

“APPROVED”
Chairman of the Board,
Rector of “International information
technologies university” JSC

Uskenbayeva R.K.
18.11.2020

RULES OF TRANSFER AND REINSTATEMENT OF STUDENTS

R-23

Revision 2

	Position	Name and initials	Signature
Approved at Academic Council meeting on 18.11.2020 protocol № 3	Academic secretary	Erkebekova E.K.	
Developed	Head of Methodology department	Abdoldina F.N.	
Agreed	Vice-Rector for academic and educational affairs	Umarov T.F.	
Agreed	Director of the Department of academic affairs	Mustafina A.K.	
Agreed	Head of the Department of Office registrars	Kiikbayeva P.M.	
Agreed	Dean of the Faculty of Computer technologies and cyber security	Uatbayev M.M.	
Agreed	Dean of the Faculty of Digital transformation	Bektemysova G.U.	
Agreed	Director of the Department of postgraduate education	Tolegenov A.M.	
Agreed	QMS expert	Akbalysheva L.S.	

CONTENT

1	GENERAL PROVISIONS	3
2	TERMS AND DEFINITIONS	3
3	RULES OF TRANSFER OF STUDENTS OF THE UNIVERSITY FOR A VACANT STATE EDUCATIONAL GRANT	4
4	RULES OF TRANSFER TO ANOTHER HIGHER EDUCATION INSTITUTION.....	6
5	RULES OF TRANSFER OF STUDENTS FROM ONE COURSE TO ANOTHER.....	7
6	TRANSFER FROM ONE EDUCATIONAL PROGRAM (SPECIALTY) TO OTHER	8
7	RULES OF REINSTATEMENT OF STUDENTS OF THE UNIVERSITY	9
8	ORDER OF EXCLUSION AND DEPRIVATION OF STATE EDUCATIONAL GRANTS FOR STUDENTS.....	10
9	DOCUMENTATION.....	10

1. GENERAL PROVISIONS

1.1 These “Rules of transfer and reinstatement of students” (hereinafter the Rules) establish the procedure for transfer and reinstatement of students in “International information technologies university” JSC (hereinafter the University).

1.2 These Rules are developed in accordance with the following regulatory documents:

- Law of the Republic of Kazakhstan “On Education” dated July 27, 2007 № 319-III LRK (as of 07.07.2020);
- Order of the Ministry of Education and Science of the Republic of Kazakhstan “On Approval of State Compulsory Standards of Higher and Postgraduate Education” dated October 31, 2018 № 604 (as of 05.05.2020);
- Order of the Ministry of Education and Science of the Republic of Kazakhstan “On Approval of the Standard Rules for the activity of educational organizations of relevant types” dated October 30, 2018 № 595 (as of 18.05.2020);
- Order of the Minister of Education and Science of the Republic of Kazakhstan “On approval of the Rules for organization of educational process on credit technology of education” dated April 20, 2011 № 152 (as of 12.10.2018).

1.3 These Rules are mandatory guidelines for students, faculty and structural units of University.

2. TERMS AND DEFINITIONS

2.1. The following definitions are used in these Rules:

Academic calendar - schedule of organization of the educational process, which reflects the timing and duration of academic periods, interim and final certification, terms of enrollment in academic disciplines, professional practice during the academic year with the indication of rest days (vacations and holidays);

Academic credit - unified unit of measurement for the volume of scientific and (or) academic work (load) of the student and (or) lecturer;

Grading and rating alphabetic system (GRAS) to assess the learning achievements - system of assessment of learning achievements in grades, corresponding to the internationally accepted alphabetic system with a digital equivalent, and allows to establish the rating of students;

Bachelor's degree - level of higher education aimed at training personnel with award of the “Bachelor” degree in the relevant educational program with mandatory mastery of at least 240 academic credits;

Individual education plan (hereinafter the IEP) - student's study plan, independently formed by him for each academic year with the help of adviser on the basis of educational program and catalog of elective disciplines;

Final attestation of students (Qualification Examination) - procedure conducted to determine the degree of their mastering the volume of academic disciplines and (or) modules and other types of learning activities provided by educational program in accordance with the state compulsory standard of corresponding level of education;

Education - continuous process of upbringing and education, carried out for the purposes of moral, intellectual, cultural, physical development and formation of professional competence;

Educational program - unified set of basic characteristics of education, including goals, results and content of education, organization of educational process, ways and methods of their implementation, criteria for evaluating the results of education;

Educational grant - targeted amount of money provided to a student on conditions established by legislation of the Republic of Kazakhstan, to pay for higher or postgraduate education with award of the “bachelor” or “master” degree.

GPA (Grade Point Average) - weighted average assessment of the level of learning achievements of the student for a certain period of time on selected program (ratio of the sum of the product of credits to the digital equivalent of points of the final assessment for all types of academic work to the total number of credits for these types of work for a given period of training).

Credit technology education - educational technology aimed at increasing the level of self-education and creative mastering of knowledge on the basis of individualization, choice of educational trajectory and accounting of the volume of mastered educational material in the form of credits;

Transcript - document containing a list of mastered disciplines and (or) modules, and other types of academic work for the relevant period of study with indication of credits and grades.

3. RULES OF TRANSFER OF STUDENTS OF THE UNIVERSITY FOR A VACANT STATE EDUCATIONAL GRANT

3.1 Student of the University is transferred or reinstated after exclusion, if he has fully completed the first academic period of the mastered program according to individual educational plan (hereinafter the IEP).

3.2 Transfer and reinstatement of students to the University from other higher education institutions and from one educational program to another is carried out during the summer and winter vacations (in time before August 25 and January 25).

3.3 The student is transferred or reinstated to any higher education institution regardless of the terms of expulsion in reinstatement.

3.4 When transferring a student, the University takes into account the direction of training, profile of educational program, academic achievements, as well as cases of violation of academic integrity by the student.

3.5 The transfer of students to the University on all forms of education is made only with consent of the heads of both universities and formalized by appropriate orders.

3.6 When transferring a student is carried out the procedure of re-credits on the basis of transcript provided by the student and curriculum for educational programs of the University.

3.7 Re-credits take place according to Form F-31. The form is compiled by the Office of Registrar of the Department of Academic Affairs or Department of Postgraduate Education in conjunction with advisor, agreed with the dean's offices of faculties, relevant departments and the student himself.

- 3.8 After the procedure of re-credits there determined by the number of mastered credits and the year of study.
- 3.9 Transfer of students on the basis of the state order from other universities to the University is carried out with preservation of the form of education and educational programs.
- 3.10 Transfer of student from one educational program to another, from one form of education to another within the University or from another university is carried out only on a paid basis.
- 3.11 Transfer of student from the paid basis of training to training under the state educational order is carried as approved in accordance with subparagraph 5) of article 4 of the Law "On Education".
- 3.12 Vacant educational grants are awarded on competitive basis to students and on a paid basis for groups of educational programs. In case of the same Grade Points Average (GPA), the preferential right has the students who have grades only A, A- ("excellent"), then - grades from A, A- ("excellent") to B+, B, B-, C+ ("good"), and further the- mixed grades for the entire period of study.
- 3.13 Students submit an application to the Dean's Office along with a transcript after examination session. The application template for a vacant educational grant is also available on the portal <https://dl.iitu.kz/>. The Dean's Office forwards the received applications with transcript to the Department of Academic Affairs to generate a list of applicants for vacant educational grants.
- 3.14 The Department of Academic Affairs, having considered the received applications, submits it to Academic Council for consideration.
- 3.15 Within the period until August 25 and January 25, the University sends the list of applicants for transfer to vacant educational grants to the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter the MES RK) to make a final decision. To application of the student together with decision of the Academic Council attached transcript of the student, copy of his identity document, certificate of the holder of educational grant (original) and copy of the order for excluded student.
- 3.16 MES RK considers the received documents in context of groups of educational programs, forms and terms of study, taking into account the year of admission, and if positive decision issues an order to award a vacant educational grant of higher and (or) postgraduate education (in absence of applicants for a group of educational programs, vacant educational grants, released in the process of obtaining higher and (or) postgraduate education, are redistributed within the direction of training or area of education).
- 3.17 On the basis of MES RK, an order is issued on the University with indication of the date of transfer to further training on educational grant.
- 3.18 When transferring to University, the student must provide the following documents:
- application to the Rector of University for transfer with resolution of the Deans of Faculties and Director of the Department of Postgraduate Education and the Vice-Rector for Academic and Educational Activities;
 - application to the Rector of university where the student is studying, with resolution on consent to transfer, certified by a seal;
 - copy of the university license to conduct educational activities under the given educational program;
 - transcript with indication of the passed disciplines and credits;
 - copy of the UNT (uniform national testing) certificate;

- original General Certificate of Secondary Education or college diploma with attachment;
- medical certificate form 0-86u with a fluorography picture not earlier than 6 months;
- three copies of the university contract on educational services with resolution of the Deans of Faculties;
- certificate that he is a current student (from another university).

3.19 For those studying on basis of the state educational grant, it is necessary to additionally attach a copy of certificate of the state educational grant.

3.20 When transferring to the University of the student on a paid basis, he makes payment from the moment of signing the contract on educational services.

3.21 Deans of faculties after receipt of application within a week shall:

- carry out the procedure of re-credits and attach the minutes of the meeting to application;
- determine the course of study;
- recommend for transfer or motivated refusal.

3.22 In available documents according to the established list, the Vice-Rector for Academic and Educational Activities, examines the documents of application and submits recommendation to the Rector of University.

3.23 The final decision on transfer is made by the Rector of University.

If decision is positive, an order is issued to enroll the student in appropriate course and educational program.

Further, the student under the guidance of advisor forms the student's IEP, which takes into account the disciplines and credits sufficient for transfer to the next course.

3.24 Transfer of students, masters and PhD doctoral students from other universities to the University is carried out under condition of additional payment by the students of the difference in the cost of educational grant.

3.25 Transfer of student from groups of educational programs of higher education, requiring creative training to other groups of educational programs is carried out if available certificate of uniform national testing with a grade not lower than the established threshold in accordance with Standard Rules for admission to training in educational organizations implementing educational programs of higher and postgraduate education, approved in accordance with subparagraph 11) of article 5 of the Law "On Education".

3.26 Transfer of student to the University from foreign universities is carried out only on a paid basis.

4. RULES OF TRANSFER TO ANOTHER HIGHER EDUCATION INSTITUTION

4.1 Student of the University on a targeted state educational grant can transfer to another university only on a paid basis. In this case, the target state educational grant remains at University.

4.2 Master's students and PhD doctoral students have the opportunity to transfer to another university, as the state educational grant has no target purpose.

- 4.3 Transfer to another university is carried out during vacation time. Student can be transferred if he has fully completed the first academic period of the mastered program according to IEP.
- 4.4 Student who wishes to transfer to another university, submits an application for transfer to the Rector of University. Acceptance of applications for transfer stops five working days before the beginning of the next academic period.
- 4.5 When transferring to another university, who studied on a paid basis, makes payment before the order of exclusion from the University.
- 4.6 Student shall submit his transcript and a copy of his ID card. The application is considered within three working days. After application is considered, the student receives the following documents from the Office of Registrar (if there is no financial debt for tuition):
- application with the Rector's resolution stamped with University seal;
 - copy of university license;
 - copy of UNT/CT certificate;
 - copy of certificate/diploma.
- 4.7 The head of university to which the student is transferred, within three working days from the date of issue of the order on enrollment sends written request to the University to forward his personal file. Copy of the order on enrollment of the student is attached to application.
- 4.8 The Rector of University issues an order of exclusion with the wording "excluded in connection with transfer to (name of university)" after receiving a request from another university, and within three working days from the date of issue of the order on exclusion the student's personal file is sent to the receiving university.

5. RULES OF TRANSFER OF STUDENTS FROM ONE COURSE TO ANOTHER

- 5.1 According to results of examination sessions (results of winter, spring and summer sessions) of the academic period, the Office of Registrar calculates the transfer grade as a weighted average assessment of the level of academic achievement of the student.
- 5.2 The value of the minimum transfer grade to determine status of the course is approved by the Academic Council of University.
- 5.3 Students who have gained the minimum transfer grade and established amount of credits, based on submission of the Deans of the Faculty and Director of DPE (Department of postgraduate education) are transferred to the next academic year with an increase in status of the course by order of the Rector, otherwise also transferred to the next year, but without changing the status of the course.
- 5.4 Student who fails to achieve the minimum transfer grade is transferred to the next academic year without changing the course status (repeated course).
- 5.5 In case of positive result in retaking exam in the next academic period, the final grade is calculated again, which is recorded in the exam sheet and transcript. When calculating the grade point average, the most recent grades in academic discipline are taken into account.
- 5.6 In order to complete the training in established period of training, the student is recommended to comply with requirements for transfer from one course to another.

5.7 Credit technology students are transferred to the next course by the Rector's order according to the existing credit accumulation system and the student's GPA.

For undergraduate courses:

- for transfer to 2nd year - 60 to 90 credits or minimum GPA of 1.67;
- for transfer to 3rd year - 90 to 180 credits or minimum GPA of 2.0;
- for transfer to 4th year - from 180 credits or a minimum GPA of 2.20.

For graduate students:

- For transfer to 2nd year, 60 to 90 credits or minimum GPA of 2.67;

For PhD doctoral programs:

- For transfer to 2nd year - 60 to 120 credits or a minimum GPA of 2.0
- For transfer to 3rd year - from 120 credits or minimum GPA of 2.5

5.8 Students under the state-order are obliged to master the number of credits stipulated by the educational program.

5.9 Student transferred to the next academic year without changing status of the course, has the right to study on the previously adopted IEP or form a new IEP developed in the prescribed manner.

5.10 Students who are holders of educational grants, at the end of academic year, if they do not change the current status of the course to the next, lose the educational grant and continue their further education on a paid basis.

5.11 Students, holders of educational grants, transferred to the next academic year with a change in status of the course but having academic debts, without forfeiting the educational grant, must re-study the relevant disciplines on a paid basis.

5.12 Office of the Registrar prepares a draft order to transfer students to the next academic year according to existing cumulative system of credits and GPA.

6. TRANSFER FROM ONE EDUCATIONAL PROGRAM (SPECIALTY) TO OTHER

6.1 Transfer from one educational program (specialty) to another is carried out during the summer and winter vacations (by August 25 and January 25). Student may be transferred if he has fully completed the first academic period of the program being mastered according to individual educational plan.

6.2 Acceptance of applications for transfer stops five working days before beginning of the next academic period.

6.3 Before submitting application, the student provides transcript to advisor and applies for determination of the academic difference of disciplines in curriculum.

6.4 After determining academic difference and proposed course and receiving a favorable decision by the Department of Academic Affairs (hereinafter the DAA) and Department of Postgraduate Education (hereinafter the DPE) for transfer, the student submits application to Rector of the University for admission by transfer.

6.5 The order on transfer of a student from one educational program (specialty) to another is issued within 5 (five) working days. Student is obliged to conclude additional agreement to the contract on reimbursable provision of educational services.

6.6 Person, studying at the expense of the state educational grant, at change of educational program of not related direction of training is deprived of the grant, and continues training on a paid basis.

6.7 Student at the change of educational program of non-related direction of training is obliged to pass the UNT on specialized disciplines.

7. RULES OF REINSTATEMENT OF STUDENTS OF THE UNIVERSITY

7.1 The reinstatement of previously excluded students at University for all forms of education is made by the Rector's order during the vacation period.

7.2 Students may be reinstated within 5 years from the date of exclusion, and Master students - within 2 years from the date of expulsion.

7.3 Reinstatement of the students is made for corresponding course and only on a paid basis if there is a group.

7.4 Students on a paid basis, excluded during semester for non-payment, in case of payment arrears have the right to reinstatement within four weeks from the date of exclusion.

7.5 The following documents must be submitted to University for reinstatement:

- application addressed to the Rector for reinstatement of students with resolution of Dean of the Faculty, directors of the relevant academic departments and Vice-Rector for Academic and Educational Activities;
- original certificate of the established form or transcript;
- three copies of the contract on University educational services with resolution of the Deans of Faculties.

7.6 DAA and DPE after receipt of application within one week shall:

- carry out the procedure of re-credits;
- determine academic course;
- recommend for reinstatement and further continuation of studies or motivated refusal.

7.7 Acceptance of applications for reinstatement is terminated five working days before beginning of the next academic period.

7.8 Persons who have studied in a foreign educational organization, submit document on the mastered educational programs (academic certificate, transcript), results of entrance examinations, as well as completion of the previous level of education. Documents shall undergo the procedure of nostrification in the Republic of Kazakhstan in the order established by the Rules of recognition and nostrification of education documents.

7.9 Persons received general secondary or technical and vocational education in the Republic of Kazakhstan, when transferring from a foreign university or reinstatement also submit certificate of UNT with a grade not lower than the established threshold.

7.10 Before submitting application, the student submits the copy of academic certificate (certificate issued to citizens who have not completed their education) to advisor and applies for determination of the academic difference of disciplines in curriculum.

7.11 The order on reinstatement of the student is issued within five working days, the student concludes a contract on reimbursable provision of educational services. After the order is issued, a written request is sent to university, where the student previously studied, to forward his personal file.

8. ORDER OF EXCLUSION AND DEPRIVATION OF STATE EDUCATIONAL GRANTS FOR STUDENTS

8.1 Student may be excluded from University for:

- at his own request;
- in connection with transfer to another higher education institution;
- academic failure;
- violation of principles of academic integrity;
- committing disciplinary offense, systematic and gross violation of academic discipline (attempted and/or unlawful access to University's information systems, submission of unreliable documents, including medical certificates, etc.);
- loss of connection with the University (prolonged absence without valid reasons for more than 2 weeks);
- violation of requirements of legislation of the Republic of Kazakhstan, Charter of the University, terms of the agreement on reimbursable provision of educational services, violation of internal regulations of the University, financial arrears in payment of tuition fees;
- receiving unsatisfactory grade during the final state attestation.

8.2 The University has the right to exclude student who left the Republic of Kazakhstan during the academic year without consent of the University administration for violation of academic discipline.

8.3 Good reasons for nonattendance may be medical evidence, confirmed by certificate of the student health clinic, traveling on a foreign business trip, participation in cultural, sports and other events at the national and (or) international level with consent of the University administration, as well as force majeure circumstances.

8.4 Dismissal of student is formalized by the order of the Rector of University.

8.5 Student, excluded from the University, is given a transcript of the established sample.

8.6 Students, holders of educational grants, remained for a repeated academic course, are deprived of educational grant and continue their further education on a paid basis.

9. DOCUMENTATION

Document or form code	Description
F-08m	Application of student for transfer
F-08m	Application of student on reinstatement
F-31	Re-credits
F-05a	Order the student transfer
n/n	Contract on educational services
F-77/78/79	Individual education plan of student / master's/doctoral student