for a certain period of study, documenting the form of reporting on the student's independent work in the process of studying a particular academic discipline.

- Coursework/term paper is one of the main types of independent work of students, aimed at consolidation, deepening and generalization of knowledge on academic disciplines of professional training, mastering the methods of scientific research, the formation of skills to solve creative or practical problems during the research, artistic creativity on a particular topic, documenting a form of reporting on the independent work of a student, containing systematic information on a particular topic.

- Training project is an independent, detailed solution by a student, or a group of students, to a problem of research, creative or practical nature.

- Diploma work/thesis is one of the main types of independent work of students, which has a research character, a final paper, which is a summary of the results of the student's independent study of the relevant problem corresponding to the specialization of the educational program;

- Diploma project/thesis project is a final paper of the student, representing an independent solution of applied problems, corresponding to the specialization of the educational program, performed with the use of project approaches and (or) in the form of preparation of business projects, model, as well as projects of creative nature and other projects.

12) **Resident's independent work (RIW)** is one of the types of academic work involving independent work of the resident on each module/discipline included in the curriculum. During the independent work, the resident learns theoretical material in a practical way (duties, cure of patients, mastering practical skills, etc.); applies the gained knowledge and practical skills to analyze the situation and develop the right solution (group discussions, business games, situation analysis, project development, etc.); applies the gained knowledge and skills to form his/her own position, theory, model (participation in research work). Control of independent work and assessment of its results are organized as a unity of two forms: self-testing and self-assessment; control and assessment by teachers and, etc.

13) **Master student's independent work under the teacher's supervision (MSIWT)** is an extracurricular type of work of a master's student, which is performed by him/her with a teacher on a separate schedule, which is not included in the summary schedule of training sessions. In the



course of MSIWT consultations on the most complex issues of the curriculum, homework, course/term projects (works), control of MSIW tasks are conducted.

14) **Portfolio** is a collection of personal achievements of a student, resident, which shows the actual level of his/her training and activity in various educational and extracurricular types of activities in the university and outside.

6. The University welcomes the introduction of other innovative teaching methods as well.



5-6. Organization of independent work of students

1. For the formation of students' responsibility for their learning, independent and critical thinking in the learning process at the University, student's independent work is organized, which is an extracurricular type of work, which is performed by them both independently (SIW) and in contact with the teacher (SIWT).

2. The University organizes independent work of students, based on the final results of learning and their readiness for independent learning. The role of independent work of students, as a rule, increases with the progress of students. The University determines the forms and methods of independent learning and guarantees the timely submission of feedback to the students by the faculty members in the course of completing assignments for independent work, as well as determines the criteria for their evaluation.

3. All types of independent work are described in the syllabus and educational-methodical complex of the discipline with the indication of specific assignments, evaluation criteria and the submission deadline.



5-7. Rules of rating system for evaluating the academic performance of students

1. Comprehensive assessment of academic achievements of students of the University is regulated by the “Rules of rating system for evaluating the academic performance of students”, compliance with which is compulsory for all students and structural divisions of the University – participants of the educational process.

2. Academic achievements (knowledge, skills, abilities and competencies) of students are graded in points on a 100-point scale, corresponding to the internationally accepted letter system of assessment with a numeric equivalent (positive grades, in descending order, from “A” to “D”, and “unsatisfactory” – “FX”, “F”) and grades in the traditional system.

Scoring and rating letter system of assessment of students’ academic achievements

Letter system of assessment	Numeric equivalent of the assessment	Percentage of assessment	Traditional system of assessment	Description of evaluation criteria
A	4	95-100	Excellent	The student has knowledge of the subject in the full scope of the curriculum, sufficiently deeply comprehends the discipline; demonstrates a high level of knowledge, exceeding the scope provided by the syllabus, gives an exhaustive answer
A-	3,67	90-94		The student has knowledge of the subject in the full scope of the curriculum, sufficiently deeply comprehends the discipline; gives an exhaustive answer
B+	3,33	85-89	Good	The student demonstrates complete, reasonable knowledge of the subject, but the answers did not always emphasize the main point, not always used rational methods for calculating; the answers were mainly brief and not always clear
B	3,0	80-84		
B-	2,67	75-79		
C+	2,33	70-74	Satisfactory	The student demonstrates sufficient knowledge of the subject, but without proper depth and justification, answers are unclear and without proper logical sequence
C	2,0	65-69		
C-	1,67	60-64		
D+	1,33	55-59		
D	1,0	50-54	Unsatisfactory	The student demonstrates insufficient knowledge of the subject, some
FX	0,5	25-49		



			questions are not answered correctly
F	0	0-24	The student demonstrates a very low level of knowledge of the subject

3. Students are required to attend all forms of classroom instructions – lectures, practical and seminar classes, laboratory work, and to complete all assignments, including SIWT and SIW.

4. Students (except for technical and professional education) work off only practical classes and laboratory work missed for a valid reason, during consultation hours, within one month after getting admission, but not later than the last week of the term. Classes missed for insufficient reasons are not worked off. If the number of hours of absence for insufficient reasons is 50% or more of the total number of hours allotted to practical classes and lectures related to this assignment, a student is not allowed to complete the assignment and “0” is put in the electronic log.

5. Technical and professional education students work off the classes for a valid and insufficient reason.

6. The document confirming a valid reason for missing classes is submitted to the digitalization office of the Department of Informatization and Infrastructure Development not later than three working days from the date of receipt of this document, in a state of emergency – not later than 5 working days.

7. Certification of students’ attendance is carried out by schools according to the data of AIS Platonus monthly by the 25th day of the month.

8. The rules for working off missed classes are determined by the policy reflected in the syllabus.

9. If a student missed classes in the last two weeks of the term for a valid reason, including the last class, the Dean of the School/Faculty allows the student to work off classes and exams on an individual schedule.

10. If a student misses more than 1/3 of the total number of days of the term due to illness, he/she has a right to apply to the medical institution at the place of attachment to summon a medical control commission (MCC) in order to consider the issue of obtaining a medical report on the grounds for granting academic leave.

11. The monitoring the current progress, SIWT and SIW on the discipline is carried out by the teacher, who conducts classes in the group. The policy of grading for the assessment with the indication of its components, content, criteria and timing of assessment of assignments for disciplines are defined in the syllabus. Test questions of assignments include questions on lecture materials.

12. The teacher is required to evaluate any work of the student in an unbiased manner according to predetermined criteria indicated in the syllabus of the discipline. The teacher is not authorized to evaluate any additional criteria not specified in the syllabus. Assessment criteria cannot include social, community, religious, ethnic and gender status of a student. When evaluating the academic achievements, the teacher does not consider the opinions and requests of outside parties, including the student, other teachers and the university administration.

13. The student is required to request the teacher to make an assessment using all of the above-mentioned principles.

14. The teacher is personally responsible for the timeliness and correctness of filling in the electronic logs. Filling of grades in the electronic logs is done weekly, according to the policy of



assessment of disciplines by level of training of students. It is not allowed to transfer the responsibilities of filling in the electronic log to another person.

15. Current assessments of the student is assigned by the teacher for each completed assignment (including integrated task, which may include several topics) in the electronic log. When assigning a current assessment for the task, all types of academic work (classroom and extracurricular) should be taken into account, including for clinical disciplines – mastering practical skills using simulation technologies and duty on clinical bases. Academic achievements of students in languages (Kazakh, Russian, foreign) are evaluated in accordance with the level model of their study.

16. Academic rating of the student (AR) consists of the admission rating (RA), which is determined by calculating the simple average of all current assessments, and the rating of the final assessment

$$(FA): AR = RA*0.6 + FA*0.4.$$

- according to the standard: final grades in disciplines and (or) modules for which differentiated credit is provided are set by teachers on the basis of assessments of current academic performance control as an arithmetic average score, for disciplines and (or) modules for which an exam is provided, calculated according to the formula:

$$APO = \frac{(PO1 + \dots + PON) * 0,6}{N} + \mathcal{E} * 0,4$$

where: *PO* - the result of the training, *N* – number of learning outcomes, \mathcal{E} – examination assessment.

17. The admission rating for the discipline must be at least 50%.

18. Current assessments are not assigned for training and production, work practices, pedagogical and research practices.

19. For all kinds of practices the AR is equal to the FA. When conducting the final control for all types of practices, the FA is evaluated on a 100-point system. When two practice supervisors are appointed, the final grade is assigned taking into account the assessment of the practice supervisor from the base of practice, the share of which is 40% of the final grade, and the assessment of the practice supervisor from the University, based on the defense of the submitted report, the share of which is 60% of the final grade.

20. All forms of written papers of students are tested for plagiarism. In case of plagiarism in the work, the results of such work will be canceled.

21. Academic achievements are available in the student's personal account in AIS "Platonus". All academic disciplines and (or) modules studied by a student with the indication of the final grade, including grades "FX" and "F", are recorded in the transcript.

22. Transfer of a student to the next course is performed on condition that he/she fully carries out the requirements of the individual curriculum.

23. The relevance of the teacher's assessment of the student's academic achievements is conducted by the bell curve of distribution of the grades assigned by the teacher in accordance with a normal distribution according to the approved criteria for evaluating students' learning outcomes based on the general principles of the Academic Integrity League (<https://adaldyq.kz/documents>).



Evaluation according to the scoring and rating letter system	A, A-	B+, B, B-	C+, C, C-,	D+, D	FX, F
Percentage of students usually receiving an assessment	10	25	30	25	10

24. Bell curve of distribution is based on the level of a student in a particular assessment and is used to analyze their performance in the discipline with reference to other students.

After the completion of the academic period, the SQAC analyzes the quality of evaluation using a normal distribution diagram. In case if the number of “excellent” grades exceed 15%, the Academic Senate Committee conducts a critical analysis and may decide to cancel the results of the final control. In case of deviation from the norm, the SQAC has the right to initiate personal proceedings and analysis of the quality of teaching in specific disciplines at the Academic Committee of the Senate.



5-8. Conducting intermediate certification

1. Intermediate certification of students is carried out in accordance with the academic calendar, working curriculum and syllabuses of disciplines. Each academic period ends with a period of intermediate certification of students.

2. Intermediate certification of students is conducted in the form of final control of disciplines and reports on professional practice, and serves as a form of verification of learning outcomes of students for the academic period of the educational program. The form of final control is determined by the working curriculum.

3. The final control may consist of one or several stages. The relative importance of each stage of the final control is written in the syllabus.

4. Permissible forms of conducting the final control or its stages are:

1) computer testing based on clinical cases and/or situational tasks;

2) written examination (WE);

3) defense of the project / term paper;

4) Objective Structured Clinical Exam (OSCE) (Group Objective Structured Clinical Exam, GOSCE)/ Objective Structured Practical Exam (OSPE);

5) assessment of practical/clinical skills (APS/ACS) using a standardized checklist;

6) defense of the portfolio;

7) academic certification;

8) the practice report;

9) passing the standards.

5. Organization of intermediate certification (elaboration of the draft schedule of intermediate certification, coordination with structural divisions, posting the approved schedule on the University's student portal) is assigned to the Office of the Registrar's block.

6. In order to conduct intermediate certification in accordance with the deadlines and requirements for issuance, the department / school conducts work on the formation of examination material. Examination material for all disciplines is reviewed by 30% for each intermediate certification. The responsible teacher for the discipline/module coordinator posts individual examples of control and measuring means and specification of the final control on the student portal in the section of his/her discipline two weeks before the intermediate certification. The responsible teacher of the discipline/module coordinator imports the examination material into AIS "Platonus" or AS "Session" one week before the beginning of intermediate certification.

7. The Office of the Registrar's block monitors the compliance with the deadlines for submission of examination material by the departments/schools.

8. In order to ensure transparency and impartiality of intermediate certification, the Office of the Registrar's forms a pool of proctors from the faculty members who have no conflict of interest during the period of intermediate certification. The Office of the Registrar's block conducts briefing of proctors before the beginning of intermediate certification and forms the schedule of proctors' duty for the period of intermediate certification.

9. For conducting and evaluating of the final control, examiners from the faculty members with qualifications corresponding to the specialization of this particular academic discipline are appointed. When conducting the final control in a form that involves face-to-face contact with a student, if possible, examiners who did not conduct training sessions in this particular academic group (stream) are appointed. The list of examiners is approved at the meeting of the department / centers / school. Final control in the form that does not involve face-to-face contact with the student is conducted using double "blind" coding.



10. Admission of students to intermediate certification or making a decision on the individual procedure of passing the final control (in case of elimination of academic difference or debts, due to illness based on a certificate, and for other valid reasons based on the confirming documents) is carried out by the school / faculty of the specialization of the educational program. Admission of students to intermediate certification or individual procedure of final control is issued by the dean's order.

11. The students who have arrears in tuition fees, who have academic debts in prerequisites, who are on academic leave or long-term treatment are not allowed to intermediate certification.

12. In case of “unsatisfactory” assessment corresponding to the sign “FX”, a student has an opportunity to retake the final control without re-passing the program of the discipline/module.

13. In case of “unsatisfactory” assessment corresponding to the sign “F”, a student is re-enrolled in this particular academic discipline/module, attends all forms of classes, performs all forms of academic work in the next academic period.

14. All final grades of the student, including positive exam retakes are recorded on the transcript.

15. For students of Technical and vocational training who have no more than one "satisfactory" grade according to the results of the interim certification, retake is allowed in order to increase the grade on the basis of a student's application in any form addressed to the Chairman of the Board – Rector. Repeated retake of the exam (test) is issued by the order of the Chairman of the Board – Rector. The deadline for retaking the exam (credit) upon receipt of the "unsatisfactory" grade is determined by the schedule of the intermediate certification of the VET. A student who has more than three "unsatisfactory" grades according to the results of the intermediate certification is expelled for academic failure with the issuance of a transcript to him (her).

16. All the student's final grades are recorded in the transcript, including the positive results of repeated exams.

17. The absence on the final control of a student in the examination record is noted “was not present” beside his/her last name. If there is a sufficient reason for the order of the dean of the school / faculty of this student, an individual examination schedule is arranged. Failure to attend an examination without a valid reason is comparable to “unsatisfactory” evaluation.

18. The main documents confirming the results of intermediate certification are as follows:

- 1) examination record;
- 2) examination sheet;
- 3) summary statements (including in electronic form from AIS “Platonus”).

19. In order to ensure compliance with unified requirements and resolution of disputable issues in the evaluation of examinations during the period of intermediate certification of students by order of the dean, Appeals Commission of teachers whose qualifications correspond to the profile/specialization of the appealed disciplines is established.

20. Appeals Commission:

- 1) accepts and considers appeals of students;
- 2) ensures compliance of the assigned grade with the established requirements for evaluation of works;
- 3) makes a decision on the correspondence of the assigned grade or on the assigning of a different grade (both in case of its increase or decrease);
- 4) issues a protocol of the decision and hands it over to the Office of the Registrar’s block.



21. To perform its functions, the Commission has the right to review the materials of the final control conducted in the form of a written examination, testing, as well as protocols of the results of verification of answers, information about the individuals who attended the examination, compliance with the examination procedure, etc.

22. A student who disagrees with the result of the examination appeals no later than the next working day after the assigning of the grade in AIS Platonus.

23. Appeal is carried out on the initiative of a student in the following cases:

- 1) test tasks or written examination questions are incorrectly worded;
- 2) test tasks do not contain a correct answer;
- 3) test tasks contain several correct answers, and the instructions ask the student to choose the only correct answer;
- 4) test tasks or the content of the written examination are outside the scope of the curriculum.

24. The teacher submits into the electronic log of AIS “Platonus” the assessment of the final control of the student on the discipline; after the appeal procedure, the specialist of the Office of the Registrar’s block opens access to change the examination grade, the teacher makes changes in accordance with the decision of the Appeals Commission.

25. The examination record is provided by the specialist of the Office of the Registrar’s to the teacher from AIS “Platonus” after the appeal. The teacher signs the examination report, the specialist of the Office of the Registrar’s block signs and submits it to the relevant school, not later than 3 days after the completion of the intermediate certification.

26. On completion of the intermediate certification, schools prepare a final report on the results of intermediate certification for consideration by the School Council and the SQAC to make decisions on improvement of assessment framework.

27. The Office of the Registrar’s block conducts continuous monitoring of the results of intermediate certification of students and their analysis in accordance with the score table reflecting the actual percentage distribution of absolute assessments above the passing grade.



5-9. Organization of summer term

1. According to the Rules of the organization of the educational process on credit technology of training at the University, summer term is organized to meet the needs for additional training, providing students with the opportunity to eliminate academic debts or the difference in the curriculum, the study of academic disciplines and the development of credits by students in other educational organizations with the mandatory credit transfer in the NCJSC “KMU”, the study of disciplines to increase the grade point average (GPA), mastering a related or additional educational program, including within the framework of double-degree education, on a paid basis.

2. Graduate students and residents, in connection to the peculiarities of the organization of the educational process, the summer term is not organized.

3. The duration of the summer term depends on the academic calendar and is not less than 6 weeks.

4. No more than 15 ECTS credits can be studied during the summer term.

5. Summer term can be conducted with the use of distance learning technologies.

6. Monitoring the summer term is the responsibility of the School/Faculty.

7. The following categories of students are allowed to enroll in the disciplines of the summer term:

1) not admitted to the examination session according to the term rating results;

2) who received an unsatisfactory evaluation in the final control during the intermediate certification period;

3) who has an academic difference upon reinstatement, transfer or after the academic leave;

4) students who have expressed their wish to improve their academic rating (students who have completed the course program completely and want to increase their grade point average (GPA));

5) who study under international programs, double degree programs;

6) students transferred from one specialty/educational program to another;

7) mastering of the disciplines of the additional educational program (Minor);

8) students who have expressed their wish to undergo additional training.

8. The student submits an application for the summer term to the Dean of the School/Faculty in the digitalization department of the Department of Informatization and Infrastructure Development (hereinafter – the Digitalization Department), the application should be attached by a receipt of payment. Within the deadline the student attends all types of training sessions, passes all types of current control of disciplines of the summer term, gains admission and passes the final control (on the discipline “Modern History of Kazakhstan” student gains admission and must pass the state examination during the period of work of the State Examination Commission).

9. At the end of the summer term, on the submission of the Dean of the School/Faculty, an order is issued to transfer the student from course to course or an order for expulsion for academic failure, or a memo on the entry.

Student-centered learning, teaching and assessment. Rules for re-passing disciplines, elimination of academic differences between the disciplines of the curriculum.



Academic policy
AP NCJSC KMU 5-10
Version 3

5-10. Rules for re-passing disciplines, elimination of academic differences between the disciplines of the curriculum

1. Re-passing disciplines and eliminating the academic difference are carried out on a paid basis as for students on the state educational grant/ order, and for students on a fee basis. The cost of the one credit of discipline is defined by the price list of the paid services, approved at the University for the academic year.

Re-passing disciplines

2. Rules for re-passing disciplines at the University have been developed in accordance with the Rules of organization of the educational process on credit technology training.

3. In case of F “unsatisfactory” assessment or admission rating below 50% on discipline/module, a student re-enrolls to this subject/module, attends all types of training sessions, performs all types of educational work according to syllabus and re-takes the final control (on the discipline “History of Kazakhstan” state examination in the period of work of the SEC (State Examination Commission)).

4. Re-passing the discipline is allowed no more than once.

5. Student who has not eliminated academic debt in one academic period re-passing disciplines-prerequisites, he/she is expelled from the number of university students for academic failure. In case, when the discipline of academic debt is not prerequisite, the discipline must be re-passed until the end of the current academic year, including summer term.

6. The dean of the school / faculty, based on the requirements for the maximum academic workload of students, sets a deadline for submitting applications for the elimination of academic debt, which is approved by the order of the dean of the school / faculty.

7. A student who has not started the procedure for eliminating academic debt within the specified period is expelled from the university for academic failure.

Elimination of academic difference of the curriculum disciplines

8. Academic difference in the disciplines in curriculum is determined when transferring or reinstating students, as well as after from academic leave. The procedure and terms of elimination of academic difference are approved by the order of the Dean of the School/Faculty.

9. The academic difference is determined by the comparing academic results, passed by the students at the previous stage, with the results of the declared educational program, based on the submitted documents and, if necessary, interviews to determine the level of learning, skills and abilities.

10. IC is formed for a student taking into account the discipline of the academic difference and transfer of formal and non-formal education outcomes.

11. To eliminate the academic difference in the disciplines of the working curriculum, a student attends all types of training sessions during the academic period, passes all types of current control and, with the corresponding admission rating, passes the final control.

12. Academic difference in the disciplines of the working curriculum, not eliminated on time, is further considered as an academic debt.

Document: AP NCJSC KMU 5-10 Rules for re-passing disciplines, elimination of academic differences between the disciplines of the curriculum / page 1 of 1

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5-11. Regulations on preparation of diploma works/diploma theses, master's and doctoral theses

1. Regulations on preparation of diploma works/diploma theses, master's and doctoral theses define the procedure for preparation of graduation works of students studying in educational programs of higher and postgraduate (master's degree, doctoral studies) education of the NCJSC “KMU”.

Preparation of a diploma work/thesis

2. Diploma work/thesis is a graduation work, which is a summary of the results of the student's self-study of the topical issue corresponding to the specialization of the educational program; thesis/diploma project is the student's graduation work, which is an independent solution of applied problems corresponding to the specialization of the educational program, completed with the use of project approaches and (or) in the form of preparation of business projects, models, as well as creative projects and other projects.

3. Preparation of graduation work should be carried out by the student independently in the final period of theoretical training, under the guidance of a qualified scientific adviser – a teacher on the specialization and (or) a specialist, corresponding to the 8th level of the National Qualification Framework with a work experience of at least 3 years.

4. The graduation work must contain the share of originality within the limits regulated by the Rules and Procedure for the verification of papers for the degree of originality of the NCJSC “KMU”.

5. The diploma work/thesis demonstrates the level of learning, the methods of scientific analysis of complex social phenomena, the ability to make theoretical generalizations and practical conclusions, reasonable proposals and recommendations to improve the legal regulation of public relations in the study area by the graduate. Materials of term papers/coursework, research work, research in student scientific clubs, reports at scientific conferences, as well as materials collected during the work practice/practical training and pre-diploma practice can be used for the preparation.

6. The graduation work must:

- 1) be creative, using general theoretical provisions, relevant statistics and current regulations;
- 2) have a practical orientation according to the profile/specialization of the educational program;
- 3) meet the requirements of logical and clear presentation of material, evidence and authenticity of facts, consistent presentation of information, internal cohesion and coherence of legal material;
- 4) represent the student's ability to use rational methods of searching, selecting, processing and systematizing information, the ability to work with regulations;
- 5) represent the relevance of the chosen topic: theoretical and practical significance, its sufficient development;
- 6) include a combination of reasoned points and conclusions;



7) be correctly designed (clear structure, logical completeness, correct execution of bibliographic references, list of references, accuracy of execution) in accordance with the requirements for works to be printed.

7. The student is responsible for the reliability of the data presented in the graduation work.

Preparation of master's thesis (project)

8. Master's thesis is an independent scientific research containing theoretical and/or practical developments of the topical issue in the field of the chosen educational program, based on modern theoretical, methodological and technological achievements of science and technology; master's project is a graduation work of a master student of a specialized master's degree program, which is an independent research containing theoretical and (or) experimental results, enabling to solve applied problems in the field of the chosen educational program.

9. Scientific adviser and research topic of the master's student and the implementation plan of master's thesis (master's project) are approved by the decision of the Senate of the NCJSC "KMU" within the first two months after enrollment.

10. Master's thesis determines the level of professional qualification of the student and the degree of mastering the methodology of scientific knowledge and compliance of the acquired knowledge, abilities, skills and competencies to the requirements of the State Compulsory Education Standard in the relevant educational program.

11. Master's thesis must meet the following requirements:

1) contain new science-based theoretical and (or) experimental results, that solve a theoretical/applied problem or being a major achievement in the development of specific research areas;

2) comply with the main points of the specialty in which the master's thesis is defended;

3) include scientific novelty and practical significance;

4) to be based on modern theoretical, methodological and technological achievements of science, technology and production, include specific practical recommendations, independent solutions to management tasks of a complex, cross-functional nature;

5) to be based on modern methods of processing and interpreting data using computer technologies;

6) to be carried out using modern scientific research methods and advanced information technologies;

7) include research/experimental-research (methodological, practical) sections on the main defended positions;

8) to be based on advanced international experience in the area of expertise.

12. The thesis/dissertation should be written single-handedly, include a set of new and reliable scientific results, and positions put forward by the master student for public defense, have an internal cohesion, determined by the links between the results obtained in the work within the elaborated or studied theoretical or applied problem, reflect the personal contribution of the student to science and/or practice, the new solutions proposed by him/her should be strictly argued and critically evaluated in comparison with well-known solutions.

13. Key results of the master's thesis, submitted for defense, should be presented in at least one publication and/or reported at a scientific and practical conference. Abstracts of regional, republican, international conferences, symposiums, meetings, overview information reports,



analytical reviews, information sheets with the volume of not less than 0.3 printed pages and pre-patents (patents) can be equivalent to publications.

14. Master's thesis (project) must be checked for plagiarism in accordance with the Rules and Procedure for verification of work for the degree of originality of the NCJSC “KMU”.

Preparation of doctoral thesis/dissertation

15. Doctoral thesis is a scientific work of a doctoral student, representing an independent research in which theoretical positions are developed, the combination of which can be qualified as a new scientific achievement, or where a scientific problem is solved. The content of the thesis research is aimed at the implementation of national priorities, state programs, fundamental or applied research program of the University.

16. By the decision of the Senate of the NCJSC “KMU,” a scientific supervision is assigned to the doctoral student within two months of enrollment. During the first term, the topic of the doctoral thesis is defined.

17. Scientific supervision of doctoral students for the degree of Doctor of Philosophy (PhD) is carried out by advisers of at least two people, one of whom is a researcher from a foreign university. Scientific advisers ensure the implementation of the doctoral thesis and compliance with the principles of academic integrity, and timely submission of the dissertation/thesis work for defense and it is approved by the decision of the Senate of the NCJSC “KMU”.

18. Implementation of the doctoral dissertation/thesis is carried out during the Doctoral Student’s Research Work period.

19. The dissertation/thesis is submitted in one of the following forms:

- 1) dissertation/thesis work;
- 2) series/editions of at least two articles and one review published in editions in the first and/or second quartile according to Journal Citation Reports by Clarivate Analytics. In one of the articles, the doctoral student is the first author or first author for correspondence.

20. The dissertation/thesis is performed in compliance with the principles of independence, internal cohesion, scientific novelty, reliability and practical value, and academic integrity.

21. The main scientific results of the dissertation/thesis for the degree of Doctor of Philosophy (PhD) are published before the defense of the dissertation in scientific editions in accordance with the Rules for Awarding Degrees.

22. Doctoral dissertation is checked for the detection of borrowing text of other authors, which is carried out by the National Center of Science and Technology Evaluation. Sources of cited materials or individual results with indication of full output; protection documents for developments acquired by the doctoral student independently or in co-authorship; scientific works on the topic of the dissertation/thesis, performed by the doctoral student independently or in co-authorship are marked with references in the dissertation.

23. If plagiarism is detected in the dissertation/thesis by the Dissertation Council or the Committee for Control in education and science, a negative decision is made without the right to re-defense.



5-12. Organizing and conducting the State Examination on the discipline “The history of Kazakhstan” and the final assessment of students

1. Procedure for the state examination on the discipline “The history of Kazakhstan”

1. Students from all technical and professional education specialties and higher education programs pass the state examination on “The history of Kazakhstan” at the end of their studies during the same academic year.
2. The organization of the state examination is held by the department conducting classes on the discipline “The history of Kazakhstan” (hereinafter – the Department) together with schools and the block of the Office of the Registrar.
3. To conduct the state examination on the discipline “The history of Kazakhstan” the Department develops a single for all specialties/educational programs working curriculum.
4. The format of the state examination on the discipline “Modern History of Kazakhstan” is determined by the approved working curriculum.
5. To take the state examination on the discipline “The history of Kazakhstan” on the submission of the Department annually issued an order of the Chairman of the Board – Rector on the approval of the chairman and members of the State Examination Commission (hereinafter – SEC).
6. The Office of the Registrar’s block prepares the schedule of SEC meetings in accordance with the academic calendar, which is approved by the Chairman of the Board – Rector no later than two weeks before the beginning of the state examination. The SEC meeting should not last more than six academic hours per day.
7. The results of the state examination are evaluated on a [100-point scale](#).
8. To conduct an appeal, the Chairman of the Board – Rector appoints an Appeals Commission for the discipline “The history of Kazakhstan” from among experienced teachers in the discipline.
9. A student who disagrees with the outcome of the state examination may file an appeal no later than the day after the examination is conducted by the SEC.
10. After the end of the state examination, the Chairman of the SEC prepares a report on the SEC's work, which is discussed and approved at the Senate meeting.

2. Procedure for final assessment of students

11. Final assessment is a procedure used to evaluate the learning outcomes and key competencies obtained upon completion of the educational program's study, as well as to evaluate graduates' professional preparedness in accordance with the state compulsory standard of the corresponding level of education.

Final assessment is carried out in accordance with the working curriculum and the academic calendar, and, if necessary, in collaboration with organizations accredited by the authorized body in the field of healthcare to evaluate the knowledge and skills of students enrolled in medical education programs.

12. By decision of the Attestation Commission, the student who passed the final assessment and confirmed mastery of the educational program of technical and professional education, higher or postgraduate education is awarded the qualification in the relevant educational program and (or) awarded the relevant degree, and on a free basis a diploma is issued with the supplement according to the [Rules for their issuance](#).



13. Individuals who completed their studies on the residency's educational program and successfully passed the final assessment are awarded the qualification “doctor” in the relevant specialty of the residency and are given a free certificate of completion of the residency.

14. A person who has not passed the final assessment in the following academic year must submit a statement to the Chairman of the Board – Rector no later than one month before the start of the final assessment. The order of the Chairman of the Board – Rector formalizes admission to the repeated final assessment. Payment is made in accordance with the number of credits of final assessment according to the working curriculum for the repeated final assessment.

According to paragraph 6 of Article 39 of the Law "On Education", a certificate of the established sample (transcript) is issued to a graduate who received a negative result ("unsatisfactory") upon re-passing the final certification.

15. A doctoral/PhD student who has completed the full course of theoretical training of the educational program of doctoral studies, but has not completed the RWDC, has the opportunity to re-learn the academic credits of the RWDC and defend the dissertation/thesis in the following years on a paid basis.

16. A doctoral/PhD student who has completed the RWDC but has not defended the doctoral dissertation/thesis, the learning outcomes and academic credits are assigned and given the opportunity to defend the dissertation/thesis within one year after graduation on a free basis, and in subsequent years on a paid basis in the amount of at least 4 academic credits.

17. Thus, after 3 years after graduation, a doctoral/PhD student is allowed to defend only after re-approval of the scientific justification of the dissertation/thesis research on a paid basis.

18. Re-evaluation of the student is carried out only on those forms on which he/she in the previous final assessment received an unsatisfactory evaluation.

19. The list of graduates who graduated from technical and professional education, higher or postgraduate education programs, indicating their last names, first names, patronymic (if any), educational programs, and numbers of issued diplomas, signed by the Chairman of the Board – Rector, is submitted to the authorized body in education within one month of the issuance of the corresponding order, and is also posted on the University's website.

20. The Office of the Registrar block organizes the final assessment for students. The Office of the Registrar prepares the final assessment schedule, which is approved by the Chairman of the Board – Rector and made public no later than two weeks before the beginning of the Attestation Commission's work.

21. The Chairman of the Board – Rector issues an order on the graduation of specialists who have completed training in the relevant specialty/educational program and successfully passed the final assessment based on the results of the final assessment.

3. Procedure for final assessment of technical and professional education students

22. Conducting the final assessment of students of technical and professional education is carried out in accordance with the [Model Regulations](#).

23. After the completion of the final assessment, the chairman of the Attestation Commission issues a report that reflects the following: the level of training of students in this specialty, the characteristics of knowledge of students identified in the examination, shortcomings in the training of students on certain issues of disciplines and (or) modules, recommendations for further improvement of training of qualified staff in the specialties of technical and professional education.



24. Within one month of the Attestation Commission's completion of its work, the report is discussed and approved at the Senate meeting.

4. Procedure for the final assessment of students of higher education

25. An Attestation Commission is formed for educational programs or groups of educational programs to conduct final student assessment, the membership of which is approved by the order of the Chairman of the Board – Rector. The Commission has an odd number of members, but it must have at least five. The Commission's membership should include representatives from organizations that employ graduates.

The Chairman of the final attestation commission for educational programs or groups of educational programs of higher education appoints a person who has a degree, academic rank, or academic degree that corresponds to the specialization of the graduates and does not work in the NCJSC “KMU.” The final attestation commission for educational programs or groups of educational programs of higher education consists of individuals with a degree, academic rank, or academic degree that corresponds to the specialization of the graduates.

26. The Attestation Commission for medical education programs should comprise representatives from organizations that assess the knowledge and skills of students, accredited by the authorized body in healthcare.

27. All meetings of the Attestation Commission are drawn up by protocols. Protocols of meetings of the Attestation Commission are drawn up individually for each student or for the entire academic stream. In case of a comprehensive examination in the form of testing, the basis for drawing up the protocol is the examination sheet (in any form) and the protocol is conducted for the group.

28. Protocols of the meetings of the Attestation Commission are stored in the archive of the University in accordance with the requirements of the Law of the Republic of Kazakhstan dated December 22, 1998 “On the national archive fund and archives” and the order of the Acting Minister of Culture and Sports of the Republic of Kazakhstan dated September 29, 2017 No. 263 “On approval of the list of standard documents produced during the work of governmental and non-governmental organizations, specifying the storing date”.

29. The competence of the Attestation Commission includes:

- 1) verification of the level of compliance of theoretical and practical training of the graduates with the established requirements of educational programs;
- 2) awarding of qualification and (or) awarding the graduate a bachelor's or master's degree in the relevant educational program;
- 3) development of proposals aimed at further improving the quality of training of graduates.

30. On the last day of intermediate certification, the Dean of the School issues an order admitting students to the final assessment in the form of a list of students with the indication of educational programs, last name, first name, patronymic (if any).

31. On the first day of the Attestation Commission’s work the School/Faculty submits to its Chairman:

- 1) the program of the final assessment (except for EP, which provides the assessment of knowledge and skills of students, conducted by the organization to assess the professional preparedness of the graduates of educational programs in healthcare);
- 2) order on admission of students to the final assessment;



3) transcripts of students with the calculation of the value of the average grade point average (GPA) for the entire period of study.

32. No later than five working days before the defense of the thesis/diploma work (project) the following are submitted to the Chairman of the Attestation Commission:

1) feedback of the thesis (project) supervisor, which gives a reasoned opinion “allowed for defense” or “not allowed for defense”;

2) review of the thesis (project), which gives a comprehensive characteristics of the thesis (project) submitted for defense and a reasoned opinion indicating the grade according to the scoring and rating letter system of knowledge evaluation and the possibility of awarding the “Bachelor’s” degree or awarding qualification in the relevant specialty;

3) decision of the degree granting department on the recommendation for defense (extract from the protocol of the department meeting);

4) certificate (in any form) on passing the thesis (project) check for plagiarism.

33. If necessary, materials characterizing the scientific and practical value of the completed thesis (project) are presented to the Attestation Commission, such as informal feedback, written opinions of organizations engaged in practical activities in the profile of the thesis (project), certificates or acts of implementation of the results of scientific research, models, samples of materials, products, agricultural products, mineral collections, and herbaria.

34. Final assessment of the educational program is carried out in accordance with the program developed by the educational program's head on the basis of discipline curriculum and approved by School Council’s decision.

35. Decisions on comprehensive examination grades, defense of thesis/diploma work (project), and awarding a degree and/or awarding qualifications and issuing a diploma (without honors, with honors) are made in a closed session by open voting by a simple majority of votes given by Attestation Commission members present. In case of an equal number of votes, the vote of the Commission's Chairman will be decisive.

36. The results of the final assessment of students are evaluated on a [100-point scale](#). The results are announced on the day of the comprehensive examinations and defense of the thesis/diploma work (project) after signing the protocols of the meeting of the Attestation Commission.

37. The procedure for retaking a comprehensive examination or defense of a thesis (project), master's thesis (project) is carried out in accordance with the [Model Regulations](#).

38. The student defends the thesis (project) if there is a positive feedback of the supervisor and one review of a specialist, corresponding to the profile/specialization of the defended work (project). If the supervisor gives a negative opinion “not allowed to defend”, the student is not allowed to defend the thesis (project). The student is allowed to defend the thesis (project) on both positive and negative opinion of the reviewer.

39. A student who did not attend the final assessment for a valid reason submits an application in free form to the Chairman of the Attestation Commission, submits a document confirming the valid reason, and takes the exam or defends the thesis (project) with his/her permission on a different day of the Attestation Commission meeting. Medical records presented to the Attestation Commission following an unsatisfactory evaluation are not taken into account.

Students who receive an unsatisfactory evaluation at the first stage of final certification are not allowed to proceed to the second stage and are expelled from the University for academic failure.

Bachelor's degree and internship students who have completed the educational process in



accordance with the working curriculum and educational programs requirements are eligible for the final assessment.

Admission to the final assessment, as well as mastery of the educational program, is the result of self-assessment in the framework of independent examination not less than 50% for the bachelor's degree EP and not less than 60% for the internship EP for graduates of bachelor's degree (EP “Public Health”, “Nursing”, “Pharmacy”) and internship.

Graduating students who do not meet the requirements of the working curriculum or educational programs are required to repeat the course without completing the summer term.

Bachelor's degree student (EP “Public Health”, “Nursing”, “Pharmacy”) or internship, who completed the educational process in accordance with the requirements of the working curriculum and scored a result of self-assessment in an independent examination below 50 or 60%, respectively, is not allowed to the final assessment and expelled for academic failure. During the next academic year, he/she may pass self-assessment and, if the result is not lower than 50 or 60% respectively, he/she writes a statement to the Chairman of the Board – Rector for admission to the final assessment no later than one month before the final assessment. Admission to the final assessment is formalized by the order of the Chairman of the Board – Rector. Final assessment is held on a fee basis, payment is made in accordance with the number of credits of final assessment according to the working curriculum.

40. To conduct an appeal, an Appeals Commission is formed by the order of the Chairman of the Board – Rector, on the recommendation of the deans of the Schools/Faculty, from among experienced teachers whose qualifications match to the specialization of the educational program. A student who disagrees with the final assessment results may file an appeal no later than the next working day after the final assessment is completed.

41. At the end of the final assessment, the Chairman of the Attestation Commission draws up a report that reflects:

- 1) analysis of the quality of training of graduates;
- 2) quality of diploma works/master's theses (projects);
- 3) compliance of the topics of diploma works/master's theses (projects) with the current state of science, technology, culture and production demands;
- 4) correspondence of the department's conclusion, supervisor's feedback, review to the level of the thesis/master's thesis (project) defense;
- 5) specific recommendations for further improvement of training of graduates.

42. The report is discussed and approved at a Senate meeting within one month after the Attestation Commission's completion of its work.

5. Procedure for the final assessment of the postgraduate education students

43. The Attestation Commission for educational programs or groups of educational programs is formed to conduct the final assessment of master's degree students.

44. The Chairman and members of the Attestation Commission are approved by the order of the Chairman of the Board – Rector no later than January 10 of the current academic year and are valid for the rest of the current academic year.

45. The Chairman of the Attestation Commission for Master's Degree Educational Programs is appointed by a person who has a degree or academic title, or a degree of Doctor of Philosophy (PhD) or doctor in profile/specialization, corresponding to the profile/ specialization of the graduates, and is not employed by this organization. The Master's program Attestation



Commission consists of individuals with an academic degree or academic title, or academic degree, corresponding to the specialization of the graduates; for the specialized Master's program – of qualified specialists-practitioners, corresponding to the specialization of the graduates.

46. Admission to the final assessment of master's and doctoral students is formalized on the last day of the intermediate certification by the order of the Chairman of the Board –Rector on the basis of the submission of the Dean of the School, in the form of a list of students with the indication of educational programs, last names, first names, patronymics (if any) of students.

47. It is not permissible to defend the master's thesis (project) more than once in order to raise the positive assessment to a higher one.

48. The Chairman of the Attestation Commission prepares a report at the end of the master's program, which is discussed and approved at the Senate meeting within one month of the end date of the final assessment.

49. The report of the Chairman of the Attestation Commission on the final assessment on educational programs or groups of educational programs of master's degree includes tables/charts and an explanatory note. The explanatory note records:

- 1) the level of training of master's students in this specialty;
- 2) quality of master's thesis (project);
- 3) compliance of master's thesis (project) topics to the current state of science, technology, culture and demands of production;
- 4) analysis of the quality of master's students training in this specialty;
- 5) shortcomings in the training of master's students;
- 6) correspondence of the department's conclusion, supervisor's feedback, review to the level of master's thesis (project) defense;
- 7) specific recommendations for further improvement of master's degree training.

50. Persons who have completed the educational program of doctoral studies and defended a doctoral thesis/dissertation, with a positive decision of the dissertation councils of universities with special status or the Committee for Quality Assurance in the sphere of Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan on the results of the examination are awarded the degree of Doctor of Philosophy (PhD) or doctor in profile and issued a diploma in accordance with the [Rules for awarding degrees](#).

51. For conducting the final attestation of students of the residency the final attestation commission is created.

52. The number of members of the final attestation commission for residency educational programs is discussed annually at the School of Residency and Professional Development Board meeting, it is approved by the order of the Chairman of the Board –Rector based on the decision of the Senate no later than December 31 and is valid during the current academic year.

53. Residency students are allowed to the final assessment if they completed the educational process in accordance with the requirements of the working curriculum and educational programs. Admission to the final assessment, as well as mastery of the educational program, is the result of self-assessment in an independent examination conducted by the Republican Public Association “National Center for Independent Examination”, not lower than 70%.

Graduating students who did not meet the requirements of the working curriculum and educational programs are required to repeat the course without finishing the summer term.

Bachelor's and internship students who have completed the educational process in accordance with the requirements of the working curriculum and educational programs are allowed to the final assessment.



Admission to the final assessment, along with mastery of the educational program, is the result of self-assessment in the framework of independent examination not less than 50% for bachelor's degree and not less than 60% for internship for graduates of bachelor's degree (EP “Public Health”, “Nursing”, “Pharmacy”) and internship.

Graduating students who did not meet the requirements of the working curriculum and educational programs are required to repeat the course without finishing the summer term.

Bachelor's degree student (EP “Public Health”, “Nursing”, “Pharmacy”) or internship, who completed the educational process in accordance with the requirements of the working curriculum and scored a result of self-assessment in an independent examination below 50 or 60%, respectively, is not allowed to the final assessment and expelled for academic failure. During the next academic year, he/she may pass self-assessment and, if the result is not lower than 50 or 60% respectively, he/she writes a statement to the Chairman of the Board – Rector for admission to the final assessment no later than one month before the final assessment. Admission to the final assessment is formalized by the order of the Chairman of the Board – Rector. Final assessment is held on a fee basis, payment is made in accordance with the number of credits of final assessment according to the working curriculum.

A resident student who has completed the educational process in accordance with the requirements of the working curriculum and has received a self-assessment result in the independent examination that is less than 70% is not allowed to the final assessment and is expelled for academic failure. During the following academic year, he/she may take a self-assessment and, if the result is not lower than 70%, submits a statement to the Chairman of the Board – Rector no later than one month before the start of the final assessment. The order of the Chairman of the Board – Rector formalizes admission to the final assessment. Payment for final assessment is paid in accordance with the number of credits of the final assessment according to the working curriculum.

54. Admission to the final assessment of residents is formalized on the last day of the intermediate certification by the order of the Dean of the School in the form of a list of students with the indication of educational programs, last names, first names, patronymics (if any) of students.



5-13. Policy on student representation and participation in the development, management and evaluation of educational programs

1. The University creates conditions for the representation of students of all levels of education (technical and professional education, bachelor's degree, master's degree, residency, doctoral studies) in advisory bodies for their participation in determining the Mission of the organization of education, development, management and evaluation of educational programs, and other issues affecting the interests of students.

2. The University creates conditions for the development of student self-governance, including through the organization of student associations and clubs. Student self-governance contributes to the formation of conscious, responsible attitude of students to the opportunities and prospects of their professional, cultural and moral self-organization. The structure and functions of student self-governance are regulated by the Regulations.

3. Student self-government bodies participate in the formation of proposals to improve the quality of the educational process, and their activities are aimed at consolidating the student community to accomplish the Mission of the University, to achieve high quality training of students on the principles of academic integrity and social responsibility of students.

4. Youth department affairs on the basis of the Plan of educational activity of the University jointly with students and structural divisions of the University determines the main areas for professional, civil and creative development of the students:

1) forming and developing active civic stance, New Kazakhstan patriotism, social responsibility, high spiritual-moral and legal culture among students;

2) forming anti-corruption culture and compliance with the principles of academic integrity;

3) forming professional competences ensuring sustainable personal development in a competitive environment;

4) development of aesthetic and moral qualities of a future specialist's personality, skills of teamwork;

5) forming communicative and corporate culture;

6) skill development of healthy lifestyle, developing personal qualities contributing to the fulfillment of professional duty;

7) development of socio-political qualities to resist the ideas of terrorism and extremism;

8) development of the volunteer movement;

9) development of scientific and innovative potential of students;

10) environmental education, and etc.



6-1. Rules of admission, students’ progress, certification

1. Rules of admission

1. Rules of admission to the NCJSC “KMU” are regulated by the Admission Policy of students to the NCJSC “Karaganda Medical University”.

2. Students’ progress

2. The main types of monitoring related to the educational process are monitoring the quality of admission, monitoring the current academic performance of students, monitoring the residual knowledge of students, progressive training of students, monitoring the quality of graduation of students, monitoring the quality of the organization of the educational process, monitoring the quality of teaching disciplines, monitoring student satisfaction with the quality of services provided, employers – the level of graduate training, teachers – the management system and working conditions.

3. **Monitoring of the quality of admission** involves the assessment of the preparedness of applicants admitted to the educational program. Monitoring of the quality of admission is carried out within the framework of analyzing the results of entrance tests of applicants. The analysis should include an assessment of the quality of mastering the examination material, dynamics in the context of previous years of admission. The results of the analysis are the source for assessing the academic progress of students of a particular admission.

4. **Monitoring of current academic performance** is carried out in the framework of analyzing the results of exams and practical skills of students. The analysis should contain an assessment of the academic progress of exams, including the dynamics of growth of absolute performance and quality of knowledge of students in the context of educational programs, examination disciplines.

5. **Monitoring the achievements of the students of learning outcomes** involves the effectiveness evaluation of current monitoring of the achievements of the students. Analysis of the achievement of learning outcomes is carried out through progressive testing and involves the assessment of academic progress of students, who in the process of training should confirm the theoretical knowledge obtained. The analysis should contain a comparative assessment of the results of progressive testing and the results of independent examination, critical performance gaps and identify typical reasons for the decrease or insufficient growth of the student's mastery of some learning outcomes.

6. **Graduation quality monitoring** involves the evaluation of the effectiveness of monitoring the progress of students at different stages of their studies at the university. Graduation quality monitoring is carried out within the framework of analyzing the results of final examinations and defense of graduation papers. The analysis should include the assessment of the general academic picture of the academic performance of the students in the final year and the level of theoretical training of potential specialists.

7. Progressive testing of students is a mechanism for assessing the degree of assimilation of the educational program and individual development of students throughout the entire period of study. This methodology is used annually for undergraduate students starting from the second year and up to the end of their studies, including 150 questions covering knowledge and competencies in general education, basic and specialized disciplines of each program. The test results are analyzed and further discussed at school board meetings in order to comprehensively



assess the effectiveness and quality of students' learning programs. The established minimum thresholds for passing progressive testing at various stages of undergraduate studies — 25% in the second year and 60% in the final year — reflect the requirements for a satisfactory level of development of the educational program. These criteria assume that the student's progress should be evenly distributed throughout the entire period of study, ensuring a gradual and systematic deepening of knowledge and skills.

3. Certification of students (rules for issuing documents on education).

8. The basis for issuing to students who have passed the final certification, a diploma of technical and vocational education, a diploma of post-secondary education, a diploma of higher education with the award of a bachelor's degree, a diploma of higher education with the award of qualifications, a diploma of postgraduate education with the award of a master's degree is the decision of the attestation commission. The basis for issuing certificates of completion of an internship or residency is the decision of the attestation commission. The basis for issuing a Doctor of Philosophy (PhD) diploma to persons who have defended their dissertations in dissertation councils at educational organizations implementing educational programs of higher and (or) postgraduate education in the field of healthcare, who do not have a special status, is the order of the Chairman of the Committee for Quality Assurance in the field of Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan on awarding the degree of doctor philosophy (PhD), doctors in the profile.

9. A graduate who has passed the final examination and confirmed the mastering of the educational program of higher or postgraduate education, the degree of “bachelor” or “master” is awarded by the decision of the Attestation Commission, or awarded the qualification in the relevant educational program, and is issued on a free basis a diploma with a supplement.

In the supplement to the diploma (transcript) the recent assessments on the point-rating letter rating system for all academic disciplines, completed coursework/term paper (projects), research or experimental research work, types of professional practice/internship, final examination with indication of their volume in academic credits and hours are indicated.

10. A graduate of an educational program of higher education who passed examinations with grades A, A- “excellent”, B-, B, B+, C+ “good” and has an average grade point average (GPA) not lower than 3.5 (excluding grades on additional types of training), as well as who passed a comprehensive exam or defended a thesis (project) with grades A, A- “excellent” is awarded a diploma with honors. If there is a retake or re-passing the final control during the entire period of study, the diploma with honors is not issued.

The students of technical and professional education, who mastered and passed the educational program with “excellent” assessments not less than 75 percent of credits and exams on academic disciplines and (or) modules, term projects (papers), reports on the practice of the curriculum, and for the remaining – with “good” assessments, and who passed exams with “excellent” assessments, are awarded a diploma with honors by the decision of the final attestation commission of the organization of education.

In case if the number of diplomas with honors exceeds 5%, the Academic Committee of the Senate will conduct a critical analysis with a report to the Senate meeting.

11. The University issues a common European supplement to diploma to the graduate in English, on request, free of charge. The supplement to diploma provides the data on the holder

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of the diploma, the qualification obtained, the qualification level, the content of the curriculum,
the results, the functional purpose of the qualification, as well as information about the national
education system.



6-2. Rules for recognition of formal and non-formal education outcomes

1. The Rules for recognition of formal and non-formal education outcomes at the NCJSC “KMU” are developed in accordance with the Rules for Recognition of learning outcomes and [the Rules for Recognition of learning outcomes obtained by healthcare professionals](#). Recognition of the outcomes of previous levels of education is carried out upon admission, or upon transfer from other organizations of higher and postgraduate education, or upon reinstatement. Documents confirming the achieved learning outcomes are: diploma with a supplement, transcript of a student, certificate of completion of training.

2. The learning outcomes of formal and non-formal education that are available for recognition are considered to be knowledge, skills and competences:

- 1) acquired through prior technical and professional, post-secondary or higher education;
- 2) acquired within the academic mobility;
- 3) the studied disciplines upon transfer and reinstatement of students to the same or another educational discipline;
- 4) on the disciplines of the organized educational activities cycle studied in “Nazarbayev Intellectual Schools”, “Bilim-Innovation” boarding schools;
- 5) foreign language skills acquired through international assessment systems;
- 6) acquired through popular open online courses from the world's leading higher education institutions;
- 7) acquired through professional qualification and retraining courses.

3. To recognize the outcomes of non-formal education, a commission is created, comprising the Dean of the School, the Associate Dean for Academic Work, a specialist of the school, the head of the educational program and experts of the relevant profile from among the faculty. The Commission Chairman is selected by voting and a secretary is appointed.

4. The decision of the Commission is made by a majority of votes of the total number of those participating in the meeting of the Commission. The decision of the Commission is drawn up in a protocol.

5. The Commission, based on a written statement of the applicant, compares the learning outcomes of disciplines passed by the student at the previous stage with the learning outcomes of the declared educational program, if necessary, conducts interviews to determine the degree of knowledge, skills and abilities of the student, and determines the disciplines, the learning outcomes of which can be recognized.

The Commission recognizes previously mastered learning outcomes in the academic disciplines of the OOD cycle to persons studying in abbreviated educational programs based on technical and vocational, post-secondary or higher education. At the same time, persons enrolled in reduced educational programs based on technical and vocational, post-secondary education study the discipline "History of Kazakhstan".

6. Positive assessments obtained at previous levels are recognized taking into account the achieved learning outcomes, the name of the discipline, forms of control.

7. In case of a request for recognition of the results of the discipline “The History of Kazakhstan”, the final control of which is the state examination, the applicant, at compliance with the achieved learning outcomes, has the right to be admitted directly to the final control.

8. The Commission's responsibilities include the procedure for verifying the authenticity of the submitted documents: the presence of degrees of protection (watermarks, ultraviolet



protection), verification of the online course certificate through the student's personal account, verification directly through the founders (for example, for IELTS IDP: IELTS Australia or British Council).

9. The Commission recognizes the learning outcomes mastered in non-formal and formal education with a grade according to [assessment system of educational achievements of the students](#). If the final control assessment is indicated as “credit” in the transcript, its percentage is determined in accordance with the table below:

Traditional system of assessment	Percentage	Average
“Excellent”	100 – 90	95
“Good”	89 – 70	80
“Satisfactory”	69 – 54	62
“Passed”		70
“Passed” (for the diploma with honors)		95

IELTS certificate scores are converted into grades as follows:

CEFR Level	Overall Band Score	Evaluation by letter system	Numeric equivalent of the assessment	Percentage of assessment	Traditional system of assessment
C1	8.0	A	4	100%	Excellent
	7.5	A	4	95%	Excellent
	7.0	A-	3,67	90%	Excellent
B2	6.5	A	4	100%	Excellent
	6.0	A	4	95%	Excellent
	5.5	A-	3,67	90%	Excellent
B1	5.0	A	4	100%	Excellent
	4.5	A	4	95%	Excellent
	4.0	A-	3,67	90%	Excellent

10. Students with an overall IELTS score of 4.0 or above may qualify for a recalculation of scores followed by an alternative:

- 1) exemption from “Foreign Language” classes;
- 2) attendance of “Foreign Language” classes in order to move to the next level;
- 3) attendance of classes on “Professional Oriented Foreign Language”;
- 4) attendance of “Second Foreign Language” classes.

11. The student, in order to increase the assessment on the discipline, has the right to refuse to recognize the learning outcomes of the discipline, in that case, he/she completes that discipline and passes the final control on it.

12. An extract from the protocol of the Commission's meeting on the recognition of learning outcomes and the credit transfer table for each student is transferred by the secretary of the Commission to the Office of the Registrar’s block within three days of the meeting for the disciplines to be entered on the transcripts.



6-3. Rules for transfer, reinstatement and expulsion of students

1. Rules for transfer and reinstatement of students of technical and professional education are carried out in accordance with the [Rules of provision of public services in the field of technical and professional, post-secondary education](#).

2. Rules for transfer and reinstatement of students of higher and postgraduate education are developed in accordance with the Regulatory Legal Acts of the Republic of Kazakhstan and determine the procedure of transfer and reinstatement of students of these levels of education.

3. Transfer and reinstatement of students is carried out from one educational organization to another, from one form of education to another, from one language department to another, from one educational program to another, from course to course. Transfer and reinstatement of students is carried out during summer and winter breaks.

4. The student is transferred, or the applicant is restored after expulsion, if they have fully completed the first academic period of the program being mastered, according to the individual curriculum.

The applicant is reinstated to any educational organization, regardless of the time of expulsion, while those who were expelled for academic failure can be reinstated to the educational programs of the NCJSC “KMU” no more than twice.

An educational grant student can transfer to another educational organization while retaining the educational grant. Transfer to a national university is subject to additional payment by students of the difference in the cost of an educational grant.

5. Transfer of a student from the paid basis of training to training on the state educational order is carried out in accordance approved under with subparagraph 5) of the [Article 4](#) of the Law “[On Education](#)”, the [Rules of awarding educational grants to cover higher or postgraduate education with the award of the degree of “bachelor” or “master”](#), the Rules of awarding vacant educational grants of the Academic Policy of the NCJSC “KMU”.

6. The transfer of a student from one educational program to another is carried out if there is a certificate of Unified National Testing (UNT) with a score not lower than the required threshold score according to the [Model Regulations](#) approved in accordance with subparagraph 11) of [Article 5](#) of the Law “[On Education](#)”.

7. The reinstatement of individuals who were expelled earlier as not having reached the threshold of UNT before the end of the academic year is possible if they have a valid UNT certificate with a result not lower than the threshold score established by the [Model Rules for Admission](#) for the course to which they are reinstated.

8. When transferring and restoring, the School takes into account the direction of training and the profile of the educational program, the number of vacancies, the language of instruction, the student's academic achievements (GPA for the entire period of study), as well as cases of violation of academic integrity by students. Persons permanently residing in the regions assigned to the NAO "MUK" for training personnel with higher and postgraduate medical education have a preferential right: Karaganda, Kostanay, Ulytau and Kyzylorda regions.

The number of vacant places of the school / faculty / institute is determined based on the personnel and material and technical resources of the contingent of students. Information on the number of places for transfer and restoration is posted on the university's website until August 1 and a week before the start of winter holidays.

The GPA for the entire period of study should be:



Educational program	Bachelor's Degree and Continuing Integrated Medical Education Program	Residencies EP
For applicants from the NCJSC “KMU”	2,75	-
For applicants from other OHPE (Language of education – Kazakh, Russian)	3,0	3,33
For applicants from other OHPE (Language of education – English)	2,5	-

9. Individuals expelled by the results of the final examination for unsatisfactory evaluation can pass the final examination in the next academic year based on the application to the Chairman of the Board – Rector. Repeated final examination is carried out on a paid basis, payment is made in accordance with the number of credits of final examination according to the working curriculum.

10. Students studying on a paid basis, expelled during the term for non-payment of tuition, in case of debt repayment are reinstated within 10 working days after the day of expulsion, the University reinstates the student upon presentation of a document on the debt repayment, within three working days.

11. In case of the transfer of the student to another educational organization or from one educational program to another, the individual contract on provision of educational services with the educational organization should be changed or terminated.

12. Reception of documents for transfer and reinstatement at the University is carried out by the Student Service Center during the winter break – within five working days before the beginning of the next academic period according to the academic calendar and during the summer break – from August 1 to 10, for resident doctors – from August 1 to 10 of the current year.

13. During the transfer, reinstatement, as well as training within academic mobility, the achieved learning outcomes, positive assessments of the student are recognized with the transfer of academic credits from one educational program to another, from one educational organization to another.

14. The academic difference is determined by the School of the corresponding specialization of the educational program the following ways:

1) on the total number of credits mastered by the student in general education, basic and major disciplines;

2) on the compulsory component of the organized educational activities cycle: by the name of the discipline and the number of credits; in case of differences in the mandatory component of the organized educational activities cycle, the transfer of disciplines is carried out by the content of the discipline;

3) on the university component: by the list of prerequisites and the total number of mastered credits; in case of the mismatch of the disciplines’ name, the difference is determined by the content of the discipline, taking into account the prerequisites of the discipline and the formed learning outcomes of the educational program;

4) for the component of choice, the difference is not determined, the number of mastered credits is counted.

15. At the transfer of disciplines of the educational program two options of forming of



an individual curriculum of the student are possible:

1) with a high volume of credits – total credits including the academic difference in the current academic year must not exceed 72 credits (total credits in the academic year are 60 credits and the academic difference is 12 credits);

2) with a lower volume – the volume of credits for study in the current academic year, taking into account the academic difference should be at least 25 credits (or at least 13 credits per term in case of reinstatement/transfer during the winter break), while the total number of transferred credits and credits for study in the current academic year/term should be 60 or 30 credits, respectively.

16. The deadline for the elimination of the academic difference in the disciplines “Kazakh/Russian language” and “Modern History of Kazakhstan” at the transfer or reinstatement of a student from a foreign educational organization can be determined by the duration of up to 2 (two) courses, including in the summer term. Provided that the passing of the “Modern History of Kazakhstan” discipline in the summer term, the student must pass the state examination during the period of work of the State Examination Commission.

17. The transfer of a student to the next course is carried out on condition that he/she fully meets the requirements of the individual curriculum.

18. A student who has an academic debt of no more than 12 credits:

1) according to the results of the winter intermediate certification, eliminates the debts in the spring term before the beginning of summer intermediate certification on a paid basis;

2) according to the results of the summer intermediate certification, eliminates the debts in the summer term on a paid basis and is transferred to the next course only after the elimination of academic debts.

A student who has not eliminated the academic debt in the specified period in case of re-passing the discipline-pre-requisite, is expelled from the University from among the students for academic failure. In case when the discipline of academic debt is not a prerequisite, this discipline must be passed again until the end of the current academic year, including the summer term.

19. A student who has an academic debt of more than 12 credits according to the results of winter or summer intermediate certification is expelled from the University for academic failure.

20. A student who has not fulfilled the requirements of the individual curriculum, taking into account the results of the summer term, is expelled for academic failure.

21. Individuals with a bachelor's degree in the “General Medicine”, “Dentistry” and “Pediatrics” educational programs are transferred to the internship. The basis for transfer is the decision of the Attestation Commission.

22. Final year students and residents with academic debts are expelled from the University for academic failure.

23. A student can be expelled from the University in the following cases:

1) for academic failure:

- academic debts on the disciplines-pre-requisites;
- unsatisfactory evaluation at final examination;
- academic debt of more than 12 credits in bachelor's, master's, doctoral studies;
- academic debt in the residency program;

2) for violating the principles of academic integrity, including:

– in case of submission by the student of false documents or deliberately false information related to his/her enrollment and/or studying at the University,



– in case of the student's actions that caused the damage to the business reputation and credibility of the University;

3) for violation of the Internal Regulations and the Charter of the University, including:

– as failing to start classes in accordance with the approved dates;

– for absenteeism from academic leave;

– for a single gross neglect of duties by a student, provided by the Charter of the University, the Rules of Labor (Internal) Order and the Rules of accommodation in the dormitory;

– for systematic violation of the duties provided by the Charter of the University, the Rules of Labor (Internal) Order and the Rules of Internal Order in the dormitories, if the violator has previously been applied measures to disciplinary actions;

– for violation of the terms of the contract on the provision of educational services, including for non-payment of tuition fees;

4) voluntarily, including in connection with transfer to another organization of higher and postgraduate education;

5) on other grounds provided by the current legislation of the Republic of Kazakhstan, including:

– in connection with the death, as well as in case of recognition by a court decision as missing or deceased;

– in case of entering into legal force of a court verdict, according to which the student is imprisoned or convicted, eliminating the possibility of continuing education.

24. The package of documents to be submitted to the Student Service Center upon transfer or reinstatement:

1) identification document (copy with notarized translation – for foreign citizens);

2) document on education (original – for foreign educational organizations, copy – for domestic organization of higher and postgraduate education);

3) certificate of recognition of document on education (original – for foreign educational organizations);

4) transcript (original – for foreign educational organizations, copy – for domestic organization of higher and postgraduate education);

5) the result of the entrance examination (original – for foreign educational organizations, copy of the UNT certificate – for domestic organization of higher and postgraduate education);

6) the result of a special examination (for “General Medicine”, “Dentistry”, “Nursing”, “Pediatrics” educational programs)

7) portfolio (for residency educational programs);

8) copies of orders for calculating scholarships according to the results of winter and summer intermediate certification of the current academic year (for students studying under the grant);

9) In cases of providing an incomplete set of documents and (or) expired documents, the Student Service Center refuses to accept documents.



6-4. Rules for granting academic leave to students

1. Rules for granting academic leave to students are developed in accordance with the Regulatory Legal Acts of the Republic of Kazakhstan: the Law of the Republic of Kazakhstan [“On Education”, the Model Regulations of activity of educational organizations of corresponding types, the Rules for granting academic leave to students in organizations of technical and professional, post-secondary education, the Rules of Labor \(Internal\) Order of the NCJSC “KMU”](#) and determine the order for granting academic leave to students.

2. Academic leave for students of technical and professional education is granted in accordance with the Rules for granting academic leave to students in organizations of technical and professional, post-secondary education.

Academic leave for students of technical and professional education, higher education and postgraduate education is granted to:

1) due to illness, lasting from 6 to 12 months, on the basis of the conclusion of the medical advisory commission at the in-patient department or outpatient polyclinic organization (hereinafter referred to as CMAC) according to the form No. 026/u, approved [by the order of the Ministry of Healthcare of the Republic of Kazakhstan](#);

2) in case of tuberculosis disease, lasting no more than 36 months, based on the conclusion of the Central Medical Advisory Commission (hereinafter – CMAC) according to the form No. 026/u, approved [by the order of the Ministry of Healthcare of the Republic of Kazakhstan](#);

3) in case of conscription for military service on the basis of a notice for conscription for military service in the form according to the [Rules of military registration of persons liable for military service and conscriptions](#);

4) on child care until the age of three years on the basis of a [birth certificate](#).

3. To apply for academic leave, a student (or his/her legal representative) submits an application to the Chairman of the Board – Rector, the original and a copy of the document, which is the basis for granting academic leave (the conclusion of the CMAC, or conscription for military service, or birth certificate) to the Digitalization Department.

4. If a full package of documents with unexpired term is submitted, after signing the application by the Chairman of the Board – Rector within three working days the order to grant academic leave to the student is issued.

5. In cases of providing an incomplete package of documents and (or) documents with expired validity by the students, the Digitalization Department refuses to accept documents.

6. Upon returning from the academic leave, the student submits an application to the Chairman of the Board – Rector and provides an original and a copy of the following documents:

1) when a student is on academic leave of absence due to illness – conclusion of CMAC with a conclusion on the possibility of continuing training in this specialty/educational program, according to the form No. 026/u, approved [by the order of the Ministry of Healthcare of the Republic of Kazakhstan](#);

2) when a student is on academic leave in connection with the conscription for military service – a military ID in the form according to the [Rules of military registration of persons liable for military service and conscriptions](#);

3) when a student is on academic leave on child care until the age of three years – [birth certificate](#).



7. Upon returning from academic leave, the student continues his/her education on the same educational program, from the same course (and the academic period), from which he/she arranged this leave. For a student of technical and professional education in the absence of the relevant group of courses and specialties, it is possible to continue training in another organization.

8. The dean of the specialized school/faculty determines the academic difference, and if during the academic leave there were changes in the content of the educational program, the student together with the adviser and / or the dean / associate dean of the school / faculty prepare an individual curriculum in such a way that it allows to resume learning from the academic period that was interrupted by the academic leave. The individual curriculum of the student, indicating the disciplines of the academic difference, is approved by the dean of the specialized school/faculty in coordination with the block of the Office of the Registrar of the Department of Academic Work.

9. After signing the application by the Chairman of the Board – Rector within three working days the order on the student's return from the academic leave, indicating the specialty/educational program, form of education, course and group is issued.

10. The Department of Economics and Finance sends a copy of the order on the academic leave of the student on the state educational grant/ to the authorized agency by the 5th day of the following month for adjustment of the corresponding amount and financing terms of this program.

11. Students who have returned from academic leave, the appointment and payment of state scholarship is carried out in the established order in accordance [with the Regulations](#).

12. If the date of leaving from the academic leave does not coincide with the beginning of the academic period, the student alongside with current training sessions completes study assignments on an individual schedule, passes all types of current control provided by the individual curriculum, and gains admission to intermediate certification in this academic period; or enrolls in the summer term on the disciplines of the academic difference.

13. 9) In cases of providing an incomplete set of documents and (or) expired documents, the Student Service Center refuses to accept documents.¹³ If a student who is on academic leave for health reasons continues to be ill, but the term of the granted academic leave ends, he must apply for an extension of academic leave due to illness. To do this, the student (or his legal representative) submits to the DSC an application addressed to the Chairman of the Board-Rector and a new conclusion of the IQC or CMAC.

14. If a student, who returned from the academic leave, in the process of resumption of studies became ill again or there was a relapse of the disease that served as the basis for the academic leave, he/she must undergo a re-examination and provide a conclusion of the CMAC about the need for resumption of treatment and a new need for academic leave.

15. A student who has not returned from an academic leave upon its completion is subject to expulsion within five (5) working days from the date of completion of the academic leave.



7-1. Academic advising of students

1. The implementation and provision of academic, pedagogical and psychological support of students at the University is carried out through the system of academic advising (adviser service, supervision, tutorship and mentoring), the activities of which are regulated by this Academic Policy of the University and the Regulations on Academic Advising.

2. Academic advisors (advisers, supervisors, mentors) are appointed by the Dean of the School/Faculty for each academic year from among faculty members with professional experience and teaching experience at the University.

3. Academic advising is carried out during the entire period of study in the context of implementation of individually focused educational process and is one of the main forms of support for students in mastering the relevant educational programs.

4. Academic advisor:

1) represents the academic interests of students, participates in the preparation of necessary information materials on organizing the educational, upbringing, clinical process;

2) provides students with information materials on professional educational programs implemented at the University, on the organization of individually focused educational process;

3) assists in the forming an individual educational path by assisting in the preparation and adjustment of individual curricula;

4) monitors the preparation and availability of all methodological materials necessary for studying in this field of study, participates in the preparation of working curricula for the academic year;

5) advises students on the formation and implementation of individual curricula, supervising future career issues, determining areas of research, choosing a scientific adviser, the topic of graduation work, determining the framework of professional practice, which provides for academic advising on a regular basis during the academic year;

6) takes part in the work of various commissions that consider issues of students' academic achievement and academic status;

7) takes part in the development of regulatory and institutional materials regulating the activities of students.

5. Information about the work of the academic advisor is open and published on the University's website on the page of the academic advisor (adviser, supervisor, tutor, mentor).



7-2. Planning and providing educational resources

1. General terms

1. To ensure the quality of the educational process, the NCJSC “KMU” has sufficient and relevant resources for each implemented educational program. Capability of the NCJSC “KMU” with material and technical, information and communication resources, resources for clinical training and scientific research is a prerequisite for the implementation of educational activities. When planning and designing educational programs NCJSC “KMU” audits and monitors educational resources. Students have access to all material resources of study, which include: library, laboratories, classrooms, scientific testing laboratories, technical means of education, sports facilities, canteens, cafeterias and other resources used in the educational process.

2. The library fund is an integral part of information resources. The NCJSC “KMU” provides students with free access to library funds, information databases, including international sources, posted in e-libraries.

3. High-tech information and educational environment, including a website, information and educational portal, automated system to ensure credit technology of education, a set of information and educational resources are formed and are constantly being improved in the NCJSC “KMU”.

4. To ensure practical training of students, the NCJSC “KMU” has clinical bases, including its own.

5. To ensure the mobility of students and faculty members within the framework of educational programs, the NCJSC “KMU” has strong well-established partnerships with scientific organizations and educational organizations, including foreign ones.

6. For the implementation of postgraduate education programs, as a prerequisite, the NCJSC “KMU” has relevant research programs and projects in accordance with the scientific priorities in the study area.

7. Procedures of planning, provision of educational resources are determined by the NCJSC “KMU” independently, based on the analysis of the needs of educational programs.

2. Planning and recording the activity of the faculty members (planning of study load, calculation of hours, monitoring of study load fulfillment)

8. The following types of academic work are established at the University:

- 1) lectures;
- 2) seminars;
- 3) practical classes;
- 4) laboratory works;
- 5) student’s independent work;
- 6) student’s independent work under the teacher's supervision;
- 7) practice/internship (educational, introductory, pedagogical, field, professional, work, pre-diploma and etc.);
- 8) master’s thesis;
- 9) doctoral thesis;
- 10) monitoring activities (intermediate, academic and final certification, including advising).

9. Time standards by types of academic work are developed by the NCJSC “KMU” independently and are revised annually (annexes [1](#), [2](#), [3](#), [4](#)).



10. Planning of teaching load of faculty members is made for the academic year. Study load is calculated for each discipline, with a split by types of classes (lectures, practical classes, SIWT, laboratory works, etc.), as well as for all types of work - supervision of diploma projects (works), practices, etc. Lectures are scheduled for professors, associate professors and assistant professors. The University may involve experienced professionals, practitioners of the relevant field of activity to give lectures. Seminars, practical classes and laboratory works can be conducted by professors and assistants. When calculating the load, it is based on the estimated planned number of students, the occupancy of batches for each type of classes and the draft schedule at the time of calculating the load. The planned calculation of teaching load of faculty members for the next academic year is made in May of each year. By August 25, the correction is performed, taking into account the enrollment of the 1st year students of all educational programs, as well as possible changes in other parameters. The calculation of the academic load of the faculty members is approved by the Vice Rector for Academic Work in August of each year. On the basis of the planned volume of academic load, the approved number of the faculty members and time norms of the annual academic load, heads of departments and heads of schools, in coordination with the Vice Rector for Academic Work, determine the specific amount of the academic load for each teacher for the coming year, taking into account the level of qualification and specialization of the teacher.

11. The teachers fill out an individual plan in AIS "Platon". The order of filling is regulated by the "Regulation on the individual work plan of the teacher of the NCJSC "KMU".

12. *Excluded (the Senate protocol No. 6 of 19/01/2023).*



7-3. Regulations on distance learning

1. The organization of the educational process on distance learning technologies (DLT) in the NCJSC “KMU” is carried out in accordance with the Law of the Republic of Kazakhstan [“On Education”, the Model Regulations of activity of educational organizations of corresponding types, the Order of the Minister “On approval of requirements for educational organizations to provide distance learning and regulations of organization of educational process on distance learning”](#).

2. Students from the category of individuals in respect of whom the DLT can be applied, and who have expressed their wish to study using DLT, submit an application in an arbitrary form to the Chairman of the Board – Rector for permission to study using DLT, on the basis of which an order is issued. The University provides the student with an individual curriculum and schedule of mastering the educational program, developed on the basis of the working curriculum.

3. When implementing educational programs or parts thereof using DLT, the University:

1) creates conditions for the functioning of the educational web portal of the information educational environment, ensuring the acquisition by students of educational programs or parts thereof in full, regardless of the location of students;

2) defines the procedure for providing educational and methodological support of the educational process, including in the form of individual consultations provided remotely using information and telecommunication technologies;

3) determines the ratio of the volume of classes conducted through direct interaction between the teacher and the student and classes using DLT;

4) provides access to students to the information system, in which there are all educational, reference and methodological material, testing system, to electronic resources and sources;

5) makes management decisions in the event of circumstances that do not depend on the actions of the participants of the educational process.

4. When teaching persons with special educational needs using DLT, information is received and transmitted in forms accessible to them.

5. The structural division responsible for organizing the educational process using DLT is the school, which implements the relevant EP.

6. Preparation of digital educational resources is carried out by their developers in accordance with the educational program and includes: digital learning materials, electronic educational platforms.

7. No more than twenty percent of the total of academic hours/credits of educational programs of Bachelor's degree (shortened form) and Master's degree (specialized direction) can be transferred to the distance learning format.

8. The list of disciplines and (or) modules, permissible for distance learning of technical and professional, post-secondary education, organizations of higher and postgraduate students is determined by the schools of the NCJSC “KMU” independently and approved by the order of the Chairman of the Board – Rector.



7-4. Rules for organizing professional practice

1. These rules determine how to organize and conduct professional practice for students in technical and professional, higher and postgraduate education. They are based on the [State Compulsory Education Standards, State Compulsory Standards, and standard professional training programs for medical and pharmaceutical specialties](#). They also include rules for [organizing the educational process in credit technology of education, conducting professional practice, and defining enterprises as practice bases for organizations of technical and professional education](#). They also cover [Model Regulations for monitoring progress and for intermediate and final certification of students in technical and professional education organizations, as well as the Rules of Labor \(Internal\) Order of the NCJSC KMU](#).

2. Academic calendars, professional practice programs, working curricula for specializations and educational programs, and individual curriculum of students all determine the periods, duration, and terms of practice. It is acceptable to introduce professional practice into the educational process both concurrently with and apart from the academic period.

3. The practice's content is determined by professional practice programs that follow educational programs. In order to conduct professional practice, schools/faculties in coordination with enterprises (organizations) approve programs and schedules of practice.

4. Planning's fundamental components are:

1) Professional practice program;

2) The practice/internship schedule;

3) The Dean's (for higher and postgraduate education) or the Chairman of the Board-Rector's (for technical and professional education) order regarding the practice;

4) The practice's agreement.

5. The order of the Chairman of the Board – Rector (for technical and professional education) or Dean's order (for higher and postgraduate education) with the indication of the term, the base, and the head of the practice serves as the foundation for students to have practical training.

6. The department and school/faculty that train specialists in a specific specialty/educational program are responsible for assigning training practice.

7. Students are assigned supervisors from the University and the enterprise (organization). Advisers are appointed when needed.

8. Educational practice is carried out in training and production and training workshops, educational and auxiliary teaching facilities, as well as at the departments, in healthcare and education organizations, labs, pharmacies, and other bases, depending on the specialty or educational program. Professional practice is carried out in enterprises (organizations) in locations that fit the specialty/educational program specialization, provided by employers on the basis of an agreement, and the goal is the development of professional competencies.

9. Students have the opportunity to participate in practice based on agreements reached with organizations, including international partners, as part of the implementation of academic mobility.

10. The practice bases are determined by enterprises (organizations) whose statutory activities line up with the requirements of the educational program and the specialization of training specialists. These organizations are equipped with high-quality technical equipment and qualified personnel for supervising professional practice. The list of enterprises (organizations) for technical and professional education is gathered from the student's list of enterprises (organizations) or from the list of accredited associations and industry associations that are listed



in the National Chamber of Entrepreneurs of the Republic of Kazakhstan's "Atameken" register of certification centers of specialists.

11. The head of the practice from the University assigns the practice basis two months in advance, working with the students. The student may alter the practice base up to one month prior to the practice by submitting an application outlining their inability to practice on the previously assigned base. The student's illness, family-related circumstances, or other objective explanations supported by necessary documents may be the reasons. The application is reviewed by the Dean of the School (Faculty), and if the decision is favorable, the distribution of practice bases is adjusted.

12. When students are distributed on the basis of practice, tripartite contracts are concluded between the student, the organization of the practice, and the University, and bilateral contracts are concluded when the professional practice is in the structural divisions of the University. Contracts with organizations that serve as practice bases are concluded no later than one month before the professional practice on the basis of the [Standard form of the contract for the conduct of professional practice of students](#).

13. The distribution of students on the practice bases is provided to the school by the head from the University in the form of a memo with signed contracts attached.

14. The order of the Chairman of the Board – Rector (for technical and professional education) / order of the Dean (for higher and postgraduate education) is issued not later than two weeks before the start of practice on the basis of the signed agreements and distribution of the students on the practice base.

15. A student of a for technical and professional education for professional practice is given a referral and a form of a diary-report on the passage of professional practice, for students of military and air defense – only a form of a diary-report. Before starting the course, students are instructed on the goals, objectives, rules, professional practice program and safe working conditions on the basis of the enterprise (organization).

16. Students submit to the head of the practice from the University a written report in any form on the execution of the program of professional practice and diary-report on the professional practice, which is checked by the head and defended at the department, based on the results of the practice. The diary defense outcomes are graded using the recognized [point-rating letter grading system](#).

17. If one specific practice head is appointed for the practice (often for educational, introductory, field, and so on), it is evaluated based on the results of the defense of the presented report in accordance with the demonstrated knowledge.

18. If two heads/supervisors are appointed for practice (often for work practice, etc.), a final assessment is assigned, taking into account the practice head/ supervisor's assessment from the practice base, which accounts for 40% of the final assessment, and the supervisor's assessment on the defense of the submitted report, which accounts for 60% of the final assessment. After the practice is completed, the head/supervisor responsible for the practice submits the supervisor's report to the dean's office.

19. When summing the outcomes of intermediate certification, the results of professional practice are taken into account. Students who have not completed the practice and/or have not fulfilled the practice program and/or have received negative feedback on their work or received an unsatisfactory assessment are sent to repeat the practice in the following academic year in parallel with theoretical training or during the summer term.

20. During the professional practice, the student must:

- 1) undergo a medical examination to get admission in the medical card before beginning the practice;
- 2) get a referral for outside practice at the school;



- 3) fill out the practice diary in the prescribed form daily during the practice and submit to the head of the practice properly executed journal at the end of the practice;
 - 4) fulfill the practice program conscientiously and responsibly;
 - 5) be responsible for the work performed and its results equally with the staff members;
 - 6) fully complete the practice program, acquire practical skills according to the program and consolidate the material studied at the University;
 - 7) master necessary medical procedures, acquire the skills in medical documentation and emergency care skills;
 - 8) learn the principles of work of medical staff in medical organizations;
 - 9) pass the final control on professional practice.
 - 10) follow the internal rules of professional practice organizations, observe the basics of ethics and deontology, requirements for appearance and clothing;
 - 11) follow the rules and safety standards, safety measures, fire safety and industrial sanitation.
21. When undergoing the research practice, students must:
- 1) develop research skills.
 - 2) study fundamental and periodic literature, normative and methodological resources on the topics developed by the student in his/her final qualifying work.
 - 3) confirm the relevance and practical significance of the chosen research topic.
 - 4) collection, systematization and summary of practical material for use in the final qualifying work.



7-5. Rules for organizing methodological work

1. The procedure for organizing and implementing methodological work in the NCJSC “KMU” is determined by These Rules of Organization and Implementation of Methodological Work.

2. Organization of educational and methodological work is regulated by the Legislation of the Republic of Kazakhstan ([State compulsory standards for education of all levels of education, State compulsory standards for medical and pharmaceutical specialties, Rules of organization and implementation of educational and methodological and scientific and methodological work](#)).

3. Organization and implementation of educational and methodological work in the NCJSC “KMU” in the implementation of educational programs of technical and professional, higher and postgraduate education, carried out in order to integrate science and education, to ensure and improve educational and upbringing processes, to develop and implement new learning technologies, and to provide professional development of teaching staff.

4. The educational and methodological tasks are as follows:

- 1) scientific and methodological support for educational program implementation;
- 2) development, introduction of new and improved technologies, methods, means, and forms of educational process;
- 3) development of a teacher's creative thinking, enhancement of the professional development and skills of teaching staff, enhancement of scientific and methodological capacity of teaching personnel.

5. Structural divisions carrying out educational and methodological work – departments, schools/faculty, the direct operators of educational and methodological work are the teaching staff of the departments, the Center for Simulation and Educational Technologies (hereinafter – CSET), the Language Development Center, the Physical Health Center and schools of the University, the staff of schools, the Department of Academic Work.

6. Methodologists of schools, departments, CSET, responsible for the modules and disciplines, and supervisors of educational programs coordinate educational and methodological work in training units.

7. The School Councils are in charge of managing, monitoring, and controlling educational and methodological, scientific and methodological work. The Vice-Rector for Academic Work manages the University's educational and methodological, scientific and methodological work.

8. Educational-methodological documentation is discussed and approved at relevant meetings (department, School Council, Senate) in accordance with the procedure established by the University's quality management system. The Committee for Quality Assurance in Schools and the Academic Committee of the Senate examine and evaluate educational and methodological developments.

9. The University's educational and methodological work includes

- 1) development of educational programs, academic calendars, working curricula, catalogs of elective courses, syllabuses of disciplines, internship/practice programs;
- 2) educational and methodological support of academic disciplines with textbooks, training manuals, collections of tasks, complex tasks, manuals for laboratory, test, course work, methodological recommendations for the study of disciplines, as well as materials for current and final control of knowledge, final assessment of students in all forms of education;



3) development of programs of all types of educational and professional practices, as well as methodological recommendations for writing theses/diploma works (projects);

4) development of modern educational technologies and training methods that increase acquisition of the training material by students;

5) educational and methodological support of self-study of students, aimed at developing their ability to search, analyze and formulate the result of the activities;

10. The academic calendar is a schedule of the educational process for the academic year for different levels of education for a specific educational program, with calendar periods of academic terms, exams, final assessment, holidays, internship/practice.

11. Academic calendars are developed by the Department of Academic Work (for technical and professional education – by the Associate Dean for Academic Work of the School of Nursing Education) on the basis of State Compulsory Education Standard, Model Curricula, Working Curricula for the Academic Year, coordinated with school deans, and approved by the Chairman of the Board – Rector.

12. Working Curricula for courses are developed by schools according to the forms approved by the University and approved annually, coordinated with the heads of EPs and the Director of Department of Academic Work, approved by the Vice-Rector for Academic Work.

13. A discipline syllabus is a study program that includes a description of the discipline, the discipline's goals and objectives, a summary, topics and duration of their study, tasks for independent work, methods and criteria for assessing the student's academic achievements, a map of educational and methodological support, and other training materials (academic calendars, control and measuring means, methodological recommendations, and so on).

14. The syllabus is compiled in the form approved by the University, based on the EP and Model Curricula for disciplines (for the mandatory component of the General Education Disciplines cycle), and is annually updated and approved at the Department (School Council) meeting before the start of the current academic year. The discipline syllabus is uploaded on the NCJSC KMU's [educational portal](#) no later than September 1.

15. The syllabus is developed by the teachers in charge, coordinated with the heads of the EP (for general subjects used within multiple EPs), module coordinators, and authorized by the head of the EP (head of department if the syllabus is used across many EPs).

16. The practice/internship program is designed for all sorts of professional practices/internships (educational, work, research, and pedagogical) in accordance with the NCJSC “KMU” form. It includes a description of the practice's goals and objectives, the practice's final results, the necessary prerequisites, the practice's content, the preparation procedure, and deadlines for report defense. The practice/internship program is discussed at the department / working group of the EP meeting, at the School Council meeting, and is approved by the department head / dean of the school.

17. Catalogue of Elective Disciplines (CED) is a systematic annotated list of elective academic disciplines. It is compiled for the purpose of independent, prompt, flexible formation of individual learning path.

18. Departments (schools) draft and submit applications for elective disciplines to the head of the EP, which are examined and approved at the School Council meeting with the mandatory participation of advisers and the committee for quality assurance at schools. CEDs are approved and submitted to the Department of Academic Work, where they are entered into curricula (in AIS Platonus).

19. Electronic versions of educational programs, academic calendars, schedules, and working curricula are available in the relevant sections of the University's website. Other educational and methodological documentation in electronic form, such as discipline syllabuses,



examples of control and measuring means, and others, is available on the student portal in the relevant educational program.



7-6. Rules and procedure for originality check of papers

1. Diploma works/diploma theses of graduates, dissertations/thesis works (projects), term papers/coursework (projects), educational and methodical publications submitted for preliminary examination to the School Council, monographs, articles submitted by students, faculty members for publication in scientific-methodical and scientific editions; scientific works of students, articles submitted to student research competitions are subject to mandatory check for plagiarism/improper borrowings from published sources.

2. The work is considered to have been verified with a positive result if it meets the following criteria:

- 1) term papers/coursework (projects) – no less than 60% of the original text;
- 2) diploma works/diploma theses – no less than 65% of the original text;
- 3) dissertation works/thesis works (projects) – no less than 75% of the original text;
- 4) scientific works submitted to student work contests – no less than 70% of the original text;
- 5) scientific works submitted for publication in scientific editions – no less than 85% of the original text;
- 6) educational and methodical publications – no less than 60% of the original text.

3. Originality check of papers is carried out using a licensed anti-plagiarism system installed at the University.

4. Deadlines for submitting works for checking:

- 1) diploma theses/diploma works, dissertation works/thesis works (projects) – no later than 20 working days before the final assessment;
- 2) updated works (projects) – no later than 5 days before the defense date;
- 3) scientific works – no later than 10 days before the deadline for accepting the publications.

5. For some final qualifying works, involving the analysis of regulatory and legal documentation, methodological problems of science by the decision of the School Council can be positive decisions on admission to the defense with a smaller percentage (deviation – no more than 5%) of the original text from the established permissible. The decision to admit such work to defense is justified by the head/supervisor in his/her feedback of the work of the student and recorded in the protocol of the meeting of the School Council.

6. The authors of works that have failed the originality check are allowed to revise them and recheck them within the deadlines set by the organizers of the publication, the conference organizers. In case of a negative conclusion in the recheck, the work is not accepted for defense (participation in the contest, publication).

7. In case of disagreement of an author, expressed in a written statement, with a negative conclusion on the verification of the work, the Dean of the School appoints a commission for expert review of the work for plagiarism. The final decision on the admission of the work to defense (publication, preliminary examination) is made at the meeting of the School Council on the basis of the experts' conclusion.

8. The protocol of originality check (if there is an expert review – the expert opinion), together with the feedback of the supervisor (review) is attached to the work.

9. In the submitted qualifying, dissertation/thesis, research works, the amount of legitimate borrowing implies the use in the text of the names of institutions, public authorities and local government; references to regulatory legal acts; texts of the laws; lists of references; repetitions,



including frequently repeated set expressions and legal terms; citation of text, extracts from the documents for their analysis, as well as self-citation, etc. The authors of the submitted works should explain in their comments that the borrowings are legitimate.

10. The Library and Publishing Center (hereinafter - LPC) checks diploma works/diploma theses of the graduates, dissertations/thesis works (projects) for originality.

11. Reception of papers that have been checked for originality is carried out by the secretary of the Attestation Commission.

12. Electronic versions of diploma works/diploma theses to be checked for originality are submitted as text files in doc, docx, rtf format. Verified works are posted in the cloud storage of the University.

13. The student is responsible for the timely submission of the diploma thesis/master's thesis for verification.

14. In case of detection of borrowings in the amount exceeding the permissible and established by this provision, the work must be mandatorily revised by the student with the maintaining the previously established topic and submitted for rechecking.

15. If plagiarism (borrowing) is not eliminated after checking the work or the student is unable to eliminate plagiarism (borrowing) for various reasons, the work is not allowed to be defended and must be reworked.

16. In case of evidence of plagiarism, after resubmitting the work to the supervisor, the student is regarded to have not completed the curriculum and is subject to expulsion from the University.

17. When submitting educational and methodical publications for consideration at a School Council meeting, the process for material originality check must be included. If an educational and methodical publication does not meet the volume of original text requirements of these Regulations, the work is not considered at the School Council meeting and the materials are returned to the author for revision.

18. The finished written work is submitted to the supervisor in electronic form by the student. The teacher of the department / school who is managing this activity verifies the written work.

19. The teacher checks the work in the University's licensed anti-plagiarism system and prepares a verification protocol. The verification protocol is delivered to the student and, if necessary, to the commission in charge of evaluating this type of work.

20. If the work fails to meet the requirements of these Regulations regarding text uniqueness, it is returned to the student for correction. If the work is not corrected or fails to meet the requirements of the Regulations after correction, it cannot be admitted to the defense.



7-7. Regulations on the organization of academic mobility

1. Students, faculty members and employees of the NCJSC “KMU” are eligible to participate in academic mobility programs in accordance with the current legislation and Regulatory Legal Acts of the Republic of Kazakhstan.

2. The academic mobility program's goal is to provide students with high-quality educational services by establishing competitive educational and research programs.

3. Academic mobility aims to address the following tasks:

1) improving the quality of mobility of students, teachers, administrative and management staff, researchers; increasing the efficiency of scientific research, improving the management system;

2) professional and personal growth of the program participants;

3) increasing the competitiveness of the NCJSC “KMU” alumni in the Kazakhstan and international labor markets;

4) improvement of professional competences by studying and learning the experience of leading Kazakhstani and foreign educational organizations;

5) attracting the intellectual potential;

6) establishment of external and internal integration ties;

7) implementation of the strategic plan, mission and development program of the NCJSC “KMU”;

8) development of international cooperation in accordance with the mission of the NCJSC “KMU”.

4. Academic mobility is carried out within the framework of memorandums, agreements, or cooperation agreements signed by the educational organization with Kazakhstani and foreign educational and scientific organizations, based on personal invitations received from educational and scientific organizations, as well as participants' own initiative.

5. The International Cooperation Department, in collaboration with the schools, is in charge of conducting academic mobility and providing information support at the NCJSC “KMU.” ICD and schools/faculty inform departments and other University divisions about the current state of academic mobility by posting relevant information on the University's official website.

6. Agreements and contracts with partner universities, international and national organizations regulate the implementation of specific forms and types of academic mobility.

7. The partner university and its educational programs must be accredited in accordance with the educational standards of the relevant country and recorded in the Register of accredited educational organizations and accredited educational programs.

8. Sending applicants to participate in the academic mobility program to partner universities is implemented according to the Academic Mobility Plan.

9. The rules and procedures for the implementation of academic mobility apply to the students of bachelor's degree, internship, master's degree, doctoral studies, residency, full-time teachers, employees of the NCJSC “KMU” and students of bachelor's degree, internship, master's degree, doctoral studies, residency, teachers and employees of partner universities.

10. Academic mobility is in the form of:

1) studying in the partner university during one academic period (term or year);

2) studying the discipline chosen by the student during the period specified in the schedule of the educational organization or on the individual curriculum;



- 3) professional practice/internship (training and production, work practice) according to the requirements of the NCJSC “KMU” and the educational organization;
 - 4) studying in winter/summer schools based on the invitation;
 - 5) conducting lectures and seminars;
 - 6) training in apprenticeships within the framework of credit mobility programs for teachers and employees of educational organizations under international grant programs;
 - 7) conducting joint studies;
11. Participants in academic mobility programs are chosen through an open competitive process that adheres to the principles of equality of opportunity, merit, ability, and social activity.

Educational resources and student support system



Academic Policy
NCJSC KMU AP 7-8
Version 3

Rules for awarding state scholarships, awarding scholarships established by the President of the Republic of Kazakhstan, awarding the scholarship of the Chairman of the Board – Rector

7-8. Rules for awarding state scholarships, awarding scholarships established by the President of the Republic of Kazakhstan, awarding the scholarship of the Chairman of the Board – Rector

1. The procedure for appointment and payment, as well as the amount of state scholarships to students (students, interns, master's students, residents, doctoral students studying on the basis of the state educational order, as well as transferred to study on the basis of the state educational order) are determined in accordance with the [Government Decree of the Republic of Kazakhstan](#).

2. The procedure for the appointment and payment, as well as the amount of scholarships, established by the President of the Republic of Kazakhstan to students are determined by the [Rules for awarding the scholarships, established by the President of the Republic of Kazakhstan](#).

3. Scholarship of the Chairman of the Board – Rector of the NCJSC “KMU” is awarded to the students enrolled in full-time education who are non-grant-holders, starting from the 2nd year of study, successfully mastering educational programs (if the GPA is not lower than 3.0 for the entire period of studies and have no disciplinary actions for the entire period of studies), engaged in research work, innovative, entrepreneurial, sports, cultural, creative and social activities. Scholarship of the Chairman of the Board – Rector of the NCJSC “KMU” is not a state scholarship.

4. The number of scholarships is determined by the decision of the Board of the NCJSC “KMU” and is assigned for one academic period.

5. The Senate Committee on Youth Affairs uses a point system to evaluate applicants for the scholarship of the Chairman of the Board – Rector of the NCJSC “KMU”. In case of an even score in points, students from preferential categories are given preference. If a candidate cannot be categorized into one of the preferential categories, the students with the most accomplishments are given priority.

6. The scholarship is awarded by the order of the Chairman of the Board – Rector of the NCJSC “KMU” based on the decision of the Senate, in the same way that state scholarships are awarded, and it may be awarded to the same person multiple times by the decision of the Senate in compliance with the criteria.



7-9. Rules for awarding vacant educational grants released in the training process

1. These Rules for awarding the vacant educational grants released in the training process have been developed in accordance with the Rules for awarding the educational grants.

2. Vacant educational grants released in the process of higher and postgraduate education, are awarded on a competitive basis to students on a paid basis by groups of educational programs and training period, taking into account the year of admission, with the issuance of a certificate of award of educational grant.

3. The announcement of the open competition is posted on the website with the number of vacant educational grants by area of training and course.

4. The criterion for selection by competition is the GPA calculated in all disciplines for previous periods of study.

5. Citizens of the Republic of Kazakhstan or stateless persons permanently residing in the Republic of Kazakhstan, if they receive higher education for the first time, have the right to participate in the competition for awarding vacant educational grants in the process of higher education.

6. Citizens of the Republic of Kazakhstan, if they receive education of this level for the first time, have the right to participate in the competition for awarding vacant educational grants in the process of postgraduate education.

7. The competition for vacant educational grants is conducted during the summer and winter breaks based on intermediate certification results, with the deadline for submitting documents to the Ministry of Education and Science set for January 25, August 5 of the current year.

8. If the GPA rates are the same, students with grades only A, A- (“excellent”), then – grades from A, A- (“excellent”) to B+, B, B-, C+ (“good”), then – mixed grades for the entire period of study, have the preferential right to apply for a grant. Orphans and children left without parental care, persons with disabilities of I and II groups, persons equated in terms of benefits and guarantees to participants and persons with disabilities of the Great Patriotic War, persons disabled since childhood, children with disabilities, and persons with educational documents (certificates, attestations, diplomas) with honors have a preferential right.

9. The procedure for awarding vacant educational grants released in the process of training is presented in the Algorithm.

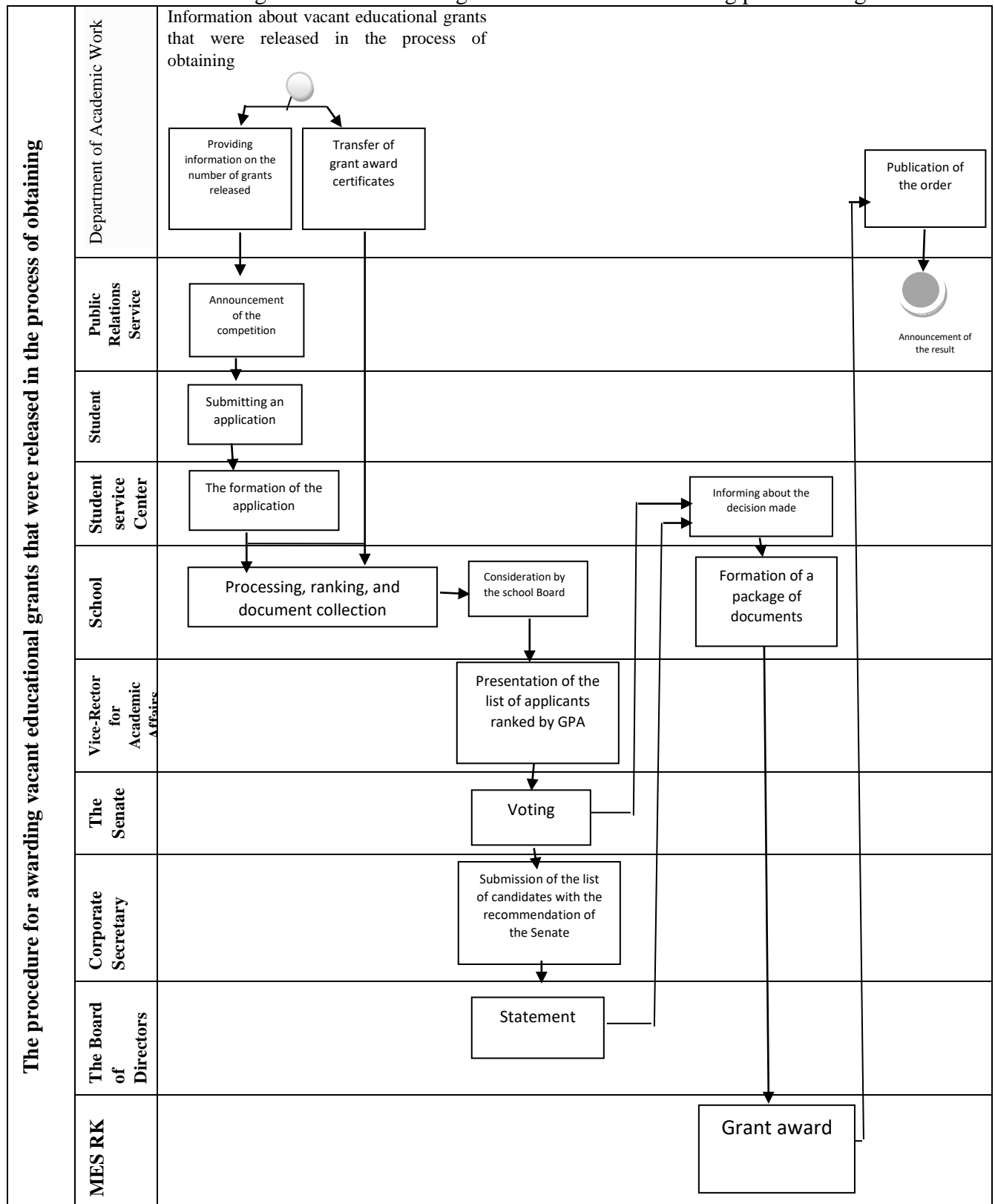
10. The student registration unit of the Department of Academic Work issues an order from the Chairman of the Board – Rector for further training under an educational grant within three working days, in accordance with the order of the Ministry of Education and Science of the Republic of Kazakhstan on the award of a vacant educational grant of higher or postgraduate education and the issued certificate of award of an educational grant.

11. The awarding of vacant educational grants of Local Executive Body in the process of higher and (or) postgraduate education, is carried out by the Local Executive Body Commission during the summer and winter breaks to the available vacancies on a competitive basis in the order established by the paragraphs of the Rules.

12. Based on the protocol of the Local Executive Body Commission on the award of a vacant educational grant of higher or postgraduate education and the issued certificate of educational grant award, the student registration unit of the Department of Academic Work issues an order of the Chairman of the Board – Rector for further training at the expense of the Local Executive Body within three working days.



“Procedure for awarding vacant educational grants released in the training process” Algorithm





7-10. Regulations on dual education

1. General regulations

1. These rules of dual education organization have been developed to determine the order of dual education organization at the level of technical and professional training and post-secondary education in accordance with the Regulatory Legal Acts of the Republic of Kazakhstan, as well as for the organization of the educational process with the introduction of dual education elements at all levels of education.

2. The following basic concepts are used in the Regulations:

1) dual education – a form of training that combines studying in an educational organization with mandatory periods of apprenticeship and professional practice/internship at an enterprise (organization);

2) joint activity agreement - a written agreement between an educational organization and an enterprise (organization), regulating the conditions of joint activity for the development and implementation of joint projects and programs that meet the interests, goals and strategic objectives of the parties;

3) dual education agreement – a written agreement between a student, an enterprise (organization) providing a workplace for apprenticeship and professional practice/internship, and an educational institution, regulating the terms and conditions for employment training and professional practice/internship;

4) medical organization (hereinafter – MO/Enterprise) – a legal entity or an individual entrepreneur participating in dual education in accordance with this Regulation;

5) apprenticeship – training aimed at acquiring theoretical knowledge, practical skills by students, on the basis of educational organizations and (or) enterprises (organizations);

6) mentor – a qualified employee of the MO/enterprise who supervises apprenticeship and professional practice/internship;

2. Implementation of dual education

3. Dual system of education is a training system based on the cooperation of two organizations: an enterprise and a university, which work together for the purpose of professional training. Both institutions are independent partners with each other.

4. Participants of dual education:

1) educational institution implementing educational programs;

2) organizations (enterprises), regardless of their form of ownership;

3) the learner – student

5. The essential components of the elements of dual education are:

1) dual education and/or joint activity agreement;

2) approval of syllabuses for the disciplines with MO/enterprise managers;

3) a schedule of training sessions and SIWT schedules, with their locations;

4) training places and/or training and production center in organizations (enterprises) equipped for implementation of training and practice;

5) mentors/heads of apprenticeship and professional practice/internship in MOs/enterprises.

6. When implementing dual education, students' practical training can be provided with a salary at the discretion of the enterprise (organization) for the purpose of future employment.

3. Goal and objectives of implementing the elements of dual system of education



7. The goal for introducing dual education aspects is for students to acquire high-quality core competences of educational programs, including practical skills of work in the professional sector.

8. Achievement of the goal is possible upon the implementation of the following tasks:

- 1) efficient implementation of educational programs;
- 2) ensuring a high percentage of employment of graduates;
- 3) establishing mechanisms of cooperation with employers within the framework of development of production and educational environment;
- 4) improvement of student-centered education;
- 5) improving the quality of education and competitiveness of graduates of EPs.

4. Organization of dual education (training using the elements of dual education)

9. The organization of the educational process with the introduction of elements of dual education is carried out in accordance with agreements with the practice bases.

10. The current educational programs establish the forms, content, and extent of apprenticeship and professional practice/internship.

11. To implement elements of the dual system of education, the University plans and organizes educational programs that combine theoretical study at the University with practical training in the MO / enterprises.

12. The elements of dual education, implemented at the practice bases, may include the following components of the educational program:

1) part of practical and laboratory classes with the possibility of acquiring and applying practical skills in the core subjects of the EP, including elective courses developed jointly or coordinated with representatives from the practice bases;

2) a part of independent work of students with teachers within the framework of core subjects of the EP;

3) conducting educational and professional practices with writing of reports

4) doing course/term projects, as well as thesis/diploma works (projects) of the corresponding profile/specialization.

13. Intermediate certification is conducted by the educational institution, with the assistance of mentors/managers and specialists from MOs/enterprises engaging in dual education as needed.

5. Functions of the participants in the process of organizing elements of dual education

14. The University:

1) creates the necessary conditions for the educational process;

2) coordinates with the MO/enterprise the schedule of practical classes of students;

3) implements educational programs taking into account the recommendations of the MO/enterprise;

4) monitors the practical (laboratory) classes, SIWT, practice of the students in MO/enterprise;

5) provides students with the training materials.

15. The MO/enterprise:

1) ensures the conditions for practical (laboratory) classes, SIWT, practice;

2) appoints a mentor/manager for students;



- 3) introduces the material and technical base;
 - 4) introduces with working conditions, regulatory legal acts regulating this area, security conditions and labor protection;
 - 5) ensures the organization of classes and practice in accordance with the educational programs;
 - 6) informs the University about violations of labor discipline and internal rules of the MO/enterprise.
16. The student:
- 1) gets acquainted with the conditions of the MO/enterprise, regulatory legal acts regulating this area, security conditions and labor protection;
 - 2) maintains educational and production discipline, rules of internal labor regulations, labor protection and safety measures requirements;
 - 3) attends classes and practice according to the schedule;
 - 4) strictly follows and fulfills the requirements of the training program;
 - 5) keeps a diary-report on the apprenticeship and professional practice/internship, prepares other reporting documentation in accordance with the requirements of the EP and syllabuses for the disciplines.
17. The mentor/supervisor:
- 1) requires the student to follow instructions on issues related to work activities;
 - 2) monitors the student in the preparation of reporting documentation;
 - 3) assists the student in introduction with the work activities, corporate culture and in subsequent professional development, consolidating it at the workplace;
 - 4) trains in practical approaches and ways of qualitative performance of job duties and assignments;
 - 5) monitors the execution of instructions given to the student;
 - 6) identifies and helps to eliminate mistakes made by the student, assists in eliminating existing shortcoming;
 - 7) confirms the performance of the obligations of the student during the training and internship/practice with an assessment in the checklist.

6. Implementation options of dual education

18. Theoretical training (lectures, practical classes) is implemented on the basis of the NCJSC KMU. Acquisition of practical knowledge – on the basis of MOs/enterprises during the SIWT. Students are distributed and assigned a supervisor from the staff of MOs/enterprises. Students are given assignments according to the thematic plan of the discipline syllabus. Monitoring over attendance and completing assignments is carried out by the teacher responsible for the discipline. After completing the hours of SIWT, the student provides a report and a diary with subsequent evaluation.

19. On the basis of MO/enterprise separate components of EP/discipline (practical classes, SIWT) are conducted. Theoretical training (lectures, seminars) is conducted at the University, while for the theoretical classes that the university teacher visits the MO/enterprise or to conduct classes online. The student is assigned a mentor/responsible employee of MO/enterprise, competent in the field of the discipline taught, who conducts training and makes recommendations for evaluation. Control and evaluation of the acquired skills is carried out by the responsible university teacher according to the checklist.



8. Information Management Policy

1. The University defines procedures for collecting, analyzing and using relevant information for effective management of educational programs and other areas of its activities.

2. The University ensures measurability, reliability, accuracy, timeliness and completeness of information.

3. To evaluate the quality assurance system, the University organizes the collection and analysis of information by the following methods:

- 1) defining the requirements of stakeholders to the performance;
- 2) assessment of satisfaction of stakeholders with the University's educational services;
- 3) analyzing the external and internal environment of the University.

4. Global analysis of the University's external and internal environment is carried out as part of the development and updating of the University's strategic documents and includes the analysis of educational development and external challenges, research of the main groups of customers and competitors, determining the characteristics of the labor market and educational services, analysis of the current state of the University, its strong and weak point, internal and external risks.

5. The Department of Academic Work's block of registration the student enrollment conducts the collection, monitoring, analysis, and sharing of information, as well as the statistics and reference reporting on student enrollment and the development of orders on the movement of student enrollment.

6. The Department of Academic Work's registrar's office block is in charge of preparing summary examination sheets, a list of debtors, and an electronic archive of exam reports, which are used to analyze exam results and make decisions on how to improve the educational process.

7. Analysis and monitoring of the employment process, as well as the forming a database on employment and career development of the alumni is carried out by dean's offices/schools.

8. The requirements and expectations of the stakeholders are determined by analyzing external regulatory documentation in education, the results of feedback from joint activities (practices, seminars, meetings, joint projects, etc.), survey results. The main sources for determining the requirements and expectations of the stakeholders should be in the strategic documents of the University.

9. Sociological methods are used in the consumer monitoring process to enable reliable measurement of expected quality and existing satisfaction: document analysis, interviews with educational process participants, mass and expert surveys, questionnaires.

10. The University assures the use of relevant information exchange methods between different levels of management, structural divisions, faculty members, and students on issues related to ensuring educational quality. Maintenance of the website and its information systems, functioning of corporate e-mail, and reporting during meetings/sessions are examples of such processes.

11. The structure and volume of information, sources, frequency, time interval, responsible persons for reliability and timeliness are determined by internal regulatory documentation.

12. Information security is ensured by definite distribution of roles and functions in the information systems used, antivirus programs, system administration of servers, backup system on servers, restriction of access of individuals to the premises with servers, technical equipment of premises with servers to ensure the job security.



13. In order to prevent unauthorized access to the online resources of the University, periodic monitoring of the state of services responsible for the efficiency of service, restrictions for user access to the resource and to the network OS are introduced.

14. All students, employees and faculty members of the University, according to the current legislation of the Republic of Kazakhstan, including in accordance with the Law of the Republic of Kazakhstan “[On Personal Data and Their Protection](#)”, draw up agreements for the processing of their personal data.



9. Public information

1. NCJSC “KMU” posts information on its activities, including the implementation of educational programs. The information provided to the public is clear, accurate, objective, relevant and accessible. It is provided promptly and completely.

2. Information policy of the University is implemented by the Public Relations Service ((hereinafter - Service) through interaction with all structural divisions of the University. For this priorities for information policy are determined, plans are created for its implementation using all available information sources, to cover all categories of students, applicants, graduates, employees and teachers.

3. Information is provided on the activities of the University, proposed programs and admission criteria, expected learning outcomes of these programs, qualifications, teaching, studying, assessment procedures with the indication of the passing scores, learning opportunities offered to students, and information on the employment of graduates.

4. The Service provides public information on their activities through the media, official web-site <https://qmu.edu.kz/ru>, official accounts of the NCJSC “KMU” on social media, in accordance with the Rules of Informed Content of Internet Resources of the NCJSC “KMU”.

5. The Service monitors publications, comments on social media, regional and republican media to form a unified information policy of the University and providing credible information regarding the University's activities.



10. Monitoring and periodic assessment of programs

1. Regular monitoring, review and updating of educational programs are aimed at ensuring their effective implementation and creating a favorable learning environment for students.

2. These processes include the assessment of:

1) content of the educational program in the trends of recent scientific research on specific discipline research to ensure the relevance of the program being taught;

2) periodically changing needs of society;

3) academic load, performance and graduation of students;

4) efficiency of students evaluation procedures;

5) expectations, requirements, and contentment of students in the educational program;

6) learning environment, support services and their relevance to the objectives of the educational program.

3. The University provides the participation of students, employers and other stakeholders in the evaluation, revision and updating of educational programs and ensures that the results of these processes are used for continuous improvement.

4. The University ensures that stakeholders are informed of all changes made as a result of evaluation and monitoring of educational programs.

5. The basis for monitoring, analysis and updating of educational programs can be:

1) amendments in the Regulatory Legal Acts;

2) amendments/supplements to the National Qualifications Framework, Sectoral Qualifications Framework;

3) amendments/introduction of new professional standards;

4) results of quality assessment of the educational program (audit, proposals of the stakeholders, accreditation results, etc.);

5) research results of the faculty members.

6. Updating of the educational program is carried out in accordance [with the established procedure](#).

7. Assessment of the quality of the educational program by the main stakeholders is implemented through:

1) satisfaction evaluation of graduates with the educational program and learning environment;

2) satisfaction evaluation of students with the educational program;

3) satisfaction evaluation of employers with the quality of training of graduates;

4) annual data collection and analysis of employment, analysis of career development of graduates.

8. Assessment of academic achievements of students is carried out by means of:

1) analyzing the results of intermediate and final certification;

2) discussing the results of academic performance at the meetings of collegial bodies;

3) analyzing the quality of training of students within the work of attestation commissions.

9. When analyzing the learning outcomes, the following are identified:

1) compliance of assessment criteria with the expected learning outcomes;

2) compliance of the content of the assessment material with the goals and objectives of the discipline;

3) efficiency of the assessment procedure.



10. NCJSC “KMU” conducts internal audits to determine whether the processes of planning, organizing, monitoring and developing the quality of educational programs comply with the established requirements.

11. The process of monitoring, evaluation and improvement of educational programs is the area of responsibility of supervisors of educational program.