

# STUDENT GUIDE

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## THE WAY OF THE UNIVERSITY



# GREETING OF THE UNIVERSITY RECTOR

## DEAR STUDENTS!

The First International Information Technology University in Kazakhstan, established in 2009, provides education in seven groups of academic programs: Information Technology, Information Security, Communications and Communication Technologies, Finance, Economics, Banking and Insurance, Journalism and Reporting, Management and Administration, and Mathematical and Computer Modeling.



**THE INTERNATIONAL IT UNIVERSITY IS A SECTORAL HIGHER EDUCATION INSTITUTION OF THE COUNTRY THAT TRAINS IT SPECIALISTS CAPABLE OF MEETING THE NEEDS OF THE INDUSTRY, RESPONDING TO THE CHALLENGES OF THE NATIONAL INNOVATION STRATEGY, AND CONTRIBUTING TO KAZAKHSTAN'S ENTRY INTO THE GROUP OF HIGHLY COMPETITIVE COUNTRIES.**

IITU was established in close cooperation with **Carnegie Mellon University (USA)**, which is recognized for having world-leading practices and educational programs.

In 2015, iCarnegie, a structural unit of Carnegie Mellon University, merged with another division called **Robomatter Inc.**

Our partner successfully combines academic education with innovative business processes in various fields, including robotics and nanotechnologies.

With its support, the university provides education that enables our graduates to quickly adapt to any production processes and various management systems. Students of IITU receive fundamental education certified by a state-recognized diploma as well as internationally recognized certificates from Robomatter Inc.

We were the first to pass both international institutional and specialized accreditation by the **German agency ASIIN**. The experts of ASIIN confirm that IITU fully meets institutional, procedural, and cultural requirements to ensure high-quality teaching and successful learning.



This means that we create transparent educational programs and ensure academic diversity, striving to be international and aligned with global higher education institutions, thereby enhancing the competitiveness of our graduates in the global labor market.

The quality of education primarily depends on the qualifications of the faculty.

I believe our students are truly fortunate: under the guidance of talented professors, they undergo a genuine school of professionalism.

Our professors combine wisdom and experience with the boldness and ambition of youth.

At our University, students, faculty, and administration are all members of one large professional team of like-minded individuals.

From the very first year, our students have the opportunity to participate in practical projects and laboratory activities, gaining valuable experience in interacting with global industry leaders.

We welcome ambitious, knowledgeable, creative, and courageous young people who, after graduating from our university, will become the intellectual elite of Kazakhstan!

**WITH RESPECT,  
CHAIRMAN OF THE BOARD – RECTOR  
INTERNATIONAL INFORMATION TECHNOLOGY UNIVERSITY  
ASSYLBEK ABDIASHIMOVICH ISSAKHOV**

INTERNATIONAL  
**IITU**  
UNIVERSITY  
SINCE 2009



*Welcome to **IITU FAMILY!***

# KEY TERMS AND CONCEPTS

JSC “International Information Technology University” trains bachelors under the credit-based education system. The main objective of this system is to develop students’ abilities for self-organization and self-education through the choice of an individual educational trajectory within the framework of the learning process, with academic achievements measured in credits. Every student must be familiar with the main rules for organizing the learning process under the credit system of education.

The main state regulatory documents, mandatory for all higher education institutions of the Republic of Kazakhstan and governing the entire educational process, are as follows:

- **STATE COMPULSORY STANDARD OF HIGHER EDUCATION (ORDER OF THE MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN NO. 604, OCTOBER 31, 2018).**
- **MODEL CURRICULA FOR THE CYCLE OF GENERAL EDUCATION DISCIPLINES (ORDER OF THE MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN NO. 603, OCTOBER 31, 2018).**
- **RULES FOR ORGANIZING THE EDUCATIONAL PROCESS UNDER THE CREDIT TECHNOLOGY OF EDUCATION (ORDER OF THE MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN NO. 152, APRIL 20, 2011).**



# STUDENT GLOSSARY

**THE ACADEMIC CALENDAR** is a schedule for organizing the educational process within an academic year. It specifies the timing and duration of academic periods, interim and final assessments, midterm control of students' academic achievements, professional practice, registration for courses and programs, as well as rest days, vacations, and holidays. The organization of the educational process during 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 education institution. An academic period is defined as a period of theoretical study lasting 15 weeks.

**ACADEMIC MOBILITY** is the transfer of students or teaching-research staff for a defined academic period — a semester or an academic year — to another higher education institution (within the country or abroad) for study or research. A mandatory condition is the recognition and transfer of the completed educational programs in the form of credits at their home university or for continuation of studies at another institution.

**AN ACADEMIC CREDIT (CREDIT)** is a unit of measurement of the academic workload mastered during the academic year for each discipline. The student's workload for each course generally amounts to 5 credits. Each discipline is studied over the course of one semester. In accordance with the number of credits allocated to the elective component, departments develop a catalogue of elective courses that fully reflects the educational programs of the specialty.

**ACADEMIC YEAR** is an academic cycle consisting of 36 weeks, of which 30 weeks are for theoretical instruction and 6 weeks are for interim assessment/final control.

**ACADEMIC PERIOD (TERM)** is a period of theoretical study chosen by a higher education institution in one of three forms: a semester lasting 15 weeks.

**APPEAL** is a procedure carried out to identify and eliminate factors that contributed to the unfair or biased assessment of students' knowledge.

**INDIVIDUAL STUDY PLAN (ISP)** — under the credit-based learning system, the student independently determines their educational trajectory in the form of an Individual Study Plan (ISP) within the framework of the working curriculum.

**ADVISOR** is a faculty member of the graduating department who serves as the academic mentor of a student under the relevant educational program. The advisor assists in selecting the educational trajectory (forming the Individual Study Plan), supports the student in mastering the educational program, and works with the assigned students on matters related to their current assessment, academic performance, and educational activities.

**OFFICE OF THE REGISTRAR (OR)** — an academic service responsible for recording the entire history of students' academic achievements and ensuring the organization of all types of knowledge assessment. At the university, a virtual Office of the Registrar (OR) of the International Information Technology University has been created on the Microsoft Teams platform, where students can ask questions and receive consultations at any time.

**STUDENT'S INDEPENDENT WORK (SIW)** — work completed entirely independently by the student..

**STUDENT'S INDEPENDENT WORK UNDER THE GUIDANCE OF A TEACHER (SIWT)** — extracurricular work performed by the student under the supervision of a teacher.



**MIDTERM EXAMINATION** conducted on separate sections (modules) of a discipline. Within one academic period (one semester), a midterm examination is held twice for each course: in the 7th week and in the 15th week.

**FINAL EXAMINATION** — the assessment of knowledge is conducted during the period of interim attestation by the Office of the Registrar. The grade for the final examination accounts for 40% of the total final grade in the respective course. Accordingly, the student does not receive only the grade earned on the exam, but a final grade that includes the results of current, midterm, and final assessments.

**FINAL GRADE** is awarded if the student has received a passing mark in the final examination. This serves as the basis for adding the earned credits to the student's total number of credits (in the transcript).

**EXAM RETAKE (FX 25–49%)** — a student who has received an unsatisfactory final grade (25–49%) in a course but has achieved the passing threshold is given an FX grade. Such a student may retake only the final examination during the examination sessions.

**TRANSCRIPT** — an official document of a prescribed form that contains a list of courses completed during the corresponding study period, indicating the number of credits and grades in alphanumeric format.

**GRADE POINT AVERAGE (GPA)** — the weighted average grade of a student's academic achievements over one academic year in the chosen program. It is calculated as the ratio of the sum of credits earned multiplied by the numerical equivalent of the grades received in interim assessments of courses to the total number of credits for the current study period.

**DUAL DEGREE EDUCATION** — the opportunity to study in parallel under two curricula (educational programs) in order to obtain either two equivalent diplomas (Double Major) or one main and a second additional diploma (Major – Minor).

**EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)**

— a method of assigning credit units to the components of educational programs (courses, subjects, modules), which allows for the comparison and transfer of the courses completed by students (with their corresponding credits and grades) when changing educational trajectories, institutions, or countries of study.

**DISTANCE LEARNING** — a purposefully organized process of interaction between teachers and students, as well as with learning tools, coordinated in time and space, using pedagogical, information, and telecommunication technologies.

**DISTANCE EDUCATION TECHNOLOGIES (DET)** — education carried out using information and communication technologies and telecommunication tools with indirect (remote) or partially indirect interaction between the student and the teacher.

**MASSIVE OPEN ONLINE COURSES (MOOC)** — courses designed for a large number of participants, open to anyone with Internet access, and offering free access to all materials.



**BLENDED LEARNING** is an educational concept in which the learner combines traditional classroom learning with the use of information and communication technologies, allowing them to control the time, pace, place, and method of studying the material.

**FORMAL EDUCATION** is the process of acquiring knowledge takes place in a well-structured and hierarchically organized context, culminating in the awarding of a state-recognized certificate such as a diploma of initial/secondary vocational or higher education, or a high school completion certificate. This process has a set duration depending on the program, based on the state curriculum and national education standards, and is primarily carried out by formal, registered institutions.

**INFORMAL EDUCATION** is an individual's activity directed towards a cognitive process that accompanies everyday life, in which a concrete result does not always exist. It is spontaneous in nature and is realized through people's engagement in the cultural and educational environment, such as interpersonal communication, reading, attending theaters, museums, and various cultural institutions, traveling, and consuming mass media. In this context, the state transforms all means of society's educational potential into instruments of its self-realization, with the outcomes embedded in daily work, family, and leisure life, lacking a clear structure.

# GENERAL PROVISIONS

The academic year begins on September 2 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 university website [iitu.edu.kz](http://iitu.edu.kz) and the portal [platonus.iitu.edu.kz](http://platonus.iitu.edu.kz).



One credit is equal to one academic hour of classroom work per week during a semester (15 weeks). Each academic hour of lectures, practical (seminar), and studio classes in the bachelor's program is accompanied by one additional hour.

The Individual Study Plan (ISP) of a student reflects the annual learning trajectory and includes the list of courses selected by the student with the assistance of an advisor. The ISP is approved by the Dean of the University Faculty.

The Individual Study Plan (ISP) is developed on the basis of the working curriculum of the educational program for the planned academic year and the catalogue of elective courses.

Methodological support of the educational process is carried out by the respective departments, which provide students with the Working Program (Syllabus, electronic version) for each course, materials for all types of internships (standard internship assignment forms, internship programs, and reporting documentation forms).

Advancement to the next academic year is carried out in accordance with the established transfer grade point average (GPA).



Minimum GPA required for transfer to the next academic year:

TO PROGRESS TO THE 2ND YEAR — AT LEAST 1.67;

TO PROGRESS TO THE 3RD YEAR — AT LEAST 2.00;

TO PROGRESS TO THE 4TH YEAR — AT LEAST 2.20.

The transfer GPA thresholds are reviewed annually by the Academic Council of the university.

**Student's GPA for the study period** — the weighted average grade of a student's academic achievements for the entire previous study period, calculated using the following formula:

$$\text{GPA} = \frac{F_{n1} \times K_1 + F_{n2} \times K_2 + \dots + F_{nn} \times K_n}{K_1 + K_2 + \dots + K_n}$$

where

$F_{c1}, F_{c2}, \dots, F_{cn}$  — final grades for courses in numerical equivalent;

$K_1, K_2, \dots, K_n$  — the volume of completed courses in credits;

$n$  — the number of courses completed during the entire study period.

If a student's GPA is below the established transfer threshold, the student remains for a repeated year of study. In this case, the student may either supplement the previously approved ISP or create a new ISP in the prescribed manner.

Studying for a repeated year is carried out on a paid basis. A student studying under a state educational grant loses this grant.

**A STUDENT MAY BE EXPELLED  
BY ORDER OF THE RECTOR  
FOR THE FOLLOWING REASONS:**

**AT THE STUDENT'S OWN REQUEST,  
EXPRESSED IN THE FORM OF AN  
APPLICATION ADDRESSED TO THE RECTOR  
OF THE UNIVERSITY**

**FAILURE OF THE STUDENT TO COMPLY WITH  
THE TERMS OF THE CONTRACT**

**TRANSFER OF THE STUDENT  
TO ANOTHER UNIVERSITY**

**UNSATISFACTORY RESULTS OF THE  
STUDENT'S STATE FINAL ATTESTATION**

**VIOLATION OF THE UNIVERSITY CHARTER  
(INCLUDING MISCONDUCT AND  
ANTISOCIAL BEHAVIOR)**

Students expelled from the university  
are issued an academic certificate.



# KNOWLEDGE ASSESSMENT AND CONTROL SYSTEM

The assessment and evaluation of students' knowledge at the University are carried out under the **point-rating system (PRS)**.

The PRS includes current, midterm, and final assessments.

Current assessment is conducted by the instructor or lecturer.

The forms and content of the current assessment are determined by the instructor and included in the syllabus.

Current assessment is graded on a 100% scale.

Midterm assessment for full-time students is held in the 8th and 15th weeks of the academic period. If the student's average score from the first and/or second midterm is below 50% or if the student missed them for valid reasons, they may retake the midterm individually before the final examination session with written permission from the Dean.

If the average score is below 50%, the student is not admitted to the final exam in the course and must retake the course during the summer semester on a paid basis.

After the examination in a course, the final grade is calculated as a percentage, determined by the following formula:

$$F_{\%} = \frac{R_1 + R_2}{2} \times 0,6 + E \times 0,4$$

where

$R_1$  — percentage weight of the first rating grade;

$R_2$  — percentage weight of the second rating grade;

$E$  — percentage weight of the exam grade.

The final grade expressed in percentage ( $F_{\%}$ ) is converted into the final grade in both numeric and letter equivalents according to Table 1.

**If a student receives an unsatisfactory grade of FX in the exam, they have the right to retake the exam without repeating the course.**

In case of receiving an FX grade, the retake of the final assessment (exam) is allowed, in accordance with the University's Academic Calendar, without re-taking the course (module) program, not more than once until the end of the current academic year in which the grade was received. Retakes of the final assessment with an FX grade are permitted within the period specified in the Academic Calendar, before the beginning of the next academic period. If the student fails to retake the final assessment corresponding to the FX grade within the established period without valid reasons, they are given an unsatisfactory grade of F for the course.



Grade in the Letter System	Numerical Equivalent of Points	Percentage Content	Value
A	4.0	95-100	Excellent
A-	3.67	90-94	
B+	3.33	85-89	Good
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	

Table 1.  
Multigrade Letter-Based System of Knowledge Assessment

# PROCEDURE FOR PREPARING AND CONDUCTING THE EXAM

**Interim attestation (examination session) is conducted within the time frame set by the University's approved Academic Calendar. The examination session is held twice a year at the end of each semester.**

The examination session schedule is published on the [platonus.iitu.edu.kz](http://platonus.iitu.edu.kz) portal.

The forms and content of the final assessment (exam) are determined by the instructor and specified in the course syllabus.

The student must arrive at the exam 15 minutes before it begins and must have an identification document with them.

## EXAM RULES OF CONDUCT

Each course of study ends with a final exam, which is mandatory for students. For the subject "Physical Education," a differentiated credit is assigned.

Each group is given an individual exam schedule specifying the date and time. The content of the final exam is determined by the instructor responsible for the course.

For preparation for exams and/or testing, students are provided with a topic and a list of questions on that topic.



The student must arrive at the exam 15 minutes before it begins. Students are not admitted to the final assessment if they have:

- outstanding midterm assessments;
- missed more than 20% of classes;
- outstanding tuition fee payments.

A positive grade on the final assessment cannot be retaken during the same interim attestation period for the purpose of grade improvement.

To obtain a passing grade, the student in the next academic period or summer semester must, on a paid basis, re-attend all types of classes provided by the working curriculum for the course, receive admission, and take the final assessment.

If a student does not appear for the exam, they receive 0 points for the exam.

The student has the right to inform the Office of the Registrar in case of disrespectful treatment by staff or proctors during the exam.

If a problem arises in the examination room, it must be immediately reported to the proctor on duty.

# **THE STUDENT IS REQUIRED TO FOLLOW THE FOLLOWING RULES WHEN TAKING EXAMS:**

**BE PERSONALLY PRESENT AT THE EXAM**

**DO NOT BE LATE**

**DO NOT USE MOBILE PHONES, ELECTRONIC DEVICES, CHEAT SHEETS, LECTURE NOTES, VISUAL MATERIALS, OR INTERNET RESOURCES;**

**DO NOT TALK, DO NOT HELP EACH OTHER, DO NOT MOVE AROUND THE CLASSROOM, DO NOT EXCHANGE MATERIALS**

**DO NOT LEAVE THE CLASSROOM DURING THE EXAM**

**RESPECT THE INSTRUCTOR AND FELLOW STUDENTS**

**IN CASE OF ILLNESS OR BEING LATE FOR TESTING, INFORM IN ADVANCE AND SUBMIT SUPPORTING DOCUMENTS TO THE DEAN'S OFFICE.**



# APPEAL

An appeal may be initiated by the student in the following cases:

- the test questions are incorrectly worded;
- the test questions do not contain a correct answer;
- the test questions contain multiple correct answers while the instructions require the student to select only one correct answer;
- the test questions or the content of oral or written exam tickets go beyond the syllabus of the course as specified in the working program.

## APPEAL PROCEDURE

**1. THE STUDENT SUBMITS AN APPLICATION ADDRESSED TO THE DEAN OF THE FACULTY, INDICATING THE COURSE AND THE QUESTION NUMBER REQUIRING CLARIFICATION**

**2. THE DEAN ACCEPTS THE APPLICATION AND FORWARDS IT TO THE HEAD OF DEPARTMENT**

**3. THE STUDENT MAY REVIEW THE RESULTS OF THE APPEAL ON THE PLATONUS.IITU.EDU.KZ PORTAL.**

# ELIMINATION OF ACADEMIC DEBTS

Academic debt arises as a result of receiving an unsatisfactory grade in the exam for a course or failing to appear for the exam.

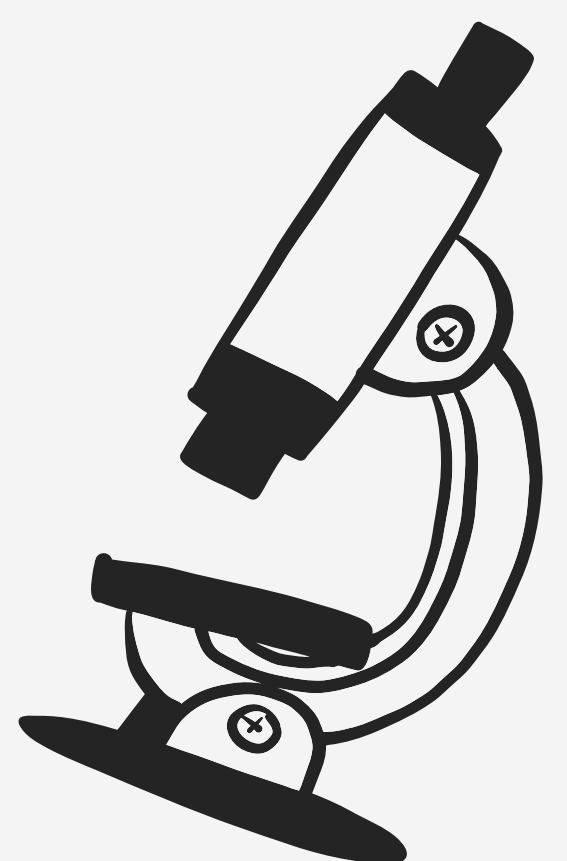
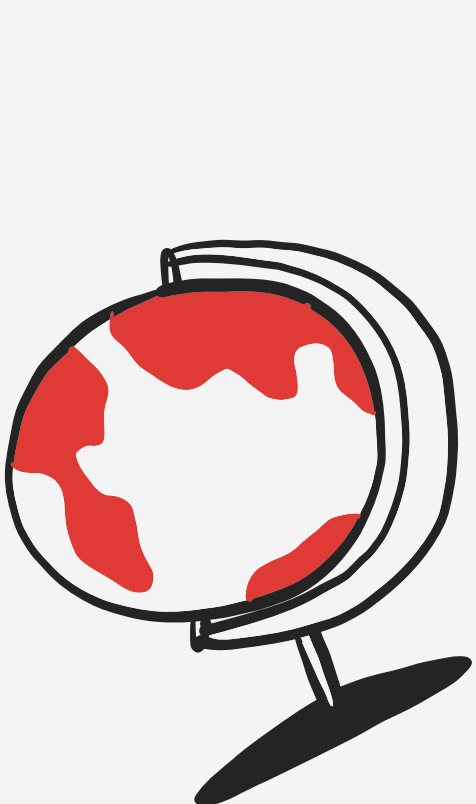
A student who has received an “unsatisfactory” grade in the final assessment for a course has the right to retake the course and pass it during the summer semester on a paid basis.

## ORGANIZATION OF THE SUMMER SEMESTER

The University organizes a Summer Semester on a paid basis. The duration of the summer semester is 6 weeks.

The summer semester is intended for students who:

- wish to receive additional education;
- have academic debts;
- were not admitted to exams;
- have academic differences when reinstated, transferred from another university, or returning from academic leave;
- wish to shorten their study period by taking courses of future years during the summer semester on a paid basis.



The procedure for enrolling in 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 expressing their intention to study in the summer semester, choosing from the university's summer courses schedule available on the portal [platonus.iitu.edu.kz](http://platonus.iitu.edu.kz);
- the Registrar's Office determines the profitability of courses based on the submitted applications and opens a course if payment for studying in the summer semester of that course is received from at least 8 students.

The results of exams for the disciplines (courses) are included in the calculation of the student's GPA for the current academic year.





# INTERNSHIP IMPLEMENTATION

All types of practice are equated in status to an academic discipline and are therefore included in the student's Individual Study Plan (ISP). All types of practice are conducted in accordance with the curricula of the educational programs.

Industrial and pedagogical practices are carried out at practice bases with which the University has signed agreements for students to undertake specific types of practice.

The results of practice are assessed on a 4-point scale (see Table 1) and are considered when calculating the student's GPA. The evaluation of practice results is carried out by the department commission, before which the student defends his/her practice report. During the evaluation, the quality of the practice diary, the content of the report, and feedback from supervisors and consultants are taken into account.

The defense of practice reports must be held no later than two weeks after the completion of the practice.

Students who fail to complete the practice program or do not undergo practice are considered to have academic debt in practice.

# RETAKING OF STUDIES

**If a student does not eliminate academic debt in a discipline during the summer semester, he/she is obliged to retake the discipline in the current academic year.** In this case, the student must make changes to his/her Individual Study Plan (ISP) and transfer one discipline to the next academic year or summer semester. At the same time, the prerequisites and post-requisites of the disciplines must be observed.

If a student cannot enroll in an elective course (discipline) in which he/she has academic debt due to its absence in the class schedule, he/she may register for another course (discipline) with the advisor's approval or transfer it to the next semester.

Re-study is carried out on a paid basis for students who were not transferred to the next course due to an insufficient GPA.

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



# ELIMINATION OF ACADEMIC DIFFERENCE

Elimination of academic difference is carried out on a paid basis. Academic difference arises in the following cases:

- transfer of a student from another university;
- transfer to another field of study (profile) or educational program;
- transfer from one form of study to another;
- a student's academic leave;
- participation in the academic mobility program;
- reinstatement of a student to the respective course.

To eliminate academic difference, the student must:

- attend classes in order to master the course;
- complete all assignments for SIW and SIWT, and pass interim controls to determine the rating;
- pass the exam in the discipline to obtain the planned number of credits.

The duration of eliminating the academic difference is one academic period. The difference in the disciplines of the curriculum that is not eliminated within the established period is subsequently considered academic debt. The Registrar's Office, together with the departments, based on the student's application, determines the list of disciplines constituting the academic difference and assigns the instructors responsible for its elimination.



# INFORMAL EDUCATION

A student may obtain the required knowledge, skills, and abilities in the disciplines of the curriculum of the educational program through non-formal education.

The student must agree with the lecturer teaching the discipline and the head of the department responsible for the discipline on the recommended MOOC courses to fully master the discipline.

**The procedure for recognizing the results of non-formal education is described in Regulation R-71 "Regulation on the procedure for recognizing the results of non-formal education."**

Recognition of non-formal education results is allowed in the amount of no more than 10% (24 credits) of the total volume of a specific educational program.

# SCHOLARSHIP

**The state scholarship is awarded only to students studying under the state educational grant.** All students admitted to the 1st year under the state educational grant are awarded a state scholarship in the first semester. In subsequent semesters, the state scholarship is awarded based on the results of the examination sessions of the previous semester. The state scholarship is granted to students who have grades of "C+" and above.

# TRANSFER AND READMISSION

A student may be reinstated to continue studies at IITU only on a paid basis with full reimbursement of tuition costs during the winter or summer holidays.

A student expelled from the first year has the right to reinstatement only if he or she has successfully completed the academic disciplines of the first academic period.

## **The reinstatement procedure is carried out as follows:**

- The student submits an application for reinstatement addressed to the Chairman of the Board–Rector of JSC IITU, attaching a transcript of completed courses in the prescribed form.
- Faculty deans, together with department heads, determine the year of study, the academic difference in the curricula, and set the deadline for eliminating this difference based on the submitted transcript.
- An order for the reinstatement of the student is issued on the basis of the approval of the persons indicated on the application form.

The period for eliminating the academic difference in the curricula usually lasts one academic period, during which the student must register for the difference courses, complete their program, and pass the final assessment.

If the student fails to eliminate the curriculum difference within the prescribed period, it is recorded as an academic debt and is considered unfulfilled when determining the GPA and transfer from year to year.

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

A first-year student has the right to transfer only if he or she has successfully completed the disciplines of the first academic period.

**The procedure for transferring a student from another higher education institution to JSC IITU is as follows:**

- The student submits a transfer application addressed to the rector of the higher education institution where he or she is studying; the application must be accompanied by a copy of the transcript and, if available, a copy of the state educational grant holder's certificate.
- The Registrar's Office determines the year of study and the academic difference in the curricula.
- If the student agrees with the conditions of study and the list of academic differences, he or she submits an application to the Chairman of the Board–Rector of JSC IITU for admission with transfer.
- Within three working days, a request is sent to the higher education institution where the student previously studied for the student's personal file. After receiving the personal file, an order is issued by the Chairman of the Board–Rector for admission with transfer.



The transfer of a student from one form of study to another and from one educational program to another is carried out according to the following procedure:

- the student submits an application for transfer addressed to the Chairman of the Board–Rector of JSC IITU; a copy of the transcript is attached to the application;
- based on the approvals of the faculty dean, head of the Registrar’s Office, Vice-Rector for Academic Affairs, and the Chairman of the Board–Rector, an order is issued to transfer the student from one form of study to another or from one educational program to another;
- a student studying on a paid basis has the right to transfer, on a competitive basis, to a vacant state educational grant within the relevant group of educational programs.



# CODE OF ACADEMIC INTEGRITY

The International Information Technology University implements a targeted policy of academic integrity, which follows the principles of honesty, trust, tolerance, fairness, and responsibility.

The University has adopted the Code of Academic Integrity, developed to ensure fair, transparent, and proper treatment of students' academic integrity issues and to eradicate corruption within JSC IITU.

A high level of training for undergraduate, graduate, and doctoral students is achieved through quality teaching and academic mobility. The University requires strict compliance with the rules of the Code of Academic Integrity from both staff and students.

Academic dishonesty, in any form, contradicts the values of the University. Dishonesty, whether from instructors or students, can negatively affect the educational process and its outcomes.

Students and staff who violate the principles of the Academic Integrity Policy will be subject to appropriate sanctions.

**Written assignments, qualification works (diploma projects, theses, master's dissertations), essays, and articles are subject to plagiarism checks.**

# PAYMENT TERMS

Tuition fees for individuals who are citizens of the Republic of Kazakhstan may be paid either in full for the academic year or in installments (tranches).

## I TRANCHE

Payment in the amount of 50% of the full tuition fee (excluding discounts) for the corresponding course no later than August 25 of the current year.

## II TRANCHE

Payment in the amount of 25% of the full tuition fee (including discounts) for the corresponding course no later than November 30 of the current year.

## III TRANCHE

Payment in the amount of 25% of the full tuition fee (including discounts) for the corresponding course no later than March 31 of the current year.

The amount of the advance payment is non-refundable regardless of class attendance. If the student makes a one-time payment for the entire period of study at the time of signing the educational services agreement, the payment amount remains unchanged until the completion of the study period.

**In the absence of tuition payment, the University has the right to charge a penalty of 0.1% for each calendar day of delay, but not exceeding the principal debt amount.**

If tuition fees are not paid within the established deadline, the student is not allowed to attend classes.

If tuition fees remain unpaid for one month from the due date, the student shall be subject to expulsion.



# STUDENT INTERNAL REGULATIONS

## Rules of Attendance and Classroom Behavior.

Discipline in class attendance is ensured through self-control by the student, the lecturer, and the University administration. Punctuality in attending classes is an important element of the educational process. The minimum attendance requirement for each course is 80% of the total class hours for that course.

Attendance is monitored regularly through an attendance journal. Attendance is recorded in a special register at each class session.

Students who fail to meet the attendance requirement will not be admitted to final examinations. Attendance and participation in class are components of the final grade. Lecturers regularly inform the dean's office about systematic absences or lateness of students.

## WHEN ATTENDING CLASSES, STUDENTS MUST COMPLY WITH THE FOLLOWING REQUIREMENTS:

**ARRIVE FIVE MINUTES  
BEFORE THE START OF THE CLASS  
TO ALLOW TIME FOR PREPARATION**

**DO NOT BE LATE**

**SWITCH OFF AND DO NOT USE MOBILE  
PHONES DURING CLASSES**

**DO NOT BRING DRINKS OR FOOD TO CLASS**

**FOLLOW THE DRESS CODE: OFFICE STYLE  
(CLASSIC, CASUAL, BUSINESS)**

**CHEWING GUM DURING CLASSES IS PROHIBITED**

**DO NOT BRING UNRELATED ITEMS (CARDS, BOARD GAMES,  
ENTERTAINMENT MAGAZINES) TO CLASS**

**DO NOT ATTEND CLASSES UNDER THE INFLUENCE  
OF ALCOHOL OR DRUGS**

**BRING NECESSARY STATIONERY: PAPER, NOTEBOOKS,  
PENS, PENCILS**

**OUTERWEAR MUST BE LEFT IN THE CLOAKROOM UPON  
ENTERING THE UNIVERSITY**

**IT IS STRICTLY FORBIDDEN TO REMAIN IN OUTERWEAR (COATS,  
JACKETS, FUR COATS, HATS, GLOVES, HEADWEAR, ETC.)  
DURING CLASSES**

**TREAT TEACHERS AND FELLOW STUDENTS POLITELY AND  
RESPECTFULLY; DO NOT ALLOW PERSONAL INSULTS**

**LEAVE THE CLASSROOM ONLY IN EXCEPTIONAL CASES WITH  
THE TEACHER'S PERMISSION**

**MAINTAIN A NEAT APPEARANCE: CLEAN HAIR, NON-  
PROVOCATIVE MAKEUP; POLISHED SHOES, CLEAN AND  
IRONED CLOTHING**

**WEARING SPORTSWEAR, SHORTS, SHORT SKIRTS, STRAP TOPS,  
SUNDRESSES, DEEP NECKLINES AND SLITS, OR TRANSPARENT  
CLOTHING IS PROHIBITED**

# RULES OF CONDUCT AND COMMUNICATION

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

1. Comply with the Internal Rules and Regulations.
2. Maintain silence and a working atmosphere during lectures and other academic sessions.
3. Show respect to lecturers, university staff, and to each other.
4. Not engage in gambling (cards, dominoes, roulette, etc.) within university buildings and territory.
5. Not bring, consume alcoholic beverages, or be under the influence of alcohol on the university premises and at events organized by the university.
6. Not use, distribute, or be under the influence of narcotic or toxic substances on the university premises and at events organized by the university.
7. Smoking or using any form of tobacco or non-tobacco products is prohibited inside university buildings and on adjacent territory.
8. Not damage university property and equipment, nor cause harm to the university's material and technical base.
9. Not remove property, equipment, or other material assets from university premises.
10. Not bring unauthorized persons onto university premises.
11. Not litter in university buildings and on its territory; all waste must be disposed of in designated bins.
12. Be polite and respectful in communication with lecturers and staff, and not use obscene or offensive language.
13. Use restroom facilities with care and maintain cleanliness.



14. Use benches in the corridors only for their intended purpose.
15. Not engage in fights or disputes with other students or attendees on or outside university grounds.
16. Comply with the university's technical, information, and fire safety regulations.
17. Acts or incitement to violence, as well as indecent, disorderly, threatening, or offensive actions or expressions, are prohibited.
18. It is prohibited to oppose or disobey reasonable instructions of university staff, or to ignore the requests of authorized university employees.
19. Participation in rallies or disorderly gatherings is prohibited.
20. Students must not be present in unauthorized areas of the university (rooftops, attics, balconies, etc.).
21. Indecent behavior is prohibited (spitting, displaying affection in public, sleeping on benches, littering, eating in classrooms).

The administration and staff strive for dialogue with students and are always open to communication. Communication must be mutually polite and respectful.

When scheduling meetings, punctuality from both sides is important. Teachers and students are two sides of cooperation; therefore, it is essential to consider and respect the interests and views of both parties. A student or attendee should address staff members only when the request is genuinely justified. Addressing a staff member, especially a teacher, with "you" in an informal manner is unacceptable.

# VISITING THE UNIVERSITY ON WEEKENDS AND HOLIDAYS

Students are allowed to be present at the University on holidays (Sundays) **only with special permission from the administration and only in the presence of administrative representatives or the duty officer.**

The University Security Service is instructed not to allow students onto the University premises without a special directive or the presence of an administrative representative.

The requirements of the Internal Regulations are also mandatory for students when visiting the University on holidays and weekends.

## RULES FOR USING INTERNET RESOURCES

Students of JSC IITU may use the corporate access to the University's local network and the Internet strictly for educational purposes. Internet access is available in all computer classrooms and the University library. **The computer classrooms are open on working days from 8:00 a.m. to 8:00 p.m.**

The list of websites visited by students is stored on the server throughout the academic year. In cases of non-academic use of resources, the University administration may block the student's account.

# RULES FOR USING IITU STUDENT ACCOUNT AND EMAIL

Your account is created based on the ID code (login) that you received upon admission to the University. It is a unique identifier and will be used by you throughout the entire period of study.

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

When you first log in to the domain with your account, you must change your password. The password must be complex and meet the following security requirements: at least 8 characters, must include numbers, uppercase letters, and special characters (!@#\$%, etc.). If the password does not meet security requirements, the system will not accept it. Anonymous access is blocked. The password is valid for 42 days, after which it must be changed.

Corporate email is available through any internet browser at <https://outlook.live.com/> or via the email link on the main page of the University's website.

**Your email address in the IITU domain will appear as:  
ID-student@iitu.edu.kz**





# RULES FOR USING THE LIBRARY COLLECTION

IITU students may use the services of the University library, which provides access to educational and methodological literature.

**Library registration requires an ID card and two 3×4 cm photographs.** Each reader receives a unified library card and completes a reader's registration form. By signing the form, readers confirm their obligation to comply with the library rules.

In the reading room, materials may only be used on-site and may not be taken out. Books are issued upon presentation of the library card and recorded in the book's form. Bringing personal or library books, journals, newspapers, clippings, or other printed materials into the reading room is prohibited. Removing literature from the reading room is strictly forbidden.

Readers may use the main library and information services, receive consultation in selecting and searching for information, and access the automated search system. Additional information and bibliographic references may be provided upon request. Users are required to handle library materials with care and return borrowed literature on time.

Readers are required to present their library card in order to obtain literature, handle books, other printed works and materials, and library property with care, and return the borrowed publications within the established deadlines. Upon returning books and other documents, library staff check their full integrity and, in case of defects, determine the degree of damage to the issued publication. Readers responsible for the loss or damage of publications must replace them with the same publications or equivalents recognized by the library, and if replacement is not possible, reimburse their cost at 1.5 times the value of the lost book.

**The reader is prohibited from:**

1. entering and staying in the library in outerwear;
2. entering the reading rooms with bags;
3. disturbing silence and order in the library premises;
4. giving their library card to other persons or using someone else's document to obtain literature;
5. taking library books out without signing for them;
6. damaging library publications (making notes in them, underlining, tearing out pages, bending covers, etc.);
7. entering service premises and book storage rooms without permission;
8. using a mobile phone in the reading room.

# STUDENT LIFE

The Youth Affairs Committee (hereinafter — YAC, the Committee) is the highest body of student self-government at IITU and operates under the Department for Educational and Social Work. The Committee consists of the Chairperson, their advisors, and the leaders of student organizations.

The YAC serves as a bridge between students and the university administration, representing the interests of students and facilitating the resolution of social issues. The Committee organizes cultural, sports, and educational student events, supports student initiatives and volunteer projects, and promotes the development of leadership qualities, social activity, and corporate culture among students.

The Chairperson of the YAC is elected for a one-year term through a general vote of IITU students. The university hosts 22 student organizations whose activities cover various areas, including sports and wellness, scientific and educational initiatives, cultural events, and social engagement. Detailed information about each organization is available on the official university website.

For inquiries related to the activities of the Youth Affairs Committee, students may contact: Almaty, Manas St. 34/1, Main Building of IITU, Office No. 108, or call: +7 (727) 244 5121.





# DUTIES OF THE FACULTY STUDENT DEAN

- Request and receive from the head of the faculty the information necessary for work.
- Participate in resolving conflicts between teachers, the dean's office, and students.
- Carry out other assignments entrusted to him/her by the faculty and university management, related to achieving the goals and objectives in educational, social, scientific, and image-related work.
- Involve faculty students in participation in faculty and university-wide events.

## COURSE GROUP LEADERS

Thanks to the “group leader – course leader” chain, it is possible to quickly organize students, familiarize them with changes in the educational process, and implement youth programs.

Group leaders are representatives of their group's interests. They constantly interact with the Registrar's Office and the dean's office on issues related to organizing students' educational, research, and social activities. The main task of group leaders is to ensure this interaction in such a way that students' voices are heard.

Much is entrusted to the leaders: keeping attendance records, working with documents, communicating with departments, and the need to study well. Finally, being a leader of the group not just on paper, but in practice.

- The group leader is appointed from among the students of the group who are most capable of organizational activities.
- The group leader is appointed for the entire period of study and may be re-elected at a general meeting of the group by a majority vote in the presence of the group curator and with the approval of the dean of the faculty.
- The student dean monitors the fulfillment of the functions assigned to the group leader by these Regulations.
- Be a role model in behavior and academic performance in the group.
- The group leader must attend meetings of the course group leaders.
- Timely communicate the necessary organizational and regulatory information from the Registrar's Office and the dean's office to all students of the group.
- Form an active group team (deputy group leader, sports organizer, etc.) to ensure the successful learning process and order in the group.
- Ensure that during the exam period students are informed in a timely manner about the schedule of consultations and exams.
- Timely provide the necessary information to the Registrar's Office and the dean's office: applications, medical certificates of students, etc.
- Provide assistance to the Registrar's Office and the dean's office in checking and processing study cards, student IDs, passes, etc.
- In case of conflicts of various kinds in the student group, they must be resolved with the joint participation of the group leader, the group curator, the dean's office, the course manager, and, if necessary, with the involvement of the university administration.
- Consider students' proposals on improving the educational and upbringing processes.
- Strengthen the prestige of the university, and form traditions of student life in the faculties.
- Support student initiatives.

# RECOMMENDATIONS FOR NEW GROUP LEADERS:

**ALWAYS BE CONFIDENT – IF YOU ARE NOT  
CONFIDENT, HOW WILL YOU LEAD  
THE WHOLE GROUP?**

**FULFILL ALL THE REQUESTS YOU PROMISED TO DO  
AND EVEN MORE – THIS WILL EARN THE TRUST OF  
YOUR GROUPMATES.**

**TRY TO BECOME A FRIEND FOR YOUR GROUPMATES  
(IF NOT FOR EVERYONE, THEN FOR MOST OF THEM).**

**STAY AWARE OF ALL EVENTS IN YOUR GROUP AND  
TRY TO HELP WHERE IT DEPENDS ON YOU.**