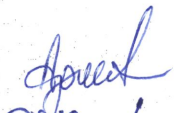

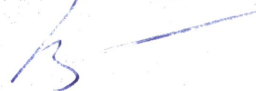
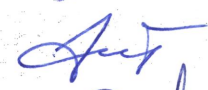





APPROVED
by the decision of the Board of
International Information Technology
University JSC

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Minutes # 40

ACADEMIC POLICY

QM-02 Edition 5

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1. PURPOSE AND SCOPE

1.1. This Academic Policy of the International Information Technology University (hereinafter referred to as IITU or University) is intended for students, faculty and staff of the University who organize the academic process.

1.2. The processes necessary for the implementation of academic process, their application, sequence and interaction in activities at all levels of IITU academic process, performers and those responsible for the implementation of these processes are identified and established in this document.

1.3. This Academic Policy has been reissued due to changes in the organizational structure of the University, as well as changes in legislative and regulatory documents in the field of education of the Republic of Kazakhstan.

2. NORMATIVE REFERENCES

This Academic Policy (hereinafter referred to as the Policy) uses the following regulatory documents:

- Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III.
- National Mandatory Standards of Higher and Post-Graduate Education approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2;
- Rules for organizing the academic process on credit technology, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152;
- Model rules for the activities of organizations of higher and (or) postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595;
- Rules for organizing the academic process for distance learning and in the form of online learning for academic programs of higher and (or) postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137.

This Academic Policy provides for the principles of academic integrity described in the Charter of the League of Academic Integrity (<https://adaldyq.kz/dokumenty>).

3. TERMS, SYMBOLS AND ABBREVIATIONS

- 1) academic calendar is a calendar of training and control events and internships during the academic year, indicating the days of rest (holidays);
- 2) academic credit is a unified unit for measuring the volume of scientific and (or) educational work (load) of a student and (or) teacher;
- 3) academic mobility is the movement of students or teachers to study or conduct research for a certain academic period in another university in the country or abroad with the transfer of mastered disciplines in the form of academic credits;
- 4) academic period is a period of theoretical study, established independently by the educational organization in one of three forms: semester, trimester or quarter;
- 5) active handouts are visual illustrative materials of disciplines provided in the classroom to students in the form of a lecture thesis, slides, examples and tasks for all types of work;
- 6) student's academic rating (ranking according to GPA) is a quantitative indicator of the level of mastery of the curriculum of disciplines and (or) modules and other types of academic activities, compiled on the basis of the results of the intermediate certification by the student;
- 7) academic freedom is a set of powers of the subjects of academic process, provided to them for independent determination of the content of education in the elective disciplines, additional types of

education and organization of educational activities in order to create conditions for the creative development of students, teachers and the use of innovative technologies and teaching methods;

8) academic hour is a unit of measurement of the volume of training sessions or other types of academic work. 1 academic hour (equal to 50 minutes) is used when compiling the academic calendar (schedule of the academic process) and the schedule of training sessions. It is also applied while planning and accounting for the completed educational material, pedagogical load and the work of the teacher;

9) bachelor's degree program is the level of higher education aimed at training personnel with the award of a bachelor's degree in the relevant academic program;

10) point-rating letter system for assessing academic achievements is a system for assessing the level of academic achievements in points corresponding to the letter system with a digital equivalent accepted in international practice, and allowing to set the rating of students;

11) university component is a list of compulsory academic disciplines determined by the university independently for the development of academic program;

12) elective disciplines are academic disciplines introduced by educational organizations and included in the university or optional components as part of the training of personnel by means of academic programs;

13) descriptors are a description of the level and scope of knowledge, skills and competencies acquired by students upon completion of the study of the academic program of the corresponding level (stage) of higher and postgraduate education, based on learning outcomes, formed competencies and academic credits;

14) diploma project is a final qualifying work, which is a practical study of a student on the basis of a technical assignment;

15) doctoral student is a person studying doctoral program;

16) doctoral program is postgraduate education, academic programs of which are aimed at training personnel for scientific, pedagogical and (or) professional activities, with the award of the degree of Doctor of Philosophy (PhD) and obligatory mastering of at least 180 academic credits;

17) doctoral dissertation is a scientific work of a doctoral student, which is an independent study in which theoretical provisions, the totality of which can be qualified as a new scientific achievement have been developed, a scientific problem has been solved, or scientifically based technical, economic or technological solutions, the implementation of which makes a significant contribution to the development of the country's economy have been presented;

18) double-diploma education is an opportunity to study in two academic programs and curricula or in a joint academic program of partner universities in order to obtain two equivalent diplomas or one main plus one additional;

19) Doctor of Philosophy (PhD) is a degree awarded to persons who have mastered the doctoral program in the scientific and pedagogical direction and defended a dissertation in the Republic of Kazakhstan or abroad, recognized in the manner prescribed by the legislation of the Republic of Kazakhstan;

20) European Credit Transfer System (ECTS) is a way of transferring credits received by a student and master's degree student abroad into credits that are counted towards their degree upon returning to their educational institution, as well as accumulation of credits within academic programs;

21) enrollment in an academic discipline is a procedure for registering students for academic disciplines;

22) individual curriculum is a student's curriculum, formed for each academic year independently

with the help of an advisor based on the catalog of disciplines of academic programs;

- 23) final certification is a procedure carried out in order to determine the degree of mastering the volume of academic disciplines and (or) modules and other types of academic activities provided for by the academic program in accordance with the National Mandatory Standards of the corresponding level of education;
- 24) competencies are the ability to use the knowledge, skills and abilities acquired in the process of learning in professional activities;
- 25) elective component is a list of academic disciplines and the corresponding minimum amount of academic credits offered by the university, independently chosen by students and master's degree students in any academic period, taking into account their prerequisites and postrequisites;
- 26) master's degree is a degree awarded to persons who have mastered the academic programs of master's degree program;
- 27) master's degree student is a person studying master's program;
- 28) master's degree program is the level of postgraduate education aimed at training personnel with the award of a master's degree in the relevant academic program and obligatory mastering of at least 60-120 academic credits;
- 29) master's thesis is a graduate work of a master's degree student of a scientific and pedagogical master's program, which is an independent scientific research containing theoretical and / or practical developments of an actual problem in the field of a chosen academic program, based on modern theoretical, methodological and technological achievements of science and technology;
- 30) master's project is a final work of a master's degree student of a specialized master's program, which is an independent study containing theoretical and (or) experimental results that allow solving an applied task of an actual problem of the chosen academic program;
- 31) mandatory component is a list of academic disciplines and the corresponding minimum volumes of academic credits established by the National Mandatory Standards and the academic program of the specialty, and studied by students on a mandatory basis in the academic program;
- 32) student (including master's degree student and doctoral student) is a participant in the academic process who intends to complete the study of an academic program and receive an academic degree of the appropriate level;
- 33) exchange student is any student from another university who is studying at IITU under the academic mobility program;
- 34) core academic program is an academic program determined by students for study in order to form key competencies;
- 35) postrequisites are disciplines and (or) modules and other types of academic work, the study of which requires knowledge, skills, abilities and competencies acquired upon completion of the study of this discipline and (or) modules;
- 36) prerequisites are disciplines and (or) modules and other types of academic work containing knowledge, skills, abilities and competencies necessary for mastering the studied discipline and (or) modules;
- 37) Working Curriculum (hereinafter referred to as WC) is an academic document developed by the university independently on the basis of the academic program and individual curricula of students;
- 38) student's independent study (hereinafter referred to as SIS) is work on a specific list of topics allotted for independent study and provided with educational and methodological literature and recommendations; depending on the category of students, it is subdivided into student's independent

study (hereinafter referred to as SIS), master's degree student's independent study (hereinafter referred to as MSIS) and doctoral student's independent study (hereinafter referred to as DSIS); the entire volume of SIS is confirmed by tasks that require the student to work daily independently;

39) student is any person admitted to the mastering of a part of the academic program without awarding an academic degree;

40) Grade Point Average (GPA) is a weighted average assessment of the level of academic achievements of a student for a certain period in the selected program (the ratio of the sum of credits multiplied by the digital equivalent of final grade scores for all types of academic work to the total number of credits for these types of work for a given period of study);

41) transcript is a document containing a list of mastered disciplines and (or) modules, and other types of academic work for the corresponding period of study, indicating credits and grades;

42) standard academic program (hereinafter referred to as SAP) is an academic document of the discipline of a mandatory component of the academic program, which determines the content, volume and recommended literature;

43) adviser is a teacher who acts as an academic mentor of a student in the relevant academic program, assisting in choosing a learning path (forming an individual curriculum).

4. GENERAL PROVISIONS

4.1. The academic policy (hereinafter referred to as the Policy) of the university is developed on the basis of the current legislation in the field of education and regulatory legal acts of the Ministry of Education and Science of the Republic of Kazakhstan, taking into account the priority tasks and strategy of the International Information Technology University JSC.

4.2. The policy may be revised in case of changes in the regulations governing academic activities in the Republic of Kazakhstan, the Charter, strategy, internal regulations of the University and the revision of the content of academic programs.

4.3. The policy is a system of measures, rules and procedures for planning and managing academic activities and the effective organization of the academic process, aimed at improving the quality of education.

4.4. The policy is intended for students, teaching staff and administrative and managerial personnel who organize the academic process.

4.5. Teachers, students and staff of IITU are required to comply with the rules included in the Policy and not allow any manifestations of academic dishonesty, which are established in the University's Code of Academic Integrity.

4.6. IITU guarantees equal opportunities for all students and does not discriminate against students with special needs based on race, nationality, ethnicity, religion, gender, social status, marital status, physical ability, age or other subjective criteria.

4.7. The policy is aimed at improving the credit technology of education in accordance with the ESG-2015 standards "Standards and recommendations for quality assurance of higher education in the European area", and understanding the degree of compliance of the university with the criteria for objective assessment of the Academic Integrity League.

4.8. The implementation of this Policy is carried out through:

- Academic Council as the highest collegiate governing body of the university, acting on the basis of the Regulations on the Academic Council;
- IITU administration as the highest operational body for managing the activities of the university, acting on the basis of job descriptions for administrative personnel;

- Academic and Methodological Council as the highest collegiate body for managing the academic and methodological process of the university, strategically responsible for academic policy and acting on the basis of the Regulations on the Academic and Methodological Council;
- Faculties as the main divisions of the University, responsible for academic policy and acting on the basis of the Regulations on the faculty;
- Departments as the main academic units, tactically responsible for training personnel and scientific development of the department and academic policy within the framework of supervised academic programs on the basis of the Regulations on the Department;
- Registrar's Office as an academic service acting on the basis of the Regulations on the Registrar's Office and ensuring the registration of the history of academic achievements, students and accounting for all academic and non-academic records of the academic process;
- Departments, Offices and Centers as services that provide work in specific areas of the University's activities specified in the Regulations on the Department, Center or Office;
- Library as an academic service, acting on the basis of the Library Regulations and providing access to academic and scientific literature, information and library resources for members of the academic community;
- Committees and commissions whose members are participants in the academic process, including students.

4.9. Individual curriculum (hereinafter referred to as IC) of the student reflects the annual trajectory of learning and contains a list of disciplines, research work and types of internship that the student chooses with the help of an advisor. The task of the advisor is to assist the student in choosing the optimal learning path, taking into account the possibility of previously mastered disciplines. The list of advisors is approved by the deans of the faculties based on recommendations from the heads of the departments. In the event of a change of adviser for such reasons as dismissal, suspension, refusal, etc., the head of the department is obliged to provide a memo addressed to the Dean on the appointment of a new adviser within 5 working days.

4.10. IC of a student, master's degree student and doctoral student is formed by the student with the help of an adviser in AIS Platonus (form F-78) for each academic year and is approved by the Dean of the faculty in 3 copies. First copy is kept at the department, second copy is stored at the Registrar's Office for organizing intermediate certifications and final control, and third copy remains with the student.

4.11. Master's degree student studies on the basis of an individual work plan, which is compiled under the guidance of a supervisor in the prescribed form, F-78, and approved by the Vice-Rector for Academic and Educational Affairs in 3 copies. First copy is kept at the department, second copy is stored at the Registrar's Office for organizing intermediate certification and final control, and third copy remains with the master's degree student.

4.12. Doctoral student is trained on the basis of an individual work plan, which is compiled under the guidance of scientific consultants in the prescribed form, F-79, and approved by the Vice-Rector for Academic and Educational Affairs in 3 copies. First copy is kept at the department, second copy is stored at the Registrar's Office for organizing intermediate certification and final control, and third copy remains with the doctoral student.

5. TEACHERS AND ACADEMIC STAFF

5.1 Teaching staff is formed in accordance with the qualification requirements for the academic activities of the university. Admission to the teaching staff of the university is carried out on the basis of open competitive procedures and selection in accordance with R-07 Rules for the competitive replacement of positions of teaching staff and researchers.

5.2 A member of the teaching staff is obliged to fully support the Policy, strictly follow the Code of Academic Integrity and form the content of academic disciplines with the principles of achieving the goals of the University's strategy.

5.3 A university teacher understands his/her role in training personnel, knows the content of academic programs and their learning outcomes, and reflects this in the expected outcomes of the discipline when preparing the working curriculum of the discipline (syllabus).

5.4 The teacher understands the importance of educational work and provides academic support to students both showing a deeper interest in learning and having academic difficulties.

5.5 Teachers and other academic and scientific workers are obliged to support students who are interested in scientific and innovative work, including through the management of scientific work, mentoring and providing the material and technical base of the university.

5.6 The teacher of the University should play the role of a mentor, instilling the principles and standards of academic honesty, mutual respect and fairness.

5.7 The teacher formulates a clear policy of the course (discipline) and criteria for evaluating current, intermediate and final controls, prescribed in the working curriculum (syllabus) of the discipline.

5.8 The teacher is obliged to:

- independently develop training materials based on modern, confirmed data with references to sources;
- establish evaluation criteria and provide them to students in a timely manner;
- not to listen to the opinion or requests of the student, or any third party, including administrative persons when assessing the knowledge of students and evaluate the work of students honestly and impartially;
- not to give additional points for the social, religious, ethnic, gender or social status of the student;
- cancel the results of the work of the student when plagiarism is detected.

6. STUDENTS

6.1 An applicant is enrolled in the number of students if his/her documents meet the requirements specified in the Rules for admission to study by levels.

6.2 The procedure for admission of applicants is based on the principles of openness and transparency.

6.3 The student has the right to:

- registration for the discipline on time with the possibility of a preliminary brief acquaintance with the content of the discipline and in accordance with the requirements of the university for the size of the study group;
- the choice of elective disciplines and / or a teacher, if there are alternative options, within the established deadlines of the academic calendar;
- appeals and challenging the results of the assessment, which were used without prior acquaintance of the student within the established deadlines for the appeal;
- recognition of credit transfer based on supporting academic documents (academic certificate, verifiable transcript, diploma supplement, certificates of non-formal education, etc.) of educational organizations;

- for the provision of educational, social and psychological support, and access to electronic communication channels, academic materials and documents as part of the academic program.

6.4 The student is obliged to:

- comply with this Policy, follow the Code of Academic Integrity and understand the serious consequences of their non-compliance.
- comply with the disciplinary policy both inside and outside the University.
- comply with the requirements of **the contract for the provision of educational services**.

6.5 The student's transcript is an integral document that reflects all academic and non-academic records, rewards and penalties.

6.6 In order to receive a diploma on completion of studies in the academic program of a bachelor's degree, a student must master at least 240 academic credits and pass final examinations.

6.7 To obtain a diploma on completion of a postgraduate academic program, the student must defend a master's thesis (project) and fulfill the established requirements of the academic program.

6.8 Persons who have mastered the academic program of doctoral degree program and defended a doctoral dissertation, in case of a positive decision based on the results of the examination of the dissertation councils of the AHPE with a special status or the Committee for Quality Assurance in Science and Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan, are awarded the degree of Doctor of Philosophy (PhD) and a diploma in accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127 "On Approval of the Rules for Awarding Degrees", with a supplement (transcript).

6.9 The student is obliged to:

- independently perform assigned tasks and work based on the recommended literary data in compliance with the Code of Academic Integrity;
- improve his/her intellectual ability and professional knowledge;
- receive an honest assessment, expressed in the sum of points for each criterion prescribed in the syllabus of the discipline;
- not to contact the teacher for additional assessment or to receive an advantage due to social, relative, religious, ethnic, gender or social status.

7. DISCIPLINARY POLICY

7.1 All participants in the academic process are required to comply with the R-01 Internal Regulations and the Code of Conduct.

7.2 Members of the academic community of the University are prohibited from:

- disrupting, interrupting or being late for academic classes as well as administrative, cultural or sporting events;
- interfere with the legitimate civil rights of other members of the community;
- interfere with the work of University employees;
- destroy or cause harm to the property of the University;
- forge or falsify materials and documents of the University or members of the community;
- violate the observance of the technical, information and fire safety of the University;
- carry out or encourage acts of violence as well as obscene, disorderly, threatening or offensive

actions or expressions;

- drink alcohol on the campus of the University or come to campus drunk or intoxicated;
- contradict or disobey reasonable instructions from University staff or fail to respond to requests from authorized University staff;
- smoke any form of tobacco or non-tobacco products on campus;
- bring and use narcotic substances;
- carry out activities that are contrary to the policy of the Republic of Kazakhstan;
- perform religious rites in public places;
- engage in harassment and blackmail of any member of the community;
- be involved in corrupt activities.

7.3 Any violations of the University's disciplinary policy are considered by the Committee on Academic Affairs and Disciplinary Control in accordance with its Regulations.

8. NON-ACADEMIC ACTIVITY

8.1 The non-academic activity of students is one of the forms of life of the academic community supported by the **University**.

8.2 Non-academic activity is a voluntary and conscious activity of the student. It includes individual, team or supervised by departments and divisions of the university club, social, charitable, volunteer, promotional, popular science, cultural and sports activities of the student. Non-academic activity should be secular and humanistic in nature, and be aimed at the development of civic and national values, human life and health, and the free development of the individual.

8.3 When conducting non-academic activities, students should remember that they represent the University, its mission and image.

8.4 Non-academic activity of a religious, clan, tribal, gender, racial or national nature, as well as the expression of intolerance towards a different point of view or faith are not allowed.

8.5 The university is designed to support the non-academic activity of students within the framework of the approved plans of the university and its departments for educational activities.

8.6 Achievements of non-academic activity of students should be taken into account in their transcripts within the established norms and rules for the implementation of such activities.

8.7 The University has a Regulation on the recognition of non-academic achievements of students, P-45, which regulates the rules for encouraging students for non-academic achievements by using additional (creative) points as part of the academic rating.

9. ORGANIZATION OF THE ACADEMIC PROCESS

9.1 The academic year begins and ends according to the academic calendar, approved by the decision of the Academic Council of the University. The academic calendar of the university is posted on the university website.

9.2 The academic year consists of academic periods: autumn and spring semesters, consisting of 15 weeks, winter and summer semesters, periods of intermediate certification, internships, holidays, and the period of final certification. The main dates for conducting academic and control events, as well as internships during the academic year, the days of rest, vacations and holidays are indicated in the academic calendar.

9.3 The documented procedures QP-03, QP-04, QP-09 establish the procedure for organizing the

academic process for students of bachelor's degree, master's degree and doctoral degree programs of the University.

9.4 It is allowed to organize a winter school to receive additional education and study courses offered by departments and foreign teaching staff, incl. guest lectures. It is recommended to hold a winter school during the winter holidays.

9.5 The summer semester is organized for additional education, the elimination of academic debt or differences in curricula, the study of academic disciplines and the mastering of credits by students to reduce the period of study, the mastering of academic credits in other universities or the study of permitted online courses with their transfer, and the study of disciplines in order to improve grade point average (GPA). The Regulation on the organization of the summer semester, P-32, establishes the procedure for organizing and conducting the summer semester at the University.

9.6 Upon admission on the basis of academic programs of technical and vocational education, post-secondary education, as well as higher education and the coincidence of the profile and (or) affinity of the academic program of higher education with the academic program of higher education, technical and vocational education or post-secondary education, the learning outcomes of the previous level of formal education are recognized automatically, and the number of mastered academic credits and the period of study are reduced. If the learning outcomes match, individual disciplines of the previous level of formal education, as well as the learning outcomes of non-formal education of the corresponding level are recalculated as prerequisites.

9.7 Each academic period ends with an examination session for students, the duration of which should be at least 2 weeks. Vacations are provided to students at least 2 times during the academic year, the total duration of which should be at least 7 weeks, with the exception of the graduation year.

9.8 The standard term of bachelor's degree program is 4 or 3 years on the basis of technical and vocational education. The term of study of students who pay tuition fees is determined independently on the basis of the chosen learning trajectory, but cannot exceed 7 years, excluding academic leave or academic break.

9.9 The normative term of study in the master's degree program is:

- profile direction - 1 year;
- profile direction - 1.5 years;
- scientific and pedagogical direction - 2 years.

9.10 The term of study of master's degree students who pay tuition fees is determined independently on the basis of the chosen learning trajectory, but cannot exceed 5 years, excluding academic leave or academic break.

9.11 The standard term of doctoral degree program is 3 years. The term of study for doctoral students who pay tuition fees is determined independently on the basis of the chosen learning trajectory, but cannot exceed 4 years, excluding academic leave or academic break.

10. ATTENDANCE REQUIREMENTS

10.1 The student is required to attend all types of training sessions. Teachers indicate attendance requirements in the syllabus of the discipline.

10.2 Attendance is marked by a teacher in the AIS Platonus.

10.3 In case of missing more than 20% of discipline classes without good reason in the academic period the student is not allowed to its current certification.

10.4 A student who has received a final grade "F" for missing classes has the right to retake this discipline in the next academic periods on a paid basis. To do this, the student again goes through the

registration procedure for the academic discipline and adjusts his/her individual plan.

10.5 In exceptional cases (personal illness or disease of a minor child), death of close relatives (father, mother, grandmother, grandfather, sibling, child, spouse), or sending a student to an educational or scientific event by the University), the student has the right to apply to the Dean's Office, in order to obtain permission to retake the discipline in the presence of supporting documents, and the Dean's Office has the right to require their confirmation from the University doctor.

10.6 The student has the opportunity to switch to a free schedule of attending classes according to the conditions prescribed in the Regulations on Attendance and Behavior, if he/she belongs to one of the following categories of students:

1st category of students:

- is the 4th year student;
- has a GPA of 3.33 and above with no academic debts;
- has an official letter from the place of work stating that he/she works in the specialty and a copy of the employment contract.
- undertakes to hand over all assignments in the studied disciplines in a timely manner in accordance with the course requirements.

2nd category of students:

- 1st disability group.

3rd category of students:

- under special contracts and agreements with the University.

10.7 When conducting an online session in the distance learning format, attendance is taken into account by the teacher based on the video broadcast of the stream from the account of each student, as well as data (logs) on the actions of the participants in the online session, regardless of the platform and service used (LMS Canvas, ZOOM, Microsoft Teams etc.). In the absence of constant visual contact with the student while using the platform or service, the teacher marks the student as absent without a good reason. If there are technical problems that make it impossible to broadcast the video stream, confirmation of the actual participation of the student in the lesson is the responsibility of the teacher (periodic voice survey, content survey for engagement, etc.).

11. INFORMATION SYSTEMS AND MEANS OF COMMUNICATION

11.1 Teachers and students of the university should have their own virtual office in the automated information system AIS "Platonus".

11.2 AIS "Platonus" is designed to evaluate the academic course, posting educational materials, distributing the weight coefficient of grades for completing assignments, etc., checking the uploaded works of students, recording progress and attendance, conducting correspondence with students, etc.;

11.3 Corporate mail (login@iitu.kz) is a means of official communication at IITU.

11.4 Social networks (WhatsApp, Instagram, etc.) are used as an additional tool for informing and communicating with students, as well as for sending announcements and advising them.

11.5 All standards, policies, procedures, academic calendar and other documents governing the academic activities of IITU are posted on the official website of the university (www.iitu.kz) and on the AIS "Platonus".

11.6 Students should check incoming mail and messages on information systems daily. Information and messages posted by the administration or the teacher are regarded as received and read by the students.

11.7 All official appeals (including complaints) are submitted by students in writing to the Dean's Office of IITU JSC.

11.8 Teachers and students of the International Information Technology University, when conducting online classes (broadcasting a video stream) in the format of distance learning or work, are required to observe visual and speech etiquette, namely: to comply with the requirements for a neat appearance, not to allow demonstration of open parts of the body, as well as obscene or provocative images that violate the norms of the legislation of the Republic of Kazakhstan, including on clothes and background, not to involve in the broadcast persons who are not students of this course, not to show pets and perform any other actions that may lead to distraction or disruption of the normal course of the lesson, or other academic event. If the student violates these requirements, the teacher or any other person with academic administrative authority must terminate or block the student's access to this lesson/event and fix the fact of missing the lesson without a good reason. Depending on the nature of violations of these rules, the university administration, teachers and students have the right to apply to the appropriate committee of the University in order to bring the violator to disciplinary responsibility.

11.9 This Academic Policy is an internal regulatory document of the University and can be presented to other parties (consumers, partners, including experts of certification bodies during audits) with the permission of the University management.

12. ACADEMIC LOAD

12.1 The labor intensity of one Kazakh academic credit (30 academic hours) corresponds to 1 ECTS credit (25-30 academic hours).

12.2 ECTS is a student-centered credit accumulation and transfer system based on the principle of transparency in the processes of learning, teaching and assessment. ECTS credits express the amount of study based on certain learning outcomes and their associated workload. Student workload in ECTS is the actual time needed to complete all planned learning activities.

12.3 The full academic load of one academic year is at least 60 academic credits or 1800 academic hours, but taking into account the disciplines for the elimination of academic debt or academic difference, it is allowed to master up to 70 academic credits per academic year. The liquidation of academic debt or the closing of an academic difference is carried out on a paid basis.

12.4 The full academic load in the academic period for students is defined in the working curricula of the university's academic programs.

12.5 During the summer semester, the student can study no more than 4 components.

12.6 Credits are assigned to a student only if he/she has mastered the planned learning outcomes.

12.7 When determining an individual learning trajectory within the framework of the university component and the elective component, the student chooses disciplines for an additional academic program (minor).

12.8 The procedure for choosing and mastering disciplines in an additional academic program is carried out to obtain additional competencies in related or specialized APs, as well as to meet the personal needs of the student.

12.9 Each department approves the list of disciplines of the additional academic program.

12.10 Additional academic program (minor):

- consists of no more than 20 ECTS;
- can be offered as a separate certification program (for different categories of students);
- disciplines can be studied gradually in different academic periods (“accumulative system”), but sequentially to obtain a certificate;
- is chosen by the student independently from the catalog of disciplines of the academic program;

- is provided as part of the academic program (credits for minor disciplines are included in 240 ECTS of the main bachelor's degree program) and / or in addition to the main academic program.

13. LEARNING OUTCOMES RECOGNITION POLICY

13.1 Credit transfer is the process of recognizing credits obtained in one context (programme, educational institution) or in another official context for the purpose of obtaining a qualification. ECTS credits awarded to students in one program may be transferred to another program run by the same or a different institution.

13.2 While transferring or reinstating students, an appropriate commission is created to re-credit the learning outcomes. The commission includes an adviser, heads of departments in charge of recalculation of disciplines, the dean of the faculty, and a representative of the RO. The commission works as soon as the student's application is received and provides credit transfer instead of the protocol.

13.3 Credit recognition is based on a comparison of academic programs, the content of the list of mastered disciplines, their volumes, acquired knowledge, skills and competencies, achieved learning outcomes and assessment results. This does not rely on the formal procedures that led to the completion of the qualification or its components.

13.4 When transferring mastered credits on academic disciplines, the difference in the forms of final control is not taken into account. The credit is equated to the letter system for assessing the student's academic achievements, corresponding to the digital equivalent on a four-point system in the range from the minimum D (1.0; 50-54%) to the maximum A (4.0; 95-100%).

13.5 In some cases, it is recommended to re-study the discipline, study another elective discipline, and pass an exam in the discipline when determining the difference in content. The advisor together with the student corrects the individual curriculum of the student on the basis of the decision.

13.6 Credit transfers can be made for:

- students, graduates of the International Baccalaureate program or Nazarbayev Intellectual Schools;
- students with vocational education in related specialties;
- students who have mastered the disciplines of an academic program of bachelor's or master's degree programs, when enrolling as students or master's degree students (the period of stay in the status of "listener" is not more than 3 years).

14. GRADE DISTRIBUTION CURVE (Bell Curve)

14.1 To analyze the quality of teaching and grading, it is recommended to use a normal distribution diagram (see Table 1).

14.2 The Bell Curve is based on the student's level of learning outcomes in a particular assessment and is used to analyze the student's work within the discipline in relation to other students.

Table 1. Distribution of grades for constructing a diagram of the normal distribution of grades (Bell Curve)

ECTS grade	Grading according to the Point-rating letter system	Percentage of students who usually receive a grade
A	A, A-	10
B	B+, B, B-, C+	25
C	C, C-	30
D	D+, D	25
F	FX,	10

	F	
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14.3 After the end of the academic period, the departments conduct an analysis of the quality of assessment using a normal distribution diagram and consider it at a meeting of the department.

14.4 Compliance with the percentage of "excellent" acceptable grades (A, A-) (10%) is mandatory, according to other grades, the permissible deviation from the norm is not more than 5%.

14.5 In case of deviation from the norm, the university has the right to initiate a personal investigation and analysis of the quality of teaching on specific teachers at the Committee for Academic Affairs and Disciplinary Control (disciplinary council) with a decision on his/her further admission to teaching at IITU.

14.6 In case of exceeding the allowable number of "excellent" grades (A, A-) (10%), the Committee for Academic Affairs and Disciplinary Control may decide to annul the results of the control event or exam.

15. ASSESSMENT OF STUDENTS’ ACADEMIC ACHIEVEMENTS

15.1 Academic achievements (knowledge, abilities, skills and competencies) of students are evaluated in points on a 100-point scale corresponding to the internationally accepted letter system with a digital equivalent (positive marks, in descending order, from "A" to "D", and "unsatisfactory" - "FX", "F",) and the grades according to the traditional system.

15.2 The academic achievements of students in all types of academic tasks are evaluated according to the point-rating letter system for assessing knowledge, the transfer of which into the traditional rating scale is carried out according to table 2.

Table 2. Point-rating letter system for assessing the academic achievements of students with their transfer to the traditional rating scale

Letter Grade	Numerical equivalent	Points (%)	Traditional system assessment	General description of grading criteria
A	4,0	95-100	Excellent	The student has knowledge of the subject in the full scope of the curriculum, understands the discipline deeply enough; shows a high level of knowledge that exceeds the volume 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, understands the discipline deeply enough; gives an exhaustive answer
B+	3,33	85-89	Good	The student shows a complete, well-founded knowledge of the subject, but the answers did not always highlight the main idea, rational methods of calculation were not always used; the answers were mostly brief and sometimes unclear.
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, the 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		
FX	0,5	25-49	Unsatisfactory	The student demonstrates insufficient knowledge of the subject, positive answers were not given to individual questions.
F	0	0-24		The student demonstrates a very low level of knowledge of the subject.
P			Passed	The student can choose an elective discipline with a grade of "P". The maximum number of credits for the entire period of study is 10 ECTS. Passed/not passed grades are not expressed in points and are not included in the GPA calculation. Credits in the discipline in case of obtaining a grade "P" are counted.
NP			Not passed	Credits in the discipline in case of obtaining an "NP" grade are not counted.

15.3 Criteria for assessment midterm, end-of-term and examination are prescribed in the syllabus of the discipline. In case of receiving an “unsatisfactory” grade at the final examination, corresponding to the “FX”, the student has the opportunity to retake the final exam without retaking the program of the academic discipline/module. Upon receipt of the "FX" "unsatisfactory" grade, it is allowed to retake the final exam in accordance with the academic calendar of the AHPE without retaking the program of the academic discipline (module) no more than once until the end of the current academic year, when the student received this grade. Retakes of the final examination in case of receiving the grade corresponding to the “FX” are allowed during the period specified in the academic calendar, before the start of the next academic period. If the student did not retake the final exam on time after receiving the grade corresponding to the “FX” for disrespectful reasons, he/she receives an “unsatisfactory” grade corresponding to “F” for this discipline.

15.4 Upon repeated receipt of the final "unsatisfactory" grade, corresponding to "FX", the student must re-enroll in this discipline / module, pass its entire program, complete all tasks, receive admission to the final examination in the prescribed manner and pass it. Re-enrollment for an academic discipline/module is carried out only on a paid basis.

15.5 In case of receiving an “unsatisfactory” grade corresponding to the “F”, the student must re-enroll in this discipline / module, pass its entire program, complete all tasks, receive admission to the final examination in the prescribed manner, and pass it. Re-enrollment for an academic discipline/module is carried out only on a paid basis.

15.6 The discipline "Physical education" is included in the cycle of general education disciplines as a mandatory component and the grade is taken into account when calculating the GPA.

15.7 A grade is received and academic credits are assigned for all types of internship. Grades for all types of internship are taken into account when calculating the GPA.

15.8 A student who has a financial debt to IITU JSC is not given current and final grades and his/her data are blocked in the electronic register.

15.9 If the teacher or student finds incorrect data in the electronic register, they write an application addressed to the Vice-Rector for Academic and Educational Affairs, indicating the reason for the data discrepancy.

15.10 The transfer of the exam to another day is allowed on the proposal of the Dean of the faculty only during the examination session on a paid basis on the basis of supporting documents and the

application is accepted a week before the start of the examination session period.

16. NON-FORMAL LEARNING

16.1 The student can obtain the required amount of knowledge, skills and competencies in the disciplines of the curriculum of academic program / specialty through non-formal education.

16.2 The student is obliged to coordinate the recommended MOOC courses for mastering the discipline in full with the lecturer of the discipline, and the head of the department, to which the discipline is assigned.

16.3 The procedure for recognizing the learning outcomes of non-formal education is set out in Regulation P-71 "Regulations on the procedure for recognizing learning outcomes in non-formal education".

16.4 It is allowed to recognize learning outcomes acquired through non-formal education in the amount of no more than 20% of the total hours for a specific academic program, including under an agreement with Coursera for Campus.

17. ADMINISTRATIVE GRADES

17.1 Administrative grades are applied for bachelor's and master's degree programs. Administrative grades are not taken into account while GPA calculation.

17.2 An Incomplete ("I") grade is a temporary grade that can be given to a student in agreement with the Committee for Academic Affairs and Disciplinary Control, provided that the student has got at least 50 points for current control and attended at least 80% of the training sessions, but did not pass the final exam in this discipline.

17.3 Grading "I" does not award credits. The "I" grade can be given in the following cases:

- illness (personal or of minor child);
- death of close relatives (father, mother, grandmother, grandfather, sibling, child, spouse);
- business trip of the student;
- other cases as decided by the Committee for Academic Affairs and Disciplinary Control. The "I" grade must be changed to a letter grade by the start of the next semester, otherwise the grade will change to an "F". Passing the final exam is allowed during the first week of the next study period (semester). The teacher can change the "I" grade to a letter grade (A, A B+, B, etc.) with the permission of the Committee for Academic Affairs and Disciplinary Control after the student or master's degree student completes all the proposed works in full within the prescribed time.

17.4 Not Applicable ("NA") Grade is the grade given by the decision of the Committee for Academic Affairs and Disciplinary Control when recalculating the discipline studied at another higher educational institution. The discipline is counted as optional. Credits in the discipline are assigned and indicated in the transcript with "NA" grade.

17.5 Audit ("AU") Grade is a grade given to students who have permission from the Committee for Academic Affairs and Disciplinary Control to master the discipline without passing the established forms of knowledge control (current, midterm, end-of-term, final) and obtaining a final grade, in case of attendance of 60 % of contact hours. By the decision of the Committee for Academic Affairs and Disciplinary Control, the discipline can be counted as optional without credits and by putting the grade "AU" in the transcript.

17.6 Students of the course (discipline) may be issued a certificate by decision of the Committee for Academic Affairs and Disciplinary Control.

18. APPEAL

18.1 A student who does not agree with the evaluation of the work performed, submits an application for an appeal to the Dean of the Faculty no later than 12:00 of the next working day after putting the grade in AIS Platonus, in accordance with R-11 Rules for conducting current, intermediate and final certification of students.

18.2 An Appeal Commission is created from among teachers whose qualifications correspond to the profile of the disciplines being appealed for the period of the examination session (intermediate attestation) by order of the Chairman of the Board, the Rector.

18.3 The appeal is considered if the student points out the incorrectness of the question or its inconsistency with the curriculum of the discipline in the answer sheet.

18.4 An appeal contesting the correctness of grade on a particular question of the examination task (correspondence of the points given to the student's answer) is considered only on the basis of an application that provides a reasoned justification for the inconsistency of the grade given using a grading scale compiled by the teacher of the discipline.

18.5 The Appeal Commission reviews the appeal within 24 hours and makes a decision.

18.6 The Appeal Commission has the right to leave the grade unchanged, increased or decreased.

18.7 The result of the appeal is documented in a protocol, on the basis of which the RO draws up an individual examination sheet for the student, which is attached to the main examination sheet.

19. GPA

19.1 Grade Point Average (GPA) is a weighted average assessment of the level of student's academic achievements for a certain period in the selected program (the ratio of the sum of credits to the digital equivalent of final grade points for all types of academic work to the total number of credits for these types of work for a given period of study).

19.2 When calculating the GPA, the numerical equivalent of the grade is multiplied by the number of credits assigned to the discipline. The results of all disciplines are summarized. To determine the cumulative GPA, the credit hour is divided by the total number of credits received by the student.

GPA of a student for a certain period of study is determined by the following formula: $GPA = \frac{И_{ц1} \times K1 + И_{ц2} \times K2 + \dots}{(K1 + K2 + \dots)} = K_{\pi}$,

where:

$И_{ц1}, И_{ц2}$ – final grades in disciplines in numerical equivalent; $K1, K2$ – number of disciplines studied in credits;

K_{π} – the total number of disciplines studied over the entire period in credits. When calculating the GPA, the latest grades in the academic discipline are taken into account.

19.3 The student's transcript indicates the GPA: for the academic period, the year of study and the entire period of study.

20. TRANSCRIPT

20.1 Transcript is a document containing a list of mastered disciplines and (or) modules, and other types of academic work for the corresponding period of study, indicating credits and grades.

20.2 The transcript records all academic disciplines and (or) modules that the student studied with an indication of the final grade, including FX and F grades.

20.3 The transcript contains the following elements:

- name of the university and its contact information;
- student data (full name, IIN);

- name of the group of academic programs and academic program;
- a list of mastered disciplines (educational components) for the corresponding period of study, indicating the credits and grades obtained by ECTS;
- grade point average (GPA) for the academic period and the entire period of study.

20.4 The official transcript is issued to the student at the Registrar's Office.

21. DIPLOMA SUPPLEMENT

21.1 The Diploma Supplement is an official document that serves as an addition to the diploma of higher education.

21.2 After completing studies at IITU and awarding a degree, the student receives a diploma supplement in Kazakh, Russian and English languages.

21.3 The Diploma Supplement, drawn up in accordance with the standards approved by the European Commission, the Council of Europe and UNESCO, is issued to graduates of the current year additionally upon their personal application in English.

22. REGISTRATION FOR DISCIPLINES

22.1 Online registration of students for disciplines at IITU is carried out through the AIS "Platonus".

22.2 The dates of the registration period for each semester are indicated in the academic calendar.

22.3 Before the start of registration, the departments conduct a presentation of disciplines, the dates of which are indicated in the academic calendar.

22.4 For newly enrolled in IITU and those accepted in the order of transfer and reinstatement, there is an orientation period, the terms of which are indicated in the academic calendar. During the orientation period, a general acquaintance with the training system at IITU JSC and the registration procedure for disciplines is carried out, and meetings with representatives of the administration, heads of departments, programs and advisors are held. Registration for disciplines takes place after passing the orientation period. An individual curriculum is formed in the AIS "Platonus".

22.5 The student, together with the adviser, determines the list of disciplines planned for study in the upcoming academic period.

22.6 The basis for access to registration is:

- passing all the prerequisites required to study a particular discipline;
- no financial debt for tuition fees;
- payment for the number of credits planned for study.

22.7 With the permission of the advisor within two calendar weeks after the start of the academic period the student has the right for the following:

- re-register for other disciplines;
- refuse to register.

22.8 The formation of an individual schedule for a student is carried out on the basis of registration for disciplines. During the period of re-registration, the student is obliged to form a schedule for the academic period. Attendance during this period is mandatory.

22.9 The student's individual curriculum is approved by the adviser and the dean of the faculty within the time specified in the academic calendar. The individual curriculum of the student is stored in electronic format in the AIS "Platonus".

22.10 Academic streams are formed on the principle of a sufficient number of students enrolled in a given discipline and to a given teacher and achieving a sufficient level of their profitability.

22.11 The minimum required number of students in the academic stream is determined if the number of students in the academic stream is less than the minimum established or more than the maximum allowable. The Registrar's Office must decide to reduce the stream or open an additional one during the re-registration period.

22.12 The final schedule of classes for the academic period is approved by the Vice-Rector for Academic and Educational Affairs two weeks before the start of the academic period. After the approval of the schedule, all changes are made with the written permission of the Vice-Rector for Academic and Educational Affairs.

22.13 The University does not notify the student of the presence of financial or academic debt, as well as the need to appear for registration for the next academic period, and retakes (information about academic performance and financial debt is posted on the electronic information resources of the University).

23. REGISTRATION OF STUDENTS

23.1 A person wishing to take courses at IITU JSC must submit all required documents and an application to the rector of the university no later than five working days before the start of the academic period in order to obtain permission.

23.2 After obtaining permission the Registrar's Office concludes an agreement and controls the full payment for the number of credits planned for study in the academic period. Tuition fees are paid according to the price list for the cost of services for the current academic year.

23.3 The learning outcomes after completing the courses are approved by the Vice-Rector for Academic and Educational Affairs. Students are given a transcript of the mastered disciplines.

23.4 Students are eligible to register for the number of credits specified in the working curriculum.

23.5 Students are required to fulfill all the requirements of the disciplines and the program and pass the entrance examinations for admission to the number of students or master's degree students in accordance with the requirements of the Ministry of Education and Science of the Republic of Kazakhstan during the current academic year.

23.6 Students who wish to master the discipline without passing the established forms of knowledge control (current, midterm, end-of-term, final) and obtaining a final grade submit an application to the rector of the university. The application must be accompanied by a copy of the identity card, a medical certificate 075U and 2 photographs 3x4.

24. RETAKE

24.1 The student can retake the discipline:

- in case of an unsatisfactory final grade in the discipline;
- to get a higher grade in the discipline.

24.2 The last grade obtained in the discipline is included to the transcript and used in the calculation of GPA.

24.3 To retake the discipline, the student must register and include the discipline in his/her individual curriculum.

24.4 While retake the student is obliged to attend all classes and perform all current, midterm, end-of-term and examination controls of the discipline.

24.5 The student cannot use his/her materials, lectures and notes in this discipline when passing

current, control and examination tasks.

24.6 A student who has received a final unsatisfactory grade in the discipline of the elective component has the right to retake the same discipline in the prescribed manner or replace it with another elective discipline from this cycle. The change of discipline must be agreed with the adviser and the Registrar's Office.

24.7 Payment for retake is carried out according to the Register of the cost of services for the academic year.

25. CANCELLED CLASSES

25.1 Cancellation of classes is possible in the following cases:

- official holidays;
- cancellation of classes by a teacher for objective reasons (illness, participation in conferences);
- cancellation of classes for unforeseen reasons.

25.2 Students are assigned a different date and time for the canceled class. Control over the conduct of this class is carried out by the Registrar's Office.

26. ACADEMIC ADVISING

26.1 Academic advising is an integral part of the academic process. Academic support of students in the process of their education at IITU JSC is carried out by the Deputy Dean for Academic Affairs and advisors of the departments.

26.2 Each advisor is assigned a certain number of students. To get advice from an adviser, a student can contact him/her by corporate mail and sign up for an individual consultation in AIS "Platonus".

26.3 Advisor must:

- know the requirements of the academic program, policy and internal regulations of IITU JSC;
- assist in the formation of the future professional orientation of the student and the content of his/her academic program;
- provide students with relevant and necessary information about the requirements of IITU JSC, the dean's office, the department and the academic program;
- give information about the pre- and post-requisites of the disciplines of the student's academic program;
- assist in orientation and adaptation to the academic process;
- assist students in planning the educational trajectory for each semester of the academic year, and making decisions when choosing disciplines;
- give information about the summer semester;
- assist in orientation and adaptation to the academic process;
- represent the academic interests of students in front of the IITU administration;
- track the progress of assigned students;
- be accessible to students by maintaining sufficient office hours and reception times that are reasonable to meet the needs of students (schedule of appointments and meetings with students);
- have contact with relatives of underage students;
- be attentive to the needs of individual learners.

26.4 The student must:

- know the policy, catalogue, internal regulations of IITU JSC and academic programs related to his/her training;
- show respect for the adviser and attend consultation events in a timely manner;
- plan his/her individual curriculum to fulfill the conditions for obtaining an academic degree;
- know his/her learning outcomes as well as the earned grades and credits;
- track and timely receive up-to-date information regarding his/her learning process at IITU JSC, posted on its official sources (the official website of the university, AIS "Platonus", etc.);
- understand his/her responsibility for making decisions regarding personal goals and objectives in the field of study, as well as for meeting the graduation requirements of IITU JSC;
- take personal initiative and actively participate in the consultation and planning of his/her learning process.

27. RULES FOR TRANSFER OF STUDENTS TO A VACANT STATE EDUCATIONAL GRANT

27.1 The transfer of a student from a paid education to study under the state educational order is carried out in the manner approved in accordance with Chapter 4 of the Rules for awarding an educational grant for paying for higher or postgraduate education with the award of a bachelor's or master's degree, approved by the Decree of the Government of the Republic of Kazakhstan dated 23 January 2008 No. 58.

27.2 Vacant educational grants, including educational grants for people from Western and densely populated regions that have been released in the process of obtaining higher or postgraduate education (hereinafter referred to as vacant grants), are awarded to students paying tuition fees for groups of academic programs on a competitive basis.

27.3 The Registrar's Office posts an announcement of an open competition on the university's training portal and website indicating the number of vacant educational grants.

27.4 The competition is held according to the results of the intermediate certification on the basis of GPA with the issuance of the certificate. In the case of the same indicators of GPA, students who have only A, A- ("excellent") grades have a predominant right. The students having grades from A, A- ("excellent") to B+, B, B-, C+ ("good") follow them. Then come the students having mixed grades for the entire training period.

27.5 The award of vacant educational grants released in the process of obtaining higher or postgraduate education is carried out during the summer and winter holidays on a competitive basis in the following order:

- 1) After the examination the student paying tuition fees submits an application addressed to the Chairman of the Board, the Rector of IITU for further training on the educational grant of higher or postgraduate education, indicating the consent to the publication of his/her GPA and gives this information to the dean's office along with the transcript. After receiving the application the dean's office transfers it together with the transcript to the Registrar's Office to form the list of applicants that satisfy the conditions of paragraph 27.4;
- 2) The Registrar's Office posts the data of applicants for vacant grants indicating the GPA in the context of training direction, the course and groups of academic programs on the website of IITU (educational portal);
- 3) The Registrar's Office, having examined the applications received, submits them for consideration by the Academic Council;

- 4) On the basis of the decision of Academic Council until August 5 and January 25 of the current year the Registrar's Office sends a list of applicants for transfer to vacant educational grants to the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter referred to as MSHE RK) to make a decision. Copies of the student's application, the decision of the Academic Council, the extract from the student's transcript, a copy of the document certifying his/her identity, and the certificate of the owner of the educational grant (original) expelled from IITU are attached to the list;
- 5) Vacant educational grants that have been released in the process of obtaining higher and (or) postgraduate education in the absence of applicants are returned to MSHE RK;
- 6) MSHE RK considers the received documents in the context of groups of academic programs and forms and terms of training, taking into account the year of entrance and in case of a positive decision, issues an order to award the vacant educational grant of higher and (or) postgraduate education (in the absence of applicants for the group of academic programs, vacant educational grants released in the process of obtaining higher and (or) postgraduate education, are redistributed within the direction of training or the field of education);
- 7) On the basis of the order of MSHE RK, the National Testing Center draws up a certificate and transmits data to the corresponding AHPE within three working days;
- 8) On the basis of the certificate, the Chairman of the Board, the Rector of IITU issues an order for further training on educational grant.

28. RULES FOR TRANSFER OF STUDENTS FROM ONE YEAR TO ANOTHER

28.1 According to examination results (the results of the winter, spring and summer sessions) of the academic period, the Registrar's Office calculates GPA as a weighted average assessment of the level of student's educational achievements.

28.2 The size of the minimum GPA to determine the year of study is approved by the Academic Council of the university.

28.3 Students who have gained the minimum number of GPA and the established number of credits, on the basis of recommendation of the Dean of the faculty, are transferred to the next year of study by order of the Chairman of the Board, the Rector. Otherwise they are required to retake the course.

28.4 A student who has not gained the minimum number of GPA is required to retake the course.

28.5 In case of a positive result of retake, the final grade is calculated again and recorded in the examination sheet and transcript in the next academic period. When calculating the GPA, the latest grades on the discipline are taken into account.

28.6 To complete the training at the normative period of study, the student is recommended to comply with the requirements for transfer from one year to another. The year of study changes if the student gains:

for 2 year of study - 60 - 90 credits;
for 3 year of study - 90 - 180 credits;
for 4 year of study - from 180 credits.

Master's degree program
for 2 year of study - 60 - 90 credits;

Doctoral degree program
for 2 year of study - 60 - 120 credits;
for 3 year of study - from 120 credits;

28.7 Students obtaining the grant are required to master the number of credits provided for by the academic program.

28.8 The students retaking courses have the right to study according to the previously adopted individual curriculum or form a new individual curriculum developed in the prescribed manner.

28.9 If students who are owners of educational grants are not transferred to the next year of study at the end of the academic year lose their educational grant and continue their further training on a paid basis.

28.10 Owners of educational grants transferred to the next year of study but having academic debts, without losing an educational grant, must retake the relevant disciplines on a paid basis.

28.11 The Registrar's Office prepares a draft order for the transfer of students to the next year of study in accordance with the existing funded system of credits and GPA of students.

28.12 For all levels of training, the minimum number of GPA is established in R-23 Rules for the transfer, restoration and expulsion of students as well as deprivation of state educational grants.

28.13 By the decision of the Academic Council, the minimum number of GPA, established in R-23 Rules for the transfer, restoration and expulsion of students as well as deprivation of state educational grants, can be changed by the validity period for the current academic year.

29. PROCEDURE FOR PROVIDING ACADEMIC LEAVE

29.1 Academic leave is the period for which the student of IITU temporarily interrupts his/her training due to illness, draft into the army or care of the child.

29.2 To apply for an academic leave, the student submits an application addressed to the Chairman of the University, the Rector of IITU and supporting documents.

29.3 Academic leave is granted to the student on the basis of:

- conclusions of the medical advisory committee (MAC) at an outpatient polyclinic organization lasting 6-12 months due to illness;
- conclusions of the Central Medical Advisory Committee at the anti-tuberculosis medical organization in case of tuberculosis.
- summons for conscription into the ranks of the Armed Forces of the Republic of Kazakhstan for the period of conscription for military service, in cases established by law;
- birth or adoption of a child up to 3 years, in cases established by law;
- in other cases provided for by law.

29.4 An order to grant a student an academic leave with an indication of the start and end dates is issued within three working days based on the submitted documents.

29.5 A copy of the order on granting academic leave to a student obtaining an educational grant funded from the republican budget is sent to the Ministry of Science and Higher Education of the Republic of Kazakhstan or the relevant sectoral ministry within three working days. A copy of the order on granting academic leave to a student obtaining an educational grant funded from the local budget is sent to local executive bodies in the field of education, for adjustments to the corresponding amount and terms of financing of this program.

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

29.7 The student is obliged to issue an exit from academic leave at the end of the period specified in the order.

29.8 Upon returning from academic leave, the student continues his/her studies from the year (and academic period) he/she issued this leave.

29.9 Students who do not return from academic leave upon its completion are subject to expulsion from the University.

29.10 Upon returning from academic leave, the student (or his/her legal representative) submits an application addressed to the Chairman of the Board, the Rector, a document confirming the possibility of continuing education in this academic program (certificate of the Medical Advisory Commission (MAC) (Centralized Medical Advisory Commission (CMAC)) on the state of health from a healthcare organization, a military ID and certificate of birth and adoption of the child. Upon receipt of documents, the relevant persons verify the authenticity of the copies with the original documents and return them.

29.11 On the basis of the submitted documents adviser determines the difference in disciplines (modules) in the working curricula, the year of study and approves the individual curriculum of the student in agreement with the Registrar's Office and the Dean of the Faculty within two working days from the date of issuance of the order.

29.12 To eliminate the difference that has arisen, a student who has returned from academic leave registers for the necessary disciplines and studies them during the semester along with current streams or as part of the summer semester.

29.13 In case the date of going or returning from academic leave does not coincide with the beginning or end of the academic period, the student completes all study tasks on an individual schedule and gains the points necessary for the admission rating, with the consent of the Academic Quality Committee, or is recorded for disciplines in the summer semester in which there was a difference.

29.14 To eliminate the difference between disciplines, the student, in parallel with the current training sessions, attends all types of training sessions during the academic period, passes current, midterm and end-of-term controls provided for by the working curriculum for these disciplines, receives admission and passes final examination according to the academic calendar.

30. RULES FOR TRANSFER, RESTORATION AND EXPULSION OF STUDENTS

30.1 Transfer of students is carried out from one year to another, from one higher educational institution to another, from one form of education to another, from one language of instruction to another, and from one academic program to another.

30.2 Applications of students for transfer and restoration are considered by the Vice-Rector for Academic and Educational Affairs of the IITU during the summer and winter holidays within five days before the start of the next academic period.

30.3 Students can transfer or recover after expulsion if they have completed the first academic period of the program being mastered in accordance with the individual curriculum. At the same time, the student is transferred or restored to any form of education, to any academic program and to any university, regardless of the terms of expulsion upon restoration.

30.4 When transferring or restoring students, the course of their further education is determined taking into account prerequisites and compliance with the requirements of the IITU and academic programs.

30.5 When transferring and restoring students, the academic difference in the disciplines of the working curricula studied by them in previous academic periods is determined.

30.6 To eliminate the academic difference in the disciplines of the working curriculum, the student enrolls in these disciplines, attends all types of training sessions during the academic period, passes all types of current control, and receives admission to the final control.

30.7 If there are no academic difference disciplines in the current academic period, the student can register for them during the summer semester. The academic difference in the disciplines of the working

curriculum, not eliminated in the summer semester, is further taken into account as an academic debt.

31. TRANSFER TO ANOTHER HIGHER EDUCATIONAL INSTITUTION

31.1 Transfer to another university is carried out during vacation time. The student can be transferred if he/she has completed the first academic period of the mastered program according to the individual curriculum.

31.2 A student who wants to transfer to another university submits an application for transfer addressed to the Chairman of the Board, the Rector of IITU. Acceptance of applications for transfer stops five working days before the start of the next academic period.

31.3 A student must have a transcript and a copy of his/her identity card. The application is considered within three working days. After considering the application, the student receives the following documents from the Registrar's Office (in the absence of financial debt for education):

- application with the signature of the Chairman of the Board, the Rector, and the seal of the IITU;
- copy of university license;
- copy of UNT/CT certificate;
- copy of the certificate/diploma.

31.4 The head of the university to which the student is transferred sends a written request to the IITU to forward his/her personal file within three working days from the date of issuance of the order for enrollment. A copy of the student's enrollment order is attached to the request.

31.5 The Chairman of the Board, the Rector of IITU issues an expulsion order with the wording "expelled in connection with the transfer to (name of university)" after receiving a request from another university and within three working days from the date of issuance of the expulsion order, the student's personal file is sent to the address of the host university.

32. TRANSFER FROM ANOTHER HIGHER EDUCATIONAL INSTITUTION

32.1 The transfer of students to IITU JSC to the appropriate forms of education and specialties / academic programs is carried out from other higher educational institutions during the holidays. Students with a state educational grant, as well as students with GPA of at least 2.00 for the entire period of study have the priority right for transfer.

32.2 The transfer of students to the University in all forms of education is made only with the consent of the heads of both universities and is issued by the relevant orders.

32.3 The student has the right to transfer to another higher educational institution, provided that he/she does not have an academic debt for the program being mastered in accordance with the individual curriculum.

32.4 Persons who have studied in a foreign educational organization submit a document on the mastered academic programs (academic certificate, transcript), the results of entrance examinations, as well as the completion of the previous level of education. Documents must go through the nostrification procedure in the Republic of Kazakhstan in the manner prescribed by the Rules for the recognition and nostrification of educational documents.

32.5 Acceptance of applications for transfer and restoration is terminated five working days before the start of the next academic period.

32.6 Before submitting an application, the student submits a transcript and applies for determining the academic difference of disciplines according to the curricula of specialties / academic programs of the University.

32.7 An order to enroll a student in the order of transfer is issued within five working days and the

student concludes an agreement on the provision of educational services for a fee. After the order is issued, a written request about sending his/her personal file is sent to the university where the student previously studied.

32.8 After receiving such a request the head of the university where the student previously studied issues an expulsion order with the wording “expelled in connection with the transfer to (name of the university)” and sends the student’s personal file to IITU JSC within three working days from the date of issuance of the expulsion order.

33. TRANSFER FROM ONE ACADEMIC PROGRAM (SPECIALTY) TO ANOTHER

33.1 Transfer from one academic program (specialty) to another is carried out during vacation time. The student can be transferred if he/she has completed the first academic period of the mastered program according to the individual curriculum.

33.2 Acceptance of applications for transfer stops five working days before the start of the next academic period.

33.3 Before submitting the application, the student submits a transcript to the advisor and applies for determining the academic difference between disciplines according to the curricula.

33.4 After determining the academic difference and the proposed course of study and receiving a positive decision from the Dean's office for transfer, the student submits an application addressed to the Chairman of the Board, the Rector of IITU for enrollment in the order of transfer.

33.5 The advisor draws up a recommendation together with the student. An order to transfer a student from one academic program (specialty) to another is issued within 5 working days. The student is obliged to conclude an additional agreement to the contract for the provision of educational services for a fee.

33.6 When changing the academic program of an unrelated area of training a person studying at the expense of the state educational grant loses the grant and continues to study on a paid basis.

33.7 When changing the academic program of an unrelated area of training, a student is required to pass the UNT in specialized disciplines.

34. TRANSFER FROM ONE LANGUAGE OF INSTRUCTION TO ANOTHER

34.1 Transfer from one language of instruction to another is carried out during the holidays. The student submits an application addressed to the dean of the faculty of IITU for a transfer from one language of instruction to another. The student must have a copy of his/her ID card and a transcript.

34.2 Transfer from one language of instruction to another is carried out in the presence of a group and the language of instruction according to the academic program.

34.3 An order to transfer a student from one language of instruction to another is issued within 5 working days and the student concludes an additional agreement to the contract for the provision of educational services for a fee.

34.4 A student who is the owner of a state educational grant, when changing the language of instruction is deprived of this grant and continues to study on a paid basis.

35. RESTORATION IN THE NUMBER OF STUDENTS

35.1 Restoration in the number of students is made by order of the Chairman of the Board, the Rector of the University during the holidays.

35.2 Restoration in the number of students is possible within 5 years from the date of expulsion. Restoration in the number of master’s degree students is possible within 2 years from the date of expulsion.

35.3 Restoration in the number of students is carried out for the corresponding year and only on a paid

basis if there are places in the group.

35.4 The student can be restored if he/she has fully completed the first academic period of the mastered program according to the individual curriculum.

35.5 Acceptance of applications for restoration ends five working days before the start of the next academic period.

35.6 Persons who studied at foreign educational organizations, but did not graduate from them, submit a document on the mastered academic programs (academic certificate, transcript), the results of entrance examinations, as well as the completion of the previous level of education. Documents must go through the nostrification procedure in the Republic of Kazakhstan in the manner prescribed by the Rules for the recognition and nostrification of educational documents.

35.7 Before submitting the application, the student submits a copy of the academic certificate to the adviser (certificate issued to citizens who have not completed their education) and applies for determining the academic difference of disciplines according to curricula.

35.8 The order of restoration in the number of students is issued within five working days and the student concludes an agreement on the provision of educational services for a fee. After the order is issued, a written request about sending his/her personal file is sent to the university where the student previously studied.

36. EXPULSION FROM THE UNIVERSITY

36.1 The student may be expelled from the university:

- at his/her own request;
- for academic failure;
- due to transfer to another higher educational institution;
- for violating the principles of academic integrity;
- for committing a disciplinary offense, systematic and gross violation of academic discipline (attempt and / or illegal access to the information systems of the IITU, provision of false documents, including medical certificates, etc.);
- for loss of communication with the university (more than two weeks);
- for violating the norms of the legislation of the Republic of Kazakhstan, the Charter of the IITU, the terms of the contract for the provision of educational services for a fee, the internal regulations of the IITU and financial debt;
- upon receipt of an unsatisfactory grade during the final state examination.

36.2 The owners of the state educational grant who are expelled from IITU are deprived of the state educational grant. The student is obliged to notify the IITU in writing about the continuation of education on a paid basis within three days by submitting an application addressed to the Chairman of the Board, the Rector of the University.

36.3 After the issuance of an order to continue education on a paid basis, an agreement is concluded with the student on the provision of educational services, and payment is accrued from the date of issuance of the corresponding order.

36.4 The expelled person is issued the following documents: the original certificate with the supplement, an extract from the order of expulsion, a transcript and a copy of the UNT (CT) certificate. The student, before receiving the documents on expulsion, is obliged to hand over the proximity card, student and reader cards, and pay off the existing debt to IITU (on tuition fees, in the library, hostel, etc.).

36.5 If the expelled student has a debt (on tuition fees, in the library, etc.) indicated in the bypass sheet, IITU reserves the right not to give the original documents until it is paid off.

37. GENERAL COMPLETION REQUIREMENTS FOR A BACHELOR'S DEGREE

37.1 The main criterion for the completion of the academic process aimed at training a bachelor is mastering of at least 240 academic credits by the student. For master's degree program in the scientific and pedagogical direction it requires at least 120 credits (in specialized direction - 60 or 90 credits) while for doctoral degree program it is necessary to master at least 180 credits.

37.2 An honors diploma is issued (excluding grades for additional types of training) to a student mastering academic program of higher education who has final grades A, A - "excellent", B-, B, B +, C + "good" in academic disciplines and other types of educational activities with GPA of at least 3,5, and passed a comprehensive exam or defended a diploma project with grades A, A - "excellent".

37.3 At the same time an honors diploma is not issued to a student who retakes the courses or final controls (exams) during the entire period of study.

37.4 Retaking a comprehensive exam or defending a diploma project or master's thesis (project) in order to increase a grade is not allowed.

37.5 During this period of final certification retaking a comprehensive exam, as well as re-defending a diploma project or a master's thesis is not allowed for persons who received an "unsatisfactory" grade.

37.6 A student who has received an "unsatisfactory" grade according to the final certification due to inability to fulfill the requirements of the academic program, defend the diploma project or master's thesis (project) and pass the comprehensive exam is expelled from IITU by order of the Chairman of the Board, Rector with the subsequent issuance of a transcript.

37.7 A student who has not passed the final certification, before the beginning of the next academic period, during vacation time, writes an application addressed to the Chairman of the Board, the Rector of IITU, for permission to be admitted to the repeated final certification. Admission to repeated final certification is issued by order of the Chairman of the Board, the Rector of IITU.

37.8 The list of disciplines submitted for state exams for persons who have not passed these exams is determined by the curriculum that was in force in the year the student completed the theoretical course.

37.9 A student who has passed the final certification and confirmed the mastering of the academic program of higher and (or) postgraduate education is awarded the bachelor's or master's degree or the qualification of a specialist in the relevant academic program and is issued a free diploma with a supplement by the decision of the attestation commission.

37.10 The diploma supplement (transcript) indicates the latest grades according to the point-rating letter system of assessments for all types of educational and (or) research (experimental research) work and their number in academic credits and hours.

37.11 The number and QR codes of documents on education of their own sample are generated in a special service provided by the authorized body in the field of education.

37.12 Documents on education of their own sample that do not have generated numbers and QR codes are considered invalid.

38. CONCLUSION

Changes and additions to this Academic Policy may be made by the Academic Council based on the submissions of the structural divisions of IITU.