STUDENTS'S GUIDE

Greeting of the Rector of the University

Dear Friends!

The first International University of Information Technology in Kazakhstan, opened in 2009, teaches in six Groups of educational programs: "Information Technology"; "Information Security"; "Communications and Communication Technologies"; "Finance, Economics, Banking and Insurance"; "Journalism and Reporting"; "Management and Management".

In 2023, MUIT became an official partner in Kazakhstan and Central Asia of the world leader in online education, Coursera, which further expands the possibilities of using and providing us with high-quality and professional educational content.

The International IT University is a branch university of the country that trains IT specialists to meet the needs of the industry, able to meet the challenges of the domestic Innovation strategy, and contribute to Kazakhstan's entry into the number of countries with high competitiveness.

MUIT was created in close cooperation with the American Carnegie Mellon University, which has the best international practice and educational programs. In 2015, iCarnegie merged with another structural unit of Carnegie Mellon University under the name Robomatter Inc. Our partner harmoniously combines academic education with innovative business processes in various industries, including robotics and nanotechnology. With his assistance, the university provides education that allows our graduates to quickly delve into any production processes and adapt to different management systems. And MUIT students will receive a fundamental education, confirmed by a state-issued diploma and Robomatter Inc. certificates recognized worldwide.

We were the first to pass the international institutional and specialized accreditation of the ASIIN agency (Germany). ASIIN experts confirm that MUIT guarantees the fulfillment of institutional, procedural and cultural requirements for good teaching and successful learning. This means that we create transparent educational programs and ensure their diversity, trying to be international and correspond to international higher education institutions, thereby improving the competitiveness of our graduates in the global labor market.

Academic credit (Credit) is a unit of measurement of the amount of academic load mastered during the academic year in each discipline. The amount of student's academic work in each discipline is mainly 5 credits. Each discipline is studied for one semester. In accordance with the volume of credits allocated to the elective component, the departments develop a catalog of elective disciplines that fully reflects the educational programs of the specialty.

Academic year is an academic year consisting of 36 weeks, of which 30 are theoretical training, 6 are intermediate certification / final control.

Academic period (Term) is a period of theoretical study chosen by a higher educational institution in one of three forms: a semester lasting 15 weeks.

Appeal is a procedure carried out in order to identify and eliminate factors that contributed to the biased assessment of students' knowledge.

Individual curriculum (IC) - with the credit technology of training, the student independently determines his educational trajectory in the form of an individual plan (IUP) within the framework of the working curriculum.

Advisor is a teacher of the graduating department who provides the functions of an academic mentor of a student in the relevant specialty, assists in choosing a learning trajectory (forming an individual curriculum), mastering an educational program during the training period, working with students assigned to him on their current certification and academic performance and educational activities.

The Registrar Office (RO) is an academic service that registers the entire history of students' academic achievements and ensures the organization of all types of knowledge control. The university has created a service on the Microsoft Teams platform virtual Office registrar (JSC International University of Information Technology), where students can ask questions to managers at any time.

Student's Independent work (SIW) is performed by the student completely independently.

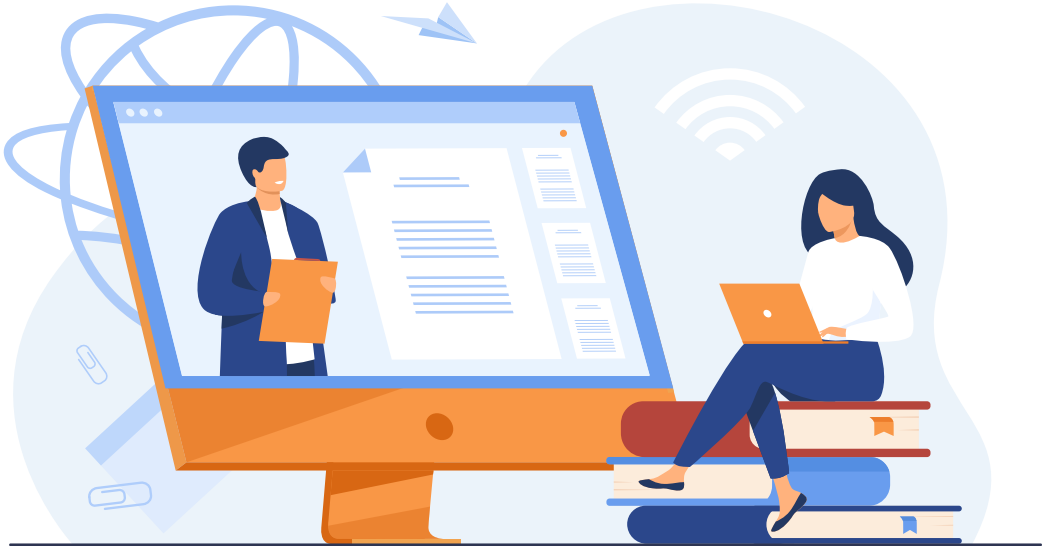
Student's Independent work under the guidance of a teacher (SIWT) – extracurricular work of a student under the guidance of a teacher.

Midterm Examination is conducted in separate sections (modules) of the discipline. During one academic period (one semester) within the framework of one academic discipline, boundary control is carried out twice (on the 7th, on the 15th week).

The final control (Final Examination) of knowledge is carried out during the interim certification of the Office by the registrar. The assessment for the final control is 40% of the final assessment of knowledge in this academic discipline. In this regard, the student is finally given not the grade he received on the exam, but the so-called final grade, which includes assessments of the current, milestone and final control.

The final assessment is issued if the student received a positive assessment based on the results of the final control. This serves as the basis for adding the mastered credits to the total number of student credits (in the transcript).

2. General provisions



2.1 The academic year begins on September 1 of the current year. The organization of the educational process is carried out on the basis of the approved academic calendar for the academic year. The academic calendar can be found on the official website of the university www.iitu .kz and https://platonus.iitu.edu.kz .

2.2 One credit is equal to one academic hour of student's classroom work per week for the duration of the semester (15 weeks).

Each academic hour of lectures, practical (seminar) and studio classes in the bachelor's degree is accompanied by one hour.

2.3 The student's individual curriculum reflects the annual learning trajectory and contains a list of disciplines that the student chooses with the help of an adviser.

2.4 The IUP is approved by the Dean of the University Faculty.

2.5 The IUP is compiled on the basis of the working curriculum of the educational program for the planned academic year and the catalog of elective disciplines.

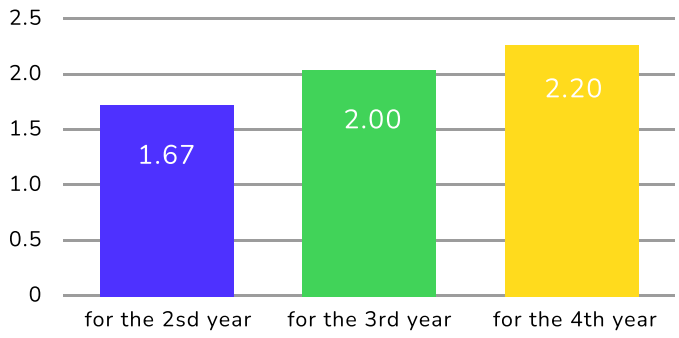
2.6 Methodological support of the educational process is carried out by the relevant departments, which give the student a Work program (Syllabus) for each discipline (electronic version), materials for practical training of all types (directions for practice of the established form, practice programs, forms of accounting documentation).

2.7 Transfer to the next course is carried out in accordance with the established transfer score (GPA).

Average score for transfer to the next course:

- for the second year – at least 1.67;
- on the third – at least 2.00;
- on the fourth – at least 2.20.

Transfer points are reviewed annually Academic Council of the University.



3.8 If a student receives an unsatisfactory grade F on the exam, then the final grade for the discipline is not calculated, an F grade is put on the statement.

3.9. If a student receives an unsatisfactory grade of FX on the exam, then the student has the right to retake the exam without re-learning the discipline.

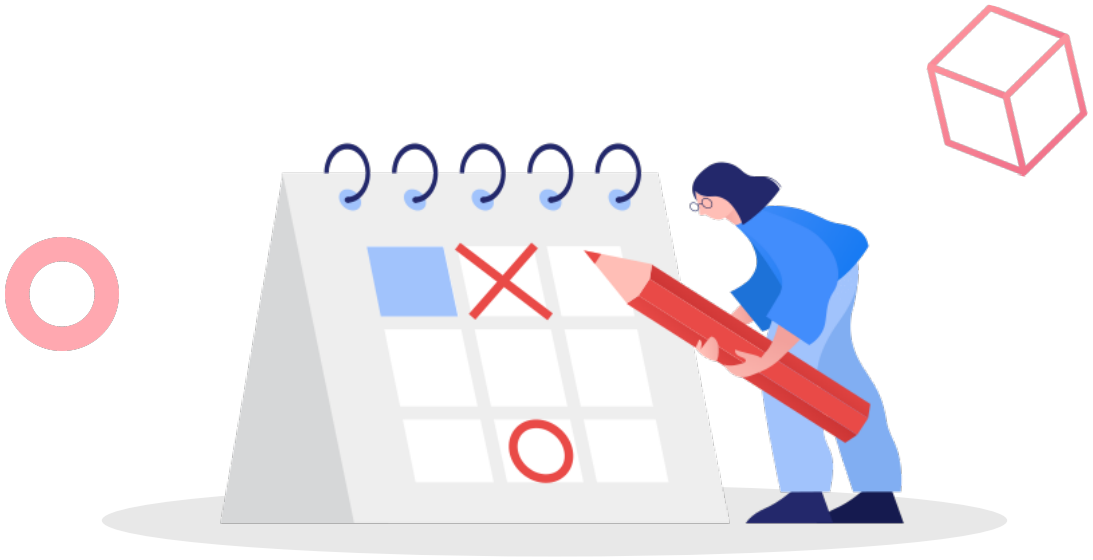
3.10 During the intermediate certification of the student, it is allowed to retake the exam in the academic discipline (module). In total, no more than two times are allowed for the subject. In the case of receiving an FX or F grade for the third time, corresponding to the equivalent of an "unsatisfactory" grade, the student is expelled from the University regardless of the number of "unsatisfactory" grades received and loses the opportunity to enroll in this discipline again.

Table 1

Multi-point letter system of knowledge assessment

Rating according to the letter system	Digital equivalent of points	Percentage content	Assessment according to the traditional system
A	4.0	95-100	Great
A-	3.67	90-94	
B+	3.33	85-89	Well
B	3.0	80-84	
B-	2.67	75-79	
C+	2.33	70-74	
C	2.0	65-69	Satisfactory
C-	1.67	60-64	
D+	1.33	55-59	
D	1.0	50-54	
FX	0.5	25-49	Unsatisfactory
F	0	0-24	

6. Appeal



6.1 An appeal is initiated by the student in the following cases:

– test tasks have incorrect wording; – test tasks do not contain the correct answer;
– test tasks contain several correct answers, and in the instruction the student is asked to choose the only correct answer; – test tasks or the content of oral or written exam tickets go beyond the curriculum available in the work program (Syllabus).

6.2 Appeal procedure:

– the student submits an application addressed to the Head of the Registrar's Office (hereinafter referred to as the OR) indicating the discipline and the number of the issue requiring consideration; - the head of the OR accepts the application and sends it to the head of the department; – the student can familiarize himself with the results of the appeal on the portal platonus.iitu.edu.kz

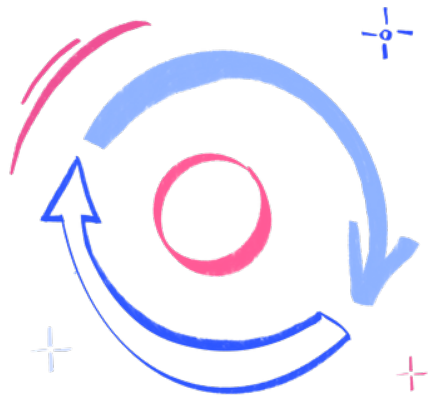
7. Liquidation of academic debt

7.1 Academic debt is formed as a result of:

– An unsatisfactory grade in the discipline exam.
– Non-attendance at the exam.

7.2 A student who has received an "unsatisfactory" grade based on the results of the final control of the discipline has the right to re-listen and take this discipline during the summer academic semester on a paid basis.

10. Re-education



10.1 If the student has not eliminated the academic debt for the discipline in the summer semester, then he is obliged to re-study this discipline in the current academic year. In this case, he needs to make changes to his IUP and transfer one discipline to the next academic year or summer semester. At the same time, it is necessary to observe the pre- and post-requirements of discipline.

10.2 If students cannot enroll in elective courses (discipline) for which they have academic arrears due to the lack of discipline in the class schedule, they can enroll in another course (discipline) in agreement with the adviser or reschedule for the next semester.

10.3 Re-education is carried out on a fee basis for students who are not transferred to the next course due to insufficient GPA for transfer.

10.4 A student can repeat any discipline only twice during the entire period of study.

14. Transfer and reinstatement

14.1 A student may be reinstated to continue studying at JSC " IITU " only on a paid basis with full reimbursement of tuition fees during the winter or summer vacation.

14.2 A student who has been expelled from the first year of study has the right to be reinstated only if he/she has successfully mastered the academic disciplines of the first academic period.

14.3 The procedure of reinstatement is carried out as follows: - The student submits an application for reinstatement to the Chairman of the Board-Rector of JSC " IITU ", the application is accompanied by a transcript of the established form on completed academic disciplines.

- The deans of faculties together with the heads of departments on the basis of the submitted transcript determine the course of study, the academic difference in curricula and set the deadline for the delivery of the difference.

- issued an order on the reinstatement of the student on the basis of visas of persons specified in the application form. The application template is available on the portal .

- The term of passing the academic difference in the curriculum has a duration, as a rule, in one academic period, during which the student must enroll in the disciplines of the difference, master their programs and pass the form of final control.

- If the student did not pass the difference in the curriculum in the prescribed period, then this difference is recorded as an academic debt and is considered undeveloped in determining his GPA and transfer from course to course.

14.4 Students have the right to transfer from one higher education institution to another, from one form of education to another, from one educational program to another in the same field of education, as well as transfer from a paid department to the state educational grant during the summer or winter vacations with the submission of the academic difference in the working curricula.

14.5 A first-year student has the right to transfer only if he has mastered the academic disciplines of the first academic period.

14.6 The procedure for transferring a student from another higher education institution to IITU is carried out as follows:

- The student submits an application for transfer to the Rector of the higher education institution where he/she is studying; a copy of the transcript and a copy of the certificate of the holder of the state educational grant (if any) are attached to the application.

- The Office of the Registrar determines the course of study and curriculum differences.

- When agreeing with the terms of study and the list of academic differences student submits an application to the Chairman of the Board-Rector of JSC " IITU " for admission to the university with transfer.

- Within three days, a request for the student's personal file is sent to the higher education institution in which he/she previously studied.

- Upon receipt of the student's personal file, the order of the Chairman of the Board-Rector on enrollment with transfer is issued. platonus.iitu.edu.kz iitu.edu.kz

17. Student's internal regulations

17.1
Rules of attendance and behavior in the classroom

· Discipline in attending classes is ensured by self-control on the part of the student, the teacher, and the University administration.

· Punctuality of attendance is an important element of the educational process.

· The minimum number of hours of attendance for each course is 80% of the total number of hours for this course.

· Attendance is monitored regularly through the attendance log. The attendance is recorded in a special statement at each lesson. Students who fail to meet the attendance requirement will not be allowed to take the final exams.

· Attendance and activity in the classroom are components of the final assessment.

· Teachers who lead classes regularly inform the dean's office about systematic absences or lateness to classes.

When attending classes, students must meet the following requirements:

· Come to class five minutes before the start of the class in order to have a reserve of time for preparation.

· Don't be late.

· Turn off and do not use cell phones during class.

· Do not bring drinks or food to classes.

· Do not chew gum in class.

· Do not bring foreign objects (cards, board games, entertainment magazines, etc.) to classes.

The teacher has the right to take away such objects found in the student's possession during the lesson.

· Do not come to classes under the influence of alcohol or drugs. The teacher has the right to demand that the student or listener leave the classroom and inform the dean's office about the violation.

· Have the necessary stationery with you: paper, notebooks, pen, pencil, etc.

· In the required order, it is necessary to hand over outerwear to the wardrobe at the entrance to the educational institution.

· It is strictly forbidden to wear outerwear (jackets, coats, fur coats, scarf, gloves, headdress, etc.) during the educational process (classes, events, student activities, etc.).

· Treat the teacher and other students/listeners politely and correctly, do not allow personal insults to the teacher and other students.

· Leave the classroom in exceptional cases with the permission of the teacher.

· The appearance should be neat: clean, neatly styled hair, not causing shades; polished shoes, ironed, clean clothes.

· It is forbidden to wear sportswear, shorts, short skirts, strappy tops, sundresses, deep cleavage and slits, transparent clothes, T-shirts with inscriptions.

· It is forbidden to wear slates, sandals without socks, sneakers.

· Observe the dress code of appearance: office style (classic, casual, business).

It is recommended to use corporate mail, as information on ongoing events and important announcements are periodically sent to these addresses.

It is forbidden to play computer games in computer classes. Video surveillance is conducted in computer classrooms. Students who violate the rules will be punished, and the account of violators may be blocked.

An additional educational portal has been created at the university to access educational materials platonus.iitu.edu.kz. On this resource, teachers post educational materials on subjects and ongoing monitoring of academic performance and attendance of all students is conducted. Access to the portal is possible only if you have an account in the university domain. A single login and password are used to access computers, mailbox, educational materials and assessments on the portal platonus.iitu.edu.kz.

The portal contains not only educational materials (lectures, textbooks of teachers, etc.), but also tasks for independent work, tasks with sending files to teachers for verification, and the grades of intermediate control are displayed. The student always has the opportunity to review their grades in all subjects. Access to the portal is possible not only from computer classes, but also from any point of Internet connection: from home, Internet cafe, etc.

17.6 Rules for the use of the library fund

MUIT students can use the services of the library, created to provide the educational process with educational, educational and methodical literature.

Admission to the library is made with a student ID and two 3x4 cm photographs. The reader is given a single library card for the right to use the library and a reader's form is filled in. When signing up for the library, readers get acquainted with its rules and confirm their obligations to fulfill them with their signature in the reader's form.

The delivery of literature to the house is made in the subscription. The last or only copy, as well as a copy stamped "Mandatory copy", is not subject to delivery to the house. Educational and methodological literature is issued for the period of study of the relevant subject with mandatory re-registration within the prescribed period. The period of use may be extended if there is no demand for the materials from readers, or shortened if the publications are available in one copy or are in high demand. For each copy of a given publication, the reader signs on a reader's or book form.

In the reading room, you can use literature without the right to take it out. The books are issued according to a single reader's ticket and are issued with a receipt from the reader on the book form of each publication. It is not allowed to enter the reading rooms with personal and library books, magazines, newspapers, press clippings and other printed materials. It is forbidden to take literature out of the reading room.

Readers can use the main types of library and information services provided by the library, receive advice in finding and choosing information sources, and use data from the library's search engines. At the written request of the reader, the library staff can prepare a thematic list of literature on the necessary topic, select literature for the specified time.

19. Duties of the Student Dean of the Faculty

1. To request and receive from the head of the faculty the information necessary for the work.

2. To participate in the resolution of conflicts between teachers, the dean's office and students.

3. Performs other assignments assigned to him by the leadership of the faculty and the university related to the achievement of goals and objectives in the field of educational, social, scientific and image work.

4. Attracting students of the faculty to participate in faculty and university events.

20. The elders of the course groups

Thanks to the "The elder of the group – course" chain, it is possible to quickly organize students, introduce them to changes in the educational process, and implement youth programs.

The elders are representatives of the interests of the group. They constantly interact with the Registrar's office, the Dean's office on issues related to the organization of educational, research and social activities of students. The main task of the elders is to ensure this interaction so that students are heard.

The elders have a lot to do: keeping an attendance log, working with documents, communicating with departments, and the need to study well. Finally, being the leader of a group is not on paper, but in practice.

Responsibilities of the head of the group:

1. The head of the group is appointed from among the most capable students of the group for organizational activities.
2. The head of the group is appointed for the entire period of study and may be re-elected at the general meeting of the group by a majority vote in the presence of the curator of the group in agreement with the dean of the faculty.
3. The student dean controls the performance of the functions assigned to the head of the group by this Regulation.
4. Be an example in behavior and good study in the group.
5. Attend meetings of the elders of the course groups.
6. Timely transfer the necessary organizational and regulatory information from the Registrar's Office and the Dean's Office to all students of the group.
7. To form an asset of the group (deputy head of the group, sports trade, etc.), to ensure a successful learning process and order in the group.
8. Ensure that students are informed about the schedule of consultations and exams in a timely manner during the session.
9. Timely provide the necessary information to the Registrar's Office and the Dean's Office: applications, medical certificates of students, etc.

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The quality of education primarily depends on the qualifications of the teaching staff. I think our students are very lucky: they go through a real school of professionalism under the guidance of talented teachers. Our teachers combine maturity and experience with youth and boldness of plans and tasks. At our University, students, teachers, and administration are members of a large professional team of like–minded people.

From the first year, our students have the opportunity to participate in practical developments and laboratory activities, and have experience in communicating with global industry gurus.

We are waiting for ambitious, literate, creative and brave young people who, after graduating from our university, will become the intellectual elite of Kazakhstan!

Sincerely, Chairman of the Management Board - Rector of the International University of Information Technologies Hikmetov Askar Kusupbekovich!

Welcome to the IITU FAMILY!

Retake the exam (FX 25-49%) - a student who received an unsatisfactory final grade (25-49%) in the discipline and has a passing score receives an FX grade can retake only the final exam during the sessions.

A transcript is a document of an established form containing a list of completed disciplines for the corresponding period of study, indicating credits and grades in alphanumeric terms.

The average Grade Point Average (GPA) is a weighted average assessment of the student's academic achievement level for one academic year according to the chosen program (the ratio of the sum of the products of credits to the digital equivalent of the intermediate assessment points in disciplines to the total number of credits for the current period of study).

Double–degree education is the possibility of parallel study in two curricula (educational programs) in order to obtain two equivalent diplomas (DoubleMajor) or one basic and second additional diplomas (Major - Minor).

The European Credit Transfer and Accumulation System (ECTS) is a method of assigning credits to the components of educational programs (disciplines, courses, modules), which are used to compare and transfer academic disciplines mastered by students (with credits and grades) when changing the educational trajectory, educational institution and country of study.

Distance learning is a purposefully organized and time– and space-coordinated process of interaction between teaching staff and students and with learning tools using pedagogical, as well as information and telecommunication technologies.

Distance learning technologies (DLT) – training carried out using information and communication technologies and telecommunication means with indirect (at a distance) or not fully mediated interaction between the student and the teacher.

Massive Open Online Courses (MOOC) are courses designed for a large number of participants, open to anyone and everywhere who is connected to the Internet and offering free access to all materials.

BLENDED LEARNING is an educational concept in which the student combines the traditional form of education and modern information and communication technologies, which allows him to control the time, place, pace and method of studying the material.

2.8 The student's GPA for the period of study is the weighted average assessment of the student's level of achievement for the entire previous period of study, according to the formula:

$$GPA = \frac{F_{D1} \times C_1 + F_{D2} \times C_2 + ... + F_{Dn} \times C_n}{C_1 + C_2 + ... + C_n}$$

$F_{D1}, F_{D2}, ... F_{Dn}$ – final grades in disciplines in digital equivalent;

$C_1, C_2, ... C_n$ the volume of subjects studied in credits;

n – the number of subjects studied during the entire period of study.

2.9 If the student's GPA is below the established transfer score, the student remains for a repeat course of study. At the same time, he can complete the previously adopted IUP or draw up a new IUP in accordance with the established procedure.

2.10 The training for the second course is carried out on a fee basis. At the same time, a student on a state educational grant is deprived of this grant.

2.11 The student is expelled by order of the rector of the University for the following reasons:

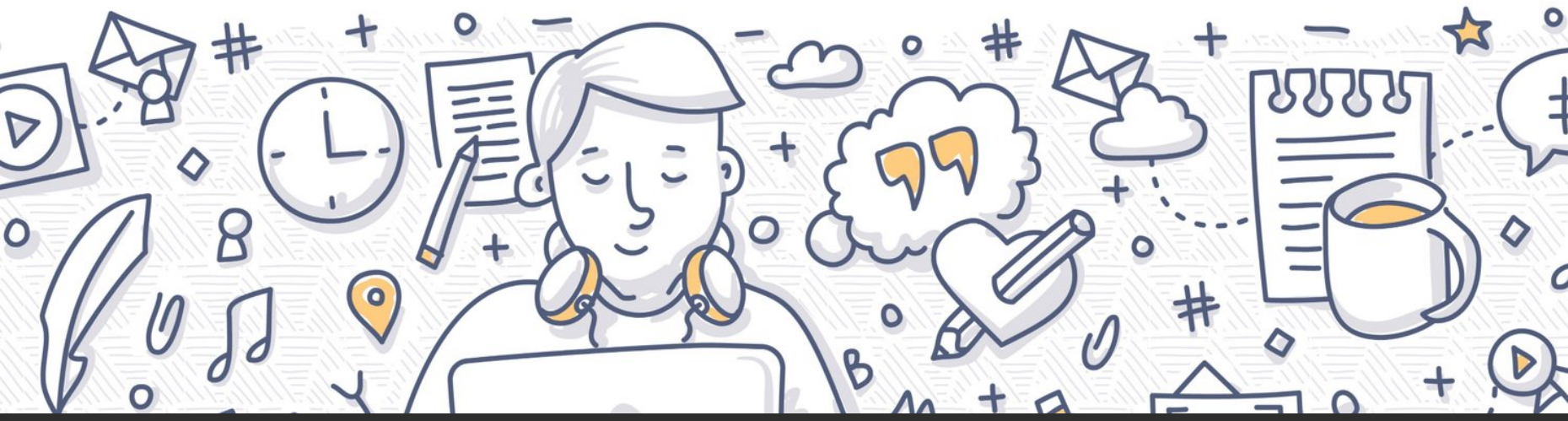
– the student's own wish expressed in the form of an application addressed to the rector of the university;

– failure to comply with the terms of the contract on the part of the student;

– transfer of the student to another university; – unsatisfactory results of the state final certification of the student;

– violation of the University's Charter (including violation of discipline and antisocial behavior).

2.12 Students who have been expelled from the university are issued an academic certificate.



4. The procedure for preparing and conducting the examination session

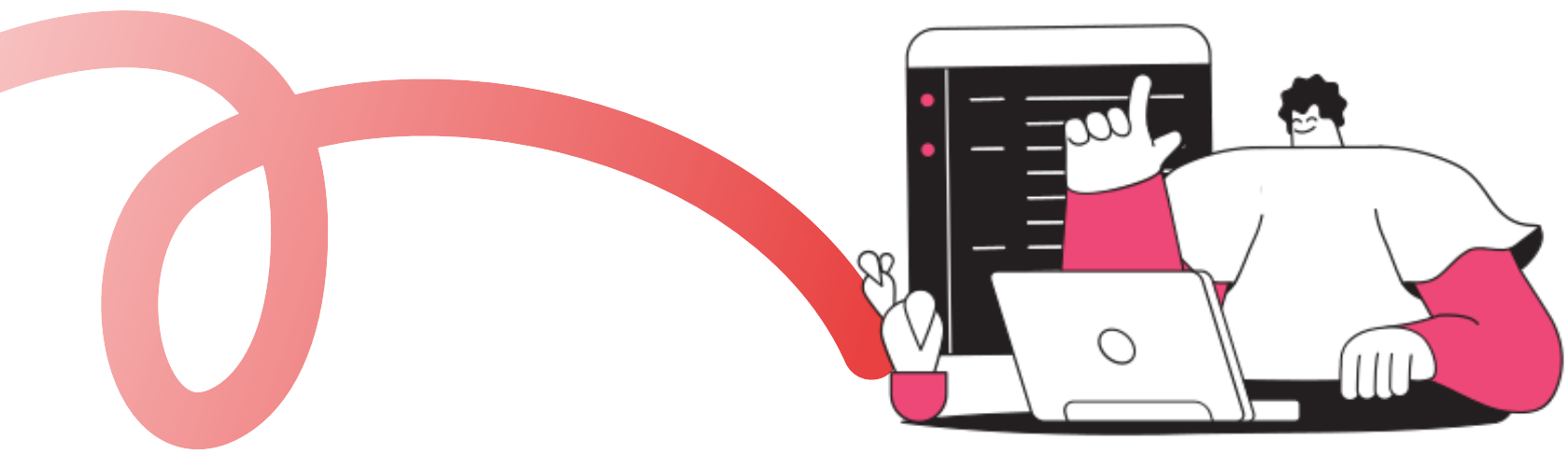
4.1 The intermediate certification (examination session) is carried out within the time limits established by the approved Academic Calendar of the University (platonus.iitu.edu.kz). The examination session is held twice a year at the end of the semester.

4.2 The schedule of the examination session is posted on the portal platonus.iitu.edu.kz .

4.3 The forms and content of the final control (exam) are determined by the teacher and reflected in the work program of the discipline (Syllabus).

4.4 The student must appear for the exam 15 minutes before it starts. The student must have a student ID with him (other documents are not allowed).

8. Conducting practice



8.1 All types of practices are equated to an academic discipline by their status and therefore are included in the student's IUP.

8.2 All types of practice are conducted in accordance with the working curricula of educational programs.

8.3 Industrial and pedagogical practices are conducted at the practice bases with which the University has concluded contracts for students to undergo specific types of practice.

8.4 The results of the practice are evaluated on a 4-point scale (Table 1) and are taken into account when calculating the student's GPA.

8.5 The evaluation of the practice results is carried out by the department's commission, before which the student defends his practice report. The evaluation takes into account the quality of the practice diary, the report, and the feedback from the managers and consultants of the practice.

8.6 The protection of practice reports is carried out no later than two weeks after the end of the practice.

8.7 Students who have not completed the internship program or have not completed it have academic debts for practice.

11. Elimination of academic differences

11.1 The elimination of academic differences is carried out on a fee basis.

11.2 The academic difference arises in connection with:

– transfer of a student from another university;
– transfer of a student to another field of training (profile) or another educational program;
– transfer of a student from one form of study to another;
– stay of a student on academic leave;
– participation of a student in the academic mobility program;
– restoration of a student to the appropriate course.

11.3 In order to eliminate the academic difference, the student must:

– attend classes in order to master the course;
– complete all tasks on SRO and SROP, pass intermediate controls in order to determine the rating;
– pass an exam in the discipline in order to receive the planned amount of credits.

11.4 The duration of the academic difference is one academic period.

11.5 The difference in the disciplines of the working curriculum, which is not eliminated within the prescribed period, is further taken into account as academic debt.

11.6 The registrar's office together with the departments, upon the application of the student, determine:

– a list of disciplines that make up the academic difference;
– teachers who participate in the elimination of the academic difference.

14.7 Transfer of a student from one form of education to another and from one educational program to another is carried out according to the following procedure:

- the student submits an application for transfer to the Rector, a copy of the transcript is attached to the application;

- in accordance with the visas of the Dean of the Faculty, Head of Office Registrar, Vice-Rector for Academic Affairs, Chairman of the Board-Rector issues an order on the transfer of the student from one form of education to another or from one educational program to another;

- a student on a paid basis has the right to transfer to a vacant place of the state educational grant on the corresponding group of educational programs on a competitive basis.

17.2 Rules of conduct and communication at the university

While staying in the premises and on the territory of the University, students must:

- Comply with the Rules of internal regulations.
- Observe silence and a working environment during lectures and other training sessions.
- Show respect for teachers and other university staff, respect for each other.
- Do not play gambling games (cards, dominoes, roulette, etc.) in the premises and on the territory.
- Do not bring, do not drink alcoholic beverages and is intoxicated on the territory of the MUIT and at events organized by the university.
- Do not use, distribute narcotic and toxic substances and is under the influence of drugs on the territory of the MUIT and at events organized by the university.
- It is forbidden to smoke, smoke any form of tobacco or non-tobacco products in the building and on the adjacent territory of the university.
- Do not damage property and equipment, do not cause damage to the educational and material base of the University.
- Do not remove property, equipment and other material valuables from the premises of the University.
- Do not bring strangers with you.
- Do not litter the premises and on the territory, put garbage in bins.
- Be polite and correct in communicating with teachers and staff, do not use profanity and obscene expressions.
- Use the bathrooms carefully.
- Use benches in the corridors for their intended purpose.
- Do not arrange fights and scandals with other students and students on the territory of the IITU and beyond.
- Observe the technical, information and fire safety of the university.
- To carry out or call for acts of violence, obscene, disorderly, threatening or insulting actions, or expressions.
- To contradict or disobey reasonable instructions from the university staff, not to respond to the requirements of authorized university staff.
- To perform religious rites in public places.
- To participate in harassment and blackmail.
- Do not be in the wrong places of the university (roofs, attics, balconies, etc.).
- Do not behave indecently (spitting, showing feelings in public, sleeping on a bench, littering, taking food in classrooms).

17.3 Rules of communication with university staff and management

The management and staff strive for dialogue with students and are always available for communication.

- Communication should be mutually polite and correct.
- Punctuality on both sides is important when making an appointment.
- The teacher and the student are two cooperating parties, so it is important to take into account and respect the interests and views of both sides.
- The student and the listener should contact the employee if this request is really justified.
- Addressing an employee, especially a teacher, by a student or listener is unacceptable.
- Familiarity in communication with teachers and other staff on the part of the student and the listener is prohibited.
- The greeting of teachers and staff is carried out according to the principle "the youngest in age is the first to greet the oldest."
- The student and the listener should not transfer personal conflicts to relationships with staff and teachers.
- It is forbidden to give and even more so to use offensive and sarcastic nicknames to staff and teachers.

Readers are obliged to present a library card in order to receive literature, take care of books, other printed works and other materials and library property, and return publications received in the library within the established time frame. When returning books and other documents by the reader, the library staff checks its integrity and, if defects are found, determines the degree of damage to the issued publication. Readers responsible for the loss or damage of publications replace them with the same publications or equivalent ones recognized by the library, and if it is impossible to replace them, reimburse their cost in the amount of 1.5 times the cost of the lost book. and the inability to replace them to reimburse them by 1.5 times the cost.

The reader is prohibited from

- enter and stay in the library in outerwear (jackets, coats, fur coats, scarf, gloves, headdress, etc.);
- enter reading rooms with bags; - break the silence and order in the library premises;
- transfer your library card to other persons or use someone else's document to obtain literature;
- take books out of the library without signing for them;
- spoil library publications (make notes in them, underline, tear out sheets, bend spines, etc.);
- enter office premises and book storages without permission; - use mobile phones in the reading room.

10. To provide assistance to the Office Registrar and the Dean's Office in checking and issuing study cards, student ID cards, passes, etc.

11. In case of conflict situations of various types in the student group, their resolution is necessary with the joint participation of the head of the group, the curator of the group, the dean's office, the course manager, and, if necessary, with the involvement of the university management.

12. Consider student proposals on improving educational and educational processes.

13. To strengthen the prestige of the university, to form the traditions of student life at the faculties.

14. Support student initiatives.

Recommendations for novice elders:

- Always be confident - if you are not sure, then how can you lead an entire group?

- Fulfill all those requests that you promised to fulfill and even more - this will ensure the trust of your classmates.

- Try to become a friend for your classmates (if not for all, then for the most part).

- Involve as many people as possible in the active life of the group, the course.

- Try to keep up to date with all the events of your group, try to help in what depends on you.

THE WAY OF THE UNIVERSITY

2009

Creating an IITU

The beginning of cooperation with Carnegie Mellon University

Start of cooperation with global vendors (Cisco Systems, Microsoft)

The first admission of applicants

2010

Opening of the magistracy

The beginning of cooperation with leading technical universities of Malaysia under the dual degree program

2011

Certification of the Quality Management System (QMS)

Holding the first HACKDAY Festival of innovative ideas

Opening of doctoral studies

The beginning of cooperation with the leading technical universities of Korea

Participation of IITU from Kazakhstan in ABU Robocon

2012

2013

Opening of the Olympic Training Center for Sports Programming ACM ICPC

OBTAINING SCIENTIFIC AND SCIENTIFIC-TECHNICAL ACCREDITATION

Start of cooperation with leading technical universities in Europe and the USA

Obtaining National institutional and specialized accreditation of IKAQAE

2014

2015

Receiving grants to finance research projects

Creation of the National Student Futsal League

Opening of the laboratory of JSC "NIT"

Opening of the Dissertation Council

Opening of the only UNICEF laboratory in the CIS

2016

2017

Passage of international institutional accreditation ASIIN

Start of cooperation with Geneva Information Technology Institute

Start of cooperation with universities of China and Hong Kong

Obtaining program-targeted financing (TFP)

Entered the League of Academic Integrity

Holding the Championship Futsal World Student Championship 2018 (FISU)

Creation of an Educational and methodological association

2018

2019

Opening of the Military Department

Passage of international specialized ASIIN accreditation in all specialties

IITU HAS BECOME A PARTNER OF THE WORLD LEADER IN ONLINE EDUCATION, COURSERA.

Obtaining IAF international institutional accreditation

Opening of a new educational program "Biocomputing"

The IITU team is the only university in Central Asia in the final stage of ICPC.

2020

2021

Opening of the MBA school

Opening of the first in Kazakhstan "Silver University"

IITU and Microsoft Corporation signed a cooperation agreement

Opening of the KISA Laboratory

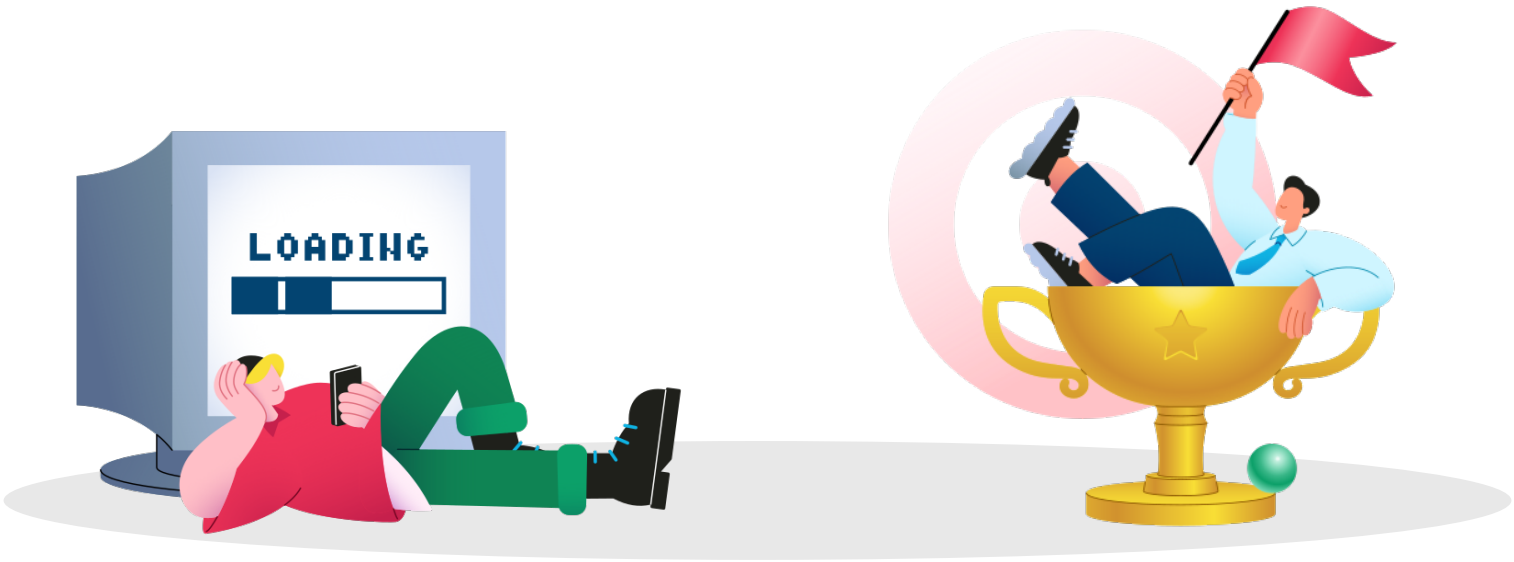
The first international Coursera Day in IITU

Opening of the educational program - Information Technologies in Business

2022

2023

1. Basic terms and concepts



JSC International University of Information Technologies trains bachelors in the credit system of education, the main task of which is the development of abilities for self-organization and self-education based on the electability of the educational trajectory within the framework of the organization of the educational process and taking into account the amount of knowledge in the form of loans. Each student needs to familiarize himself with the basic rules of the organization of the educational process according to the credit system of education.

The main state normative documents, mandatory for all higher educational institutions of the Republic of Kazakhstan and regulating all educational work, are:

- State mandatory standard of Higher Education (Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 604 dated October 31, 2018).
- Standard curricula of the cycle of general education disciplines (Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 603 dated October 31, 2018).
- Rules for organizing the educational process on credit technology of education (Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 152 dated 04/20/2011).

When organizing the educational process on credit technology, the university is guided by the following basic terms and concepts:

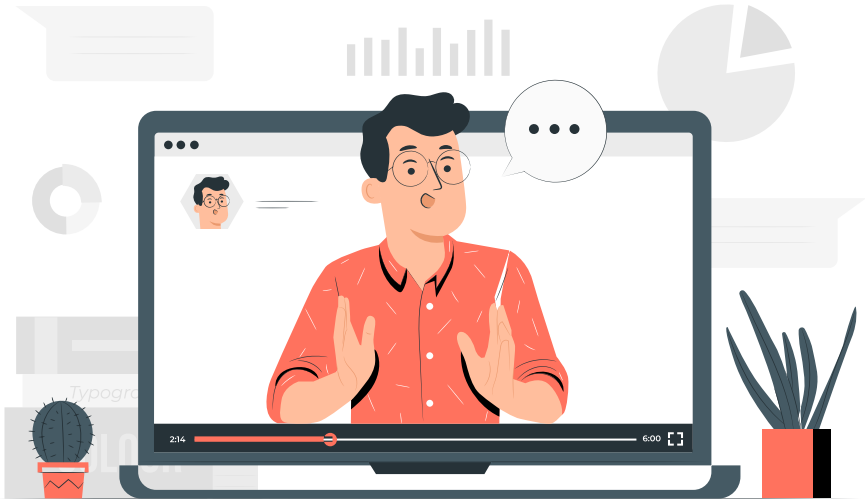
The academic calendar is a schedule for the organization of the educational process, reflecting the timing and duration of academic periods, intermediate and final certification, boundary control of students' academic achievements, professional practice, registration for academic disciplines and programs during the academic year, indicating rest days, vacations and holidays. The organization of the educational process within the framework of one academic year is carried out on the basis of the academic calendar, which is approved by the decision of the academic council of the higher educational institution.
The academic period is understood as the period of theoretical training, which is established for a duration of 15 weeks.

Academic mobility is the movement of students or research teachers to study or conduct research for a certain academic period: a semester or an academic year to another higher educational institution (within the country or abroad) with mandatory transfer of completed educational programs in the form of loans at their university or to continue their studies at another university.

Formal education — the process of acquiring knowledge takes place in a well—organized and hierarchically ordered context, culminating in the issuance of a state-issued form - a diploma of primary/secondary vocational or higher education or a school graduation certificate. This process has a duration set according to different programs, based on the state curriculum and state standards of education, which is organized mainly by formal, registered organizations.

Information education is an individual human activity aimed at the cognitive process that accompanies his daily life, in which there is not always a specific result. It is spontaneous in nature, implemented by activating people in a cultural and educational environment, namely, communicating with each other, reading, visiting theaters, museums and various cultural institutions, traveling, watching the media, etc. D., where an adult turns all the means of educational potentials of society into tools for his self-improvement, the result of daily work, family and leisure life, which does not have a clear structure.

3. Knowledge control and assessment system



3.1 The control and assessment of the knowledge of University students is carried out according to the point-rating system (PRS).

3.2 The BRS involves conducting current, boundary and final control of the discipline under study.

3.3 The current control is carried out by the teacher or the lecturer himself, if he conducts practical, seminar classes and SRSPS.
The forms and content of the current control are determined by the teacher and reflected in the work program of the discipline (Syllabus).

3.4 The current control is evaluated on a 100% scale.

3.5 The boundary control of knowledge of full-time students is carried out by the lecturer on the 7th and 15th weeks of the academic period according to the schedule.
Students who have less than 50% of the results of the first and/or second boundary controls of the Rsr.=(P1+ P2)/2 and who did not participate in them for objective reasons have the right to individually pass the boundary control before the start of the examination session with the written permission of the Dean of the faculty.

3.6 If Pcr.=(P1+P2)/2 <50%, then the student is not allowed to take the final exam in the discipline and, for a separate fee, takes the course again in the summer semester.

3.7 After the exam in the discipline, the final grade is displayed in percentage, which is determined by the formula:

$$F_{\%} = \frac{P_1 + P_2}{2} \times 0.6 + E \times 0.4$$

P_1- the percentage of the first rating score;

P_2 - the percentage of the second rating score;

E - the percentage of the exam grade.

The final score in percentage F% is translated into the final score and the total in digital and letter equivalents according to Table 1

5. Rules of conduct for the exam

Each course of study ends with a final exam, which is mandatory for students. A differentiated credit is given for the discipline "Physical education".
Each group is assigned an individual exam deadline: date and time.
The content of the final exam is determined by the teacher responsible for the training course.

To prepare for exams and/or testing, students are provided with a topic and a list of questions on the topic.

Students who have:

- Arrears on border controls.
- Skipping more than 20% of training sessions.
- Arrears in tuition fees.

It is not allowed to retake a positive assessment on the final control in order to increase it during the same period of intermediate certification.

In order to receive a positive assessment, the student in the next academic period or in the summer semester, on a paid basis, re-attends all types of training sessions provided for in the working curriculum for this discipline, receives admission and passes the final control.

The student must follow the following exam rules:

- Personally attend the exam.
- Observe silence and order.
- Don't be late.
- Do not use mobile, electronic devices, cheat sheets, lectures, visual materials and an Internet resource.
- Do not talk, do not help each other, do not move around the audience, do not exchange materials.
- Do not leave the classroom during the exam.
- Respect the teacher and other students.
- Timely warn in case of illness or delay in testing and submit exculpatory documents to the dean's office.

If a student fails to show up for the exam, he receives "0" points for the exam.

The student has the right to inform the Registrar's Office in case of disrespect from employees or proctors during the exam.

In case of a problem in the examination room, it is necessary to inform the proctor (on duty) of the audience.

9. Organization of the summer semester

9.1 The University organizes a Summer Semester on a fee basis.

9.2 The duration of the summer semester is 6 weeks (5 weeks of theoretical training, 1 week of session).

9.3 The summer semester is provided for students:

– those who wish to receive additional education; – those who have academic debts; – those who are not allowed to take exams; – those who have an academic difference when recovering, transferring from another university or returning from academic leave; – students who want to shorten their studies by mastering the disciplines of future years in the summer semester on a paid basis.

9.4 The registration of the summer semester is carried out as follows:

– the student, no later than 10 days before the start of the summer semester, submits an application to the Registrar's Office about his intention to study for the summer semester at the university's summer semester courses offered according to the schedule on the portal platonus.iitu.edu.kz – The registrar's office determines the profitability of the course based on submitted applications and opens the course upon receipt of tuition fees in the summer semester of this course from more than 8 people

9.5 The results of exams in disciplines (courses) are taken into account when calculating the GPA of the current academic year.

12. Informal education

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

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

12.3 The procedure for recognizing the learning outcomes of non-formal education is described in Regulation P-71 "Regulation on the procedure for recognizing the learning outcomes of non-formal education".

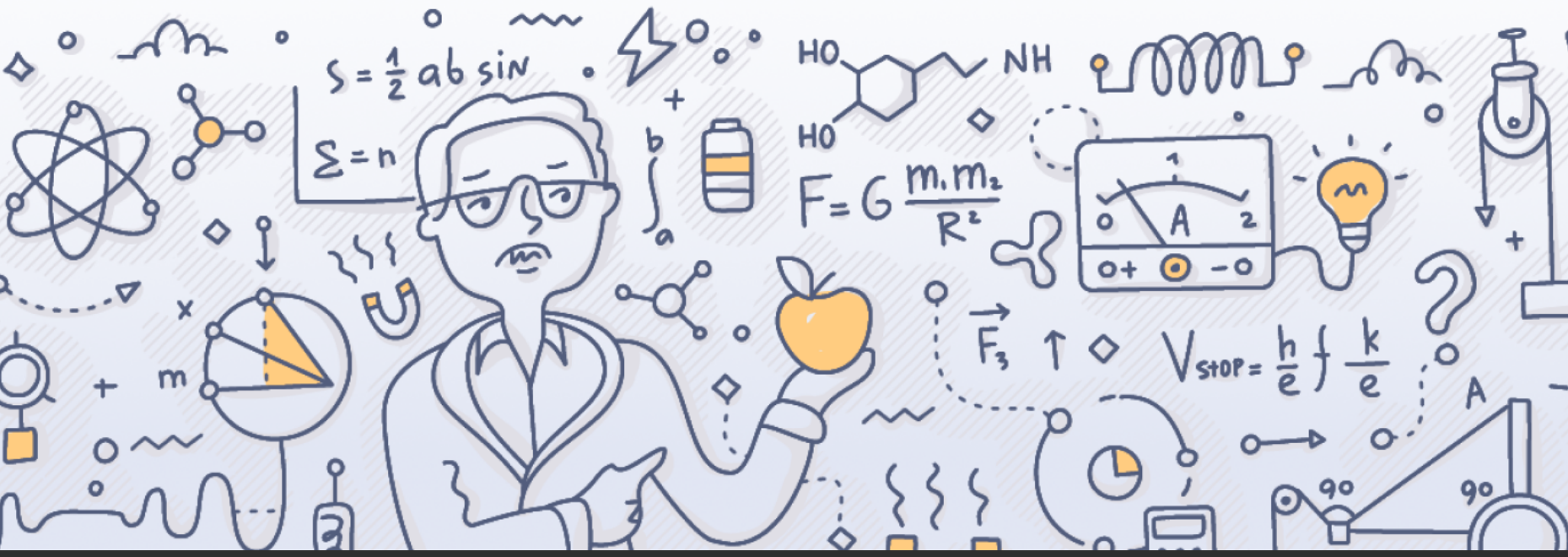
12.4 It is allowed to recognize learning outcomes acquired through non-formal education in the amount of no more than 10% (24 credits) of the total hours for a specific educational program.

13. Scholarship

13.1 The State scholarship is awarded only to students studying under a state educational grant.

13.2 All students enrolled in the 1st year under the state educational grant are awarded a state scholarship in the first semester. In the following semesters, the state scholarship is awarded based on the results of the examination sessions for the previous semester.

13.3 The State scholarship is awarded to students with grades "C+" and above.



15. The Code of Academic Integrity

The International University of Information Technology has a purposeful policy of academic integrity, which follows the principles of integrity, trust, tolerance, fairness and responsibility. The University has a "Code of Academic Integrity", developed in order to ensure a fair, transparent, correct attitude to the issues of academic integrity of students and the eradication of corruption in JSC MUIT. A high level of training for students, undergraduates and doctoral students is achieved through high-quality teaching and academic mobility. The University requires compliance with the rules of the Code of Academic Integrity from employees and students. Academic dishonesty, in any of its manifestations, contradicts the University's value system. Dishonesty, both on the part of teachers and students, can negatively affect the educational process and its results. Appropriate sanctions will be imposed on students and University staff who violate the principles of the Academic Integrity Policy.

Written works, qualifying works (diploma projects, theses, master's theses), abstracts, articles are subject to plagiarism verification.

16. Payment terms

Tuition fees for persons who are citizens of Kazakhstan can be paid in full for a year of study, or in installments (tranches):

Prepayment of 50% (I tranche) of the full tuition fee (excluding discounts) for the corresponding course before 6 p.m. on August 25 of the current year.

The next payment is 50% (II tranche) of the full tuition fee (including discounts) for the corresponding course before 6 p.m. on January 25 of the current year.

The received prepayment amount is non-refundable, regardless of the fact of attending classes.

If students pay expenses for the entire period of study at a time at the time of conclusion of the educational services agreement, the amount of payment remains unchanged until the end of the training period.

In the absence of tuition fees, the University has the right to charge a penalty in the amount of 0.1% for each calendar day of delay, but not more than the amount of the principal debt.

If there is no payment for tuition within the prescribed period, the student is not allowed to attend classes.

If there is no payment for tuition within a month from the date of delay, the student is subject to deduction.

17.4
Rules for visiting the university on weekends and holidays

- Нахождение в Университете в праздничные дни (воскресенье) для студентов допускается только при наличии специального разрешения администрации АО МУИТ.
- Нахождение студентов в праздничные и выходные дни в Университете допускается только в присутствии представителя администрации или куратора.
- Служба охраны Университета имеет указание не впускать на территорию Университета студентов, если нет специального указания или представителя администрации.
- Требования Правил внутреннего распорядка также обязательны для исполнения студентами при посещении Университета в праздничные и выходные дни.

17.5
Rules for the use of Internet resources

Students of JSC MUIT can use corporate access to the university's local network and the Internet for educational purposes. Internet resources are available in all computer classes and the University library. Computer classes are open on weekdays from 8.00 to 20.00. The schedule of computer classes is posted in http://platonus.iitu.edu.kz.

The list of sites visited by students is saved on the server during the academic year. In case of detection of misuse of resources, the university administration may block the student's account

IITU Account and Email Account Usage Rules for Students

Your account is created based on an ID code (login), which you received when you entered the university. It is a unique identifier and will be used by you for the entire period of study.

To log in to any IITU computer, use your ID code as a login.

The initial password is 12345678.

The first time you log in to the domain with your account, you should change your password. The password must be complex and comply with the following security rules: at least 8 characters, it is mandatory to use numbers, capital letters, uppercase characters of the numeric keypad (!@#$%, etc.). If the password does not meet the security requirements, it will not be accepted by the system. Anonymous access is blocked. The password is valid for 42 days, then you need to change it.

Corporate mail is available via any Internet browser at https://outlook.live.com / or by e-mail link from the main page of the university's website.

The name of your mailbox in the IITU domain looks like this:
ID-студента@iitu.edu.kz

18. Student life

The University has a Youth Affairs Committee (hereinafter - YAC), which any student of the IITU who wants to actively participate in the life of the university has the right to join.

The Youth Affairs Committee is the highest body of student self–government in the IITU. All decisions of the YAC University are mandatory for students of the IITU.

The Chairman of the YAC is elected once a year by universal suffrage. The main purpose of the YAC is close cooperation with the head of the Youth Policy Department, the dean's Office; organization of leisure, research activities of students, cultural and entertainment events, coordination of activities, assistance in the development of student clubs and organizations.

YAC is the link between the university administration and students. It actively participates in resolving issues related to students, along with the university administration, which ensures maximum fairness and transparency.

The YAC consists of: The Chairman of the YAC, the Student Government, consisting of Ministries.