



APPROVED

By the Board order –

Rector`s № 375 from

« 24 » 08 2020 y.

## Academic policy for the 2020-2021 academic year

Validity from « <u>24</u> » <u>08</u> 2020 y. to « <u>31</u> » <u>08</u> 20 <u>21</u> y.	Renewal period To «__» _____ 20__ y.	Stuts: Acting <input checked="" type="checkbox"/> Outdated <input type="checkbox"/> МЕНЕДЖМЕНТИ ЖҮЙЕСІ
Previous obsolete document: № <u>195</u> rector`s order number From « <u>28</u> » <u>08</u> 20 <u>19</u> y.	Signature of the person responsible for managing the document	The code № <u>017-06-01/0</u> Copy № Copy № Editorial №



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## 1. General Provisions

### 1.1 Application area

- 1) This academic policy (hereinafter referred to as the Policy) Non-profit joint-Stock company "Kazakh national medical University named after S. D. Asfendiyarov" (hereinafter referred to as the University) defines the basic concepts, organization procedure and conditions for the implementation of educational programs at all levels of education (higher and postgraduate education).
- 2) The Academic policy is developed in accordance with the requirements of regulatory documents of authorized bodies in the field of education, the goals and objectives of state programs in the field of education and internal documents of NAO KazNMU named after S. D. Asfendiyarov.
- 3) The Goal of the Policy is to achieve high quality at all levels of professional education that meets the needs of the labor market, society and the state, as well as the best international practices.
- 4) The Policy is intended for students, faculty, managers and employees of the University's structural divisions, as well as other interested parties.
- 5) The University defines the following basic principles in academic activities:
  - providing all students with equal opportunities to receive quality and affordable education;;
  - providing academic freedom for students to choose individual learning paths and develop the necessary skills by selecting elective subjects and tracking their own progress on the electronic learning portal;
  - training of specialists who meet the requirements of the national health system and international standards - through the introduction of innovations in education, science and practice;
  - compliance with the anti-corruption standard and standards of academic integrity and intolerance to any forms of corruption and discrimination;
  - Ensuring transparency and accessibility of information to stakeholders.
  - Constant commitment of participants in the educational process to act in accordance with the values and principles that exclude corruption risks and manifestations.
- 6) The Academic policy is mandatory for all structural divisions of the University, teaching staff, employees and students. Violation of the requirements of the Academic policy is the basis for applying disciplinary measures to University officials, teaching staff, employees and students in accordance with the current legislation of the Republic of Kazakhstan and internal regulatory documents of the University.

### 1.2 References

The policy is developed in accordance with regulatory documents:

- 1) Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On education»
- 2) "standard Rules for admission to training in educational organizations that implement educational programs of higher and postgraduate education" -Order of the Minister of education and science of the Republic of Kazakhstan dated October 31, 2018 No. 600
- 3) "standard Rules for the activities of educational organizations of appropriate types" - Order of the Minister of education and science of the Republic of Kazakhstan dated October 30, 2018 No. 595.
- 4) "the State obligatory standard of education at all levels of education" - the order of the Minister of education and science of the Republic of Kazakhstan from October 31, 2018 No. 604.
- 5) "Rules of organization of educational process on credit technology of learning" - the order of the Minister of education and science of the Republic of Kazakhstan from April 20, 2011 №152 (with changes and additions from 12.10.2018)
- 6) "On approval of state mandatory standards and standard professional training programs in medical and pharmaceutical specialties" - Order No. 647 of the acting Minister of health and social development of the Republic of Kazakhstan dated July 31, 2015
- 7) "on approval Of the rules for training medical personnel in internship and Rules For training medical personnel in residency" - Order of the Minister of health of the Republic of Kazakhstan dated September 18, 2018 no. KR DSM-16.





- 8) "On approval of Rules of appointment, payment and size of government scholarships studying in educational institutions" - resolution of the Government of the Republic of Kazakhstan from February 7, 2008 № 116.
- 9) the Rules of appointment of scholarships established by the President of the Republic of Kazakhstan, approved by order of MES of RK of April 7, 2011 № 136.
- 10) "Rules of directions for study abroad, including in the framework of academic mobility" the Order of the Minister of education and science of the Republic of Kazakhstan dated November 19, 2008 № 613.
- 11) "Rules of organization of educational process on remote educational technologies" the order of the Minister of education and science of the Republic of Kazakhstan from March 20, 2015 No. 137.
- 12) "Rules of recognition and nostrification of documents on education" the order of the Minister of education and science of the Republic of Kazakhstan dated 10 January 2008 No. 8.
- 13) "classification of areas of education and training with higher and postgraduate education" - order of the Minister of education and science of the Republic of Kazakhstan of October 13, 2018 No. 569.
- 14) "on approval of the rules For the organization and implementation of educational and methodological work" - Order of the Minister of education and science of the Republic of Kazakhstan dated November 29, 2007 No. 583 (with amendments and additions dated 05.06.2019).
- 15) State program for the development of education and science of the Republic of Kazakhstan for 2016-2019.
- 16) "On approval Of the rules for sending a specialist to work, granting the right to self - employment, exemption from the obligation or termination of the obligation to work by citizens who studied on the basis of a state educational order" - Decree of the government of the Republic of Kazakhstan dated March 30, 2012 No. 390.
- 17) "On approval of Rules awarding educational grants to pay for higher or postgraduate education with the award of the degree "bachelor" or "master" in" the Resolution of the Government of the Republic of Kazakhstan from January 23, 2008 № 58 (with changes and additions from 15.08.2019).
- 18) "On approval of qualification requirements to educational activities, and the list of documents confirming compliance with it" the order of the Minister of education and science of the Republic of Kazakhstan from June 17, 2015 No. 391 .
- 19) "On approval of the Rules for ordering, storing, recording and issuing forms of state-issued documents on education and (or) qualifications and providing them to educational organizations that implement General educational programs of basic secondary and General secondary education, educational programs of higher and postgraduate education, subordinate educational organizations" order of the acting Minister of education and science of the Republic of Kazakhstan dated December 12, 2014 No. 519.
- 20) "On approving the types and forms of education documents of the state sample and the Rules for their issuance of the" Order of the Minister of education and science of the Republic of Kazakhstan from January 28, 2015 No. 39 .
- 21) "About the statement of forms of documents of the strict reporting used by educational organizations in the educational activities of the" Order of the acting Minister of education and science of the Republic of Kazakhstan of 23 October 2007, No. 502 .
- 22) "On amendments and additions to the order of the acting Minister of education and science of the Republic of Kazakhstan dated October 23, 2007 No. 502 "On approval of the form of strict reporting documents used by educational organizations in educational activities" Order of the Minister of education and science of the Republic of Kazakhstan dated may 16, 2019 No. 208.
- 23) "On approval of Rules of recognition of learning outcomes acquired by adults through non-formal education provided by organizations included in the list of recognized organizations providing non-formal education" the order of the Minister of education and science of the Republic of Kazakhstan from September 28, 2018 No. 508.



- 24) "On approval of Rules of recognition of organizations providing informal education, and formation of the list of recognized organizations providing non-formal education" the order of the Minister of education and science of the Republic of Kazakhstan of 4 October 2018 No. 537.
- 25) "On approval of Standard rules of activities of types of organizations of additional education for adults" the order of the Minister of education and science of the Republic of Kazakhstan dated 11 September 2013 No. 370.
- 26) "On approval of the Rules of directions for study abroad, including in the framework of academic mobility" order acting Minister of education and science of the Republic of Kazakhstan from December 27, 2007 № 661.
- 27) "On approval of the text of the Oath of physician of the Republic of Kazakhstan" resolution of the government of the Republic of Kazakhstan of 27 November 2003 No. 1189.

### 1.3 Additional Provisions

The policy may be supplemented by the rules and regulations of the University, schools/faculties, and standard operating procedures.

### 1.4. Main abbreviations used

**NJSC** – Non-profit joint-Stock company

**AIS**– Automated information system;

**SC**– School’s component

**MAC** – Medical Advisory Commission;

**HEI** – Higher educational institution;

**FEB** – The final examination Board;

**SEC** – State examination commission;

**SMSE** – State mandatory standard of education;

**AAD** – Academic Affairs Department

**DLT** – Distance learning technologies;

**DEF** – Department of Economics and Finance;

**ECTS**– European Credit Transfer and Accumulation System

**GPA** – Grade Point Average;

**UNT** – Unified national test;

**IC** – Individual curriculum;

**FSC** – Final state certification;

**KazNMU** – Kazakh National Medical University named after S. Asfendiyarov

**CES**– Catalog of elective subjects;

**CEP**– The Committee of educational programs;

**MES RK**–Ministry of Education and Science of Republic of Kazakhstan

**MH RK**–Ministry of Health of Republic of Kazakhstan

**RWS** – research work of a student/undergraduate/doctoral student

**RO** –Register’s office

**EP** – Educational program;

**AAR** – Assessment of the admission rating;

**EFC** – Evaluation of the final control.

**SPCD**– Schedule planning and control Department

**DEMW**– Department for educational and methodical work

**FM** – Faculty members;

**RG RK** – Resolution Of The Government Of The Republic Of Kazakhstan;

**WC**– Working curriculum;

**IWS**– Independent work of the student;

**IWSUGT**– Independent work of a student under the guidance of a teacher;

**SOP**– Standard operating procedure;

**IF** – International faculty

**EMCD**– Educational and methodical complex of disciplines.





### Terms and definitions

**Academic Backlog** – The presence in the history of academic achievements of the student according to the curriculum of unexplored disciplines, or disciplines with an unsatisfactory rating on the final control.

**Academic Calendar** - calendar of training and control events, practices during the school year, indicating the days of rest (holidays).

**Academic Credit** – unified unit of measurement of the volume of scientific and (or) academic work (load) of the student and (or) teacher;

**Academic Mobility** – transfer of students to study for a certain academic period (trimester, semester, academic year, but not less than 3 credits) to another higher education institution (within the country or abroad) with mandatory transfer of completed credits for educational programs at their University.

**Academic failure** – this is non-fulfillment of the individual curriculum and illiquid academic debt of 9 ECTS or more.

**Academic Term** - theoretical training period: semester (15 weeks), quarter (8 weeks), trimester (10 weeks), year (22 weeks-residency).

**Rating** - a quantitative indicator of the level of student mastery of the curriculum of disciplines, compiled based on the results of intermediate certification.

**Academic freedom** – a set of office subjects of the educational process provided to them for self-determination of the content of education in the disciplines component of choice, additional types of training and educational activities with the aim of creating conditions for creative development of students, faculty, and the application of innovative technologies and teaching methods.

**Academic Degree** - the degree awarded by educational organizations to students who have mastered the relevant educational curricula, based on the results of the final certification.

**Academic hour** – a unit of measurement for the volume of training sessions or other types of academic work, 1 academic hour is equal to 50 minutes.

**Appeal** - a procedure used to identify and eliminate cases of biased assessment of the student's knowledge, as well as non-compliance with the proper procedure for evaluating students.

**University component**– the list of academic disciplines and the corresponding minimum amounts of academic credits determined by the University independently for the development of the educational program.

**Diploma work** - final work, which is a generalization of the results of independent study and research by a student of an actual problem of a specific specialty of the corresponding branch of science.

**Distance learning technology** – technology based on the use of technical devices and remote access tools that allow the educational process to be carried out in an indirect way. It is used for full-time and part-time education.

**Differentiated credit** - the final form of testing the knowledge and skills of students in a particular discipline, as well as professional practice in accordance with the discipline program (syllabus), evaluated in accordance with the point-rating letter rating system and taken into account when calculating the transfer score from course to course.

**European Credit Transfer and Accumulation System** – a method for assigning credit units (credits) to components of educational programs (disciplines, courses, modules), which are used to compare and transfer students' mastered academic disciplines (with credits and grades) when changing the educational trajectory, educational institution, and country of study.

**Individual educational plan (IEP)** - a document that reflects the educational trajectory of a particular student, compiled independently by the student for the academic period on the basis of the main or standard curriculum and a catalog of disciplines, containing a list of academic disciplines for which they have registered and the number of credits.

**Final certification (Qualification Examination)** - a procedure carried out to determine the degree of assimilation of programs of the appropriate level of education by students, the results of which are issued a state-issued document of education (diploma). Final certification is carried out in the form of passing the state/complex 8 exam and/or defending a thesis (project)/master's or doctoral dissertation.





**Final Examination** - monitoring of students ' academic achievements in order to assess the quality of their development of the program of the discipline, conducted during the interim certification in the form of an exam. If the discipline is studied for several academic periods, the final control can be carried out on the part of the discipline studied in this academic period.

**Component of choice** - a list of academic disciplines and the corresponding minimum amounts of credits (or academic hours) offered by higher education institutions, independently selected by students in any academic period, taking into account their prerequisites and post-prerequisites.

**Summer semester** – an academic period outside of the academic year that is organized to meet the needs of students for additional training, eliminate academic debt or differences in curricula.

**Non-admission/not allowed** – this is the result of the admission rating for the discipline/module to "unsatisfactory" from 0-49 points (F) for the entire period of study of the discipline; the student is not allowed to pass the final control for the discipline.

**Educational program** – a single set of basic characteristics of education, including the goals, results and content of training, the organization of the educational process, methods and methods of their implementation, and criteria for evaluating learning outcomes.

**Core Subjects** - the list of academic subjects and the corresponding minimum amounts of credits established by the standard curriculum of the educational program and studied by students on a mandatory basis.

**Orientation week** - the week preceding the beginning of the school year for mastering the basic rules of the credit system of training for students of 1 year of study.

**Transferable GPA score** – the level of weighted average assessment of academic achievements required for transfer to the next course of study is set annually for each year of study.

**Credit transfer** – the procedure for recognizing the equivalence of the content of the discipline studied in another educational institution or in another curriculum to the discipline of the working curriculum in the specialty approved and current now, with the introduction of the discipline and the assessment received on it in the student's transcript.

**Re-study of the discipline** - repeated completion of the discipline in case of receiving the final grade "unsatisfactory" (Retake) or in order to increase the average score of academic performance (GPA).

**Prerequisites** - disciplines that contain the knowledge, skills and abilities necessary for the development of the studied discipline.

**Postrequisites** - subjects that require knowledge, skills and abilities acquired upon completion of the study of this discipline.

**Diploma Supplement** – a pan-European standardized Supplement to the official document on higher education that has been developed according to the standards of the European Commission, the Council of Europe and UNESCO and serves to describe the nature, level, context, content and status of training completed and successfully completed by the holder of an educational qualification.

**Intermediate certification of students** - a procedure carried out during the examination session in order to assess the quality of students ' mastering the content of part or all of the academic discipline after completing its study.

**Working curriculum** - educational document developed by the University independently based on the main or standard curriculum of the specialty and individual curricula of students.

**Registration** - the procedure for enrolling students in academic disciplines of the upcoming academic period/year.

**Grade Point Average** - the average assessment of student academic achievement that are determined for one academic year to the selected program as the ratio of the sum of the products of credits and numerical equivalent scores intermediate certification for disciplines to total amount of credits in the disciplines of interim certification.

**Academic Transcript** - a document containing a list of completed subjects for the corresponding period of study, indicating credits and grades in alphabetical and numeric terms.

**Current control** - systematic testing of students ' knowledge in accordance with the curriculum, conducted by the teacher in classroom and extracurricular classes during the academic period.





## 2. Policy in the field of quality assurance of the educational process

### 2.1 General Provision

- 1) S. D. Asfendiyarov KazNMU trains specialists in programs of higher and postgraduate education on the elements of credit technology of training, the main task of which is to develop students' abilities to self-organization and self-education based on the selection of directions and educational trajectory.
- 2) The internal quality assurance Policy reflects the General approaches, key principles and main mechanisms established in NAO KazNMU to ensure quality and develop a culture of continuous quality improvement.

#### **The internal quality assurance policy has the following objectives:**

- defines the overall structure of the internal quality assurance system of education; contributes to the provision and improvement of the quality of education;
- supports mutual trust and promotes recognition of learning outcomes and mobility of students outside the national education system;
- provides information on quality assurance to the educational space of Kazakhstan and the European higher education area.

- 3) The Policy is implemented through internal control processes and standards.  
Quality assurance, which involves the participation of all departments of the University.

### 2.2 Quality Assurance principles

- 1) NAO KazNMU named after S. D. Asfendiyarov is responsible for the quality of education provided and its provision.
- 2) The University defines the following basic principles of quality assurance:
  - Quality assurance corresponds to the diversity of higher and postgraduate education systems, educational institutions, educational programs and students.
  - Compliance with regulatory and legal requirements, ESG recommendations and ISO 9001 requirements.
  - The leading role of the University management is to ensure the unity of strategy, policies and procedures, involve all employees in quality assurance and improvement activities, and provide the necessary resources.
  - Taking into account the needs and expectations of external and internal stakeholders, their active involvement in activities to ensure and improve the quality of education.
  - Ensuring equal opportunities and fairness in relation to students.
  - Maintaining academic integrity and freedom, and zero tolerance for all forms of corruption and discrimination.
  - Clear definition of responsibility for processes, quality and standards.
  - Applying a process approach and principles of risk-based thinking.
  - Making important management decisions based on a comprehensive analysis of data and information.
  - Creating conditions for continuous improvement of the quality assurance system and development of a quality culture.
  - Application of external and internal independent control.
  - Ensuring regular review of quality assurance policies and standards.
  - Ensuring transparency and accessibility of information for interested parties.
- 3) Quality assurance and improvement will apply to all educational programs implemented by the University.

### 2.3 Responsibility for quality assurance:

- 1) Quality assurance and improvement is a shared responsibility between the University management, departments and departments, and students.
- 2) the Chairman of the management Board-the Rector performs General management of the University, ensures the full implementation of educational programs, and is responsible for compliance of the University's activities with regulatory and legislative requirements.
- 3) the Vice-Rector for academic Affairs provides planning, organization and control of the University's academic and methodological work. The Vice-rector for academic Affairs is responsible for developing a



plan for the development of academic activities, procedures for the development and monitoring of educational programs.

4) Vice-Rector for science and digitalization provides General management of research and innovation, responsible for policy, strategic development plan for science and innovation, the educational process of instructional literature.

5) the academic Committee under the Senate determines and develops University-wide measures aimed at improving the quality of educational programs development and monitoring the quality of methodological and educational support for the educational process.

6) the Department of academic work is responsible for ensuring a systematic approach to the development, approval, monitoring and evaluation of educational programs, updating internal regulatory documents on academic activities, and timely approval of educational and methodological documentation.

7) the Department of science and innovation is responsible for ensuring a systematic approach to the organization of research work of the University, ensuring monitoring of research results and a stable link between research, innovation, teaching and learning.

8) each School/faculty has a quality assurance Commission that makes decisions on the content and conditions of educational programs, assessment policy and other academic issues of the School/faculty, organizes feedback with students and teaching staff on the quality of educational programs and (or) disciplines/modules, and monitors compliance with violations of academic integrity.

9) the head of the Department plans and organizes teaching, research, clinical and educational work of teaching staff.

10) the PPP is responsible for the quality of teaching, instructional documentation, compliance with educational process objectives and learning outcomes of relevant educational programmes.

11) The admissions Committee carries out professional orientation work, provides acceptance of documents and organization of conditions for admission of applicants to the bachelor's, master's, master's and doctoral programs of the University.

12) The admissions Committee is responsible for transparency and compliance with the admission rules.

13) the Library is responsible for providing the educational process with educational, methodological and scientific literature.

14) the Heads of all structural divisions are responsible for ensuring that the activities of the divisions correspond to certain goals, tasks and functions.

### 3. Academic honesty

1) the Main principles of academic integrity of students in the educational process are:

**integrity** – is an honest, decent performance of students evaluated and unappreciated work:

protection of the **rights of the author** and his legal successors – recognition of the authorship and protection of works that are subject to copyright, through the correct transmission of someone else's speech, thoughts and indication of sources of information in the evaluated works;

**openness** – transparency, mutual trust, open exchange of information and ideas between students and teachers;

**respect for the rights and freedoms of students** – the right to free expression of opinions and ideas of students;

**equality** – the obligation of each student to comply with the rules of academic integrity and equal responsibility for their violation;

**truthfulness** - the avoidance of deception, lies and falsification of documents in all situations;

**reliability** — providing information that corresponds to reality, making scientific statements based on facts, empirical data, and objective judgments;

**responsibility** — following the policy of academic integrity, avoiding situations that may lead to a violation of academic integrity;

**objectivity** — making decisions based on objective data without bias or subjective attitude;

**fairness** — ensuring strict compliance with the rights and obligations of members of the University's academic community, as well as fair consideration of violations of academic integrity;





**zero tolerance for violations of academic integrity** - recording and reviewing each violation of academic integrity and taking action against those who violate the measures in accordance with the Code.

**The University follows the principles of the League of academic integrity:**

**Principle № 1.** Academic integrity is a key value of each member of the League, its educational process and research.

**Principle № 2.** Each member of the League ensures that clear, fair, and objective standards of academic integrity, citation rules, and conduct are met.

**Principle № 3.** each member of the League is responsible for ensuring that all written works, regardless of their nature, content, or scope, are subject to mandatory plagiarism checks for academic and / or research purposes.

**Principle № 4.** each member of the League ensures that the student is responsible for violating the principles and standards of academic integrity.

**Principle № 5.** Each member of the League places increased demands on students within its system of fair and objective assessment of learning outcomes.

**Principle № 6.** each member of the League provides only the best with the opportunity to complete their training.

**Principle № 7.** each member of the League is responsible for the quality of training confirmed by their diploma.

**Principle № 8.** each member of the League ensures high responsibility of the teacher as a mentor, instilling the principles and standards of academic integrity, mutual respect and justice.

**Principle № 9.** each member of the League recognizes that the promotion and protection of academic integrity is the result of the mutual efforts of all students and employees in the educational organization.

**Principle № 10.** Each member of the League undertakes to fulfill its obligations in good faith, including the basic principles of the League's activities.

The Basic concepts, format, organization, and conditions for implementing the student academic integrity policy are set out in the code of Academic integrity.

#### **4 Statement about educational programs**

##### **4.1 Academic educational program**

Training of specialists at the University is carried out according to the educational programs of higher and postgraduate education.

- 1) The educational program committees (hereinafter referred to as the CPC) annually review the list of educational programs based on the market needs and available material and human resources.
- 2) To develop new educational programs, schools/faculties form a working group consisting of the head of the educational program, leading teaching staff with at least 5 years of experience, implementing the OP, students of the current program (if revised) and employers.
- 3) In developing educational programs should take into account the following parameters: staffing, security educational program information resources, logistical support, security bases of practice, field of training, information support of process of implementation of the OP, methodological provision of implementation of the OP.
- 4) In order To control the quality of the development of the OP, the program is evaluated within the University and sent for external examination to representatives of employers, the public and the academic environment.
- 5) Upon completion of the development of the OP, the decision of the Cathedral meeting is submitted for consideration and further discussion to the Committee of educational programs. A positive decision is considered by the academic Committee of the Senate, and then approved at a meeting of the Senate.

##### **4.2. Development of educational programs**

- 1) Educational program committees (hereinafter referred to as CPC) annually review the list of educational programs based on market needs and available material and human resources.



- 2) to develop new educational programs, schools/faculties form a working group consisting of the head of the educational program, leading teaching staff with at least 5 years of experience, implementing the OP, students of the current program (if revised) and employers.
- 3) In developing educational programs should take into account the following parameters: staffing, security educational program information resources, logistical support, security bases of practice, field of training, information support of process of implementation of the OP, methodological provision of implementation of the OP.
- 4) In order To control the quality of the development of the OP, the program is evaluated within the University and sent for external examination to representatives of employers, the public and the academic environment.
- 5) Upon completion of the development of the OP, the decision of the Cathedral meeting is submitted for consideration and further discussion to the Committee of educational programs. A positive decision is considered by the academic Committee of the Senate, then approved at a meeting of the Senate.

#### **4.3 The procedure for including an educational program in the Register**

- 1) The application for inclusion of the EP in the Register includes:
  - electronic application;
  - passport of the educational program in electronic format, which contains information:
    - about the name of the EP;
    - about the EP cipher;
    - about the purpose of the EP;
    - about the NQF level;
    - OPK;
    - МСКО;
    - about the distinctive features of the OP (JEP / DDP, etc.);
    - about the competency card / learning outcomes (professional, basic, general education);
    - disciplines, form of education, language of instruction, amount of credits;
    - about the awarded academic degree;
    - about the availability of the application to the referral license;
    - on the availability of EP accreditation (for existing EP - if any).
- 2) Within 10 (working) days, the operator confirms the correctness of the filling, which is carried out in an automated form. In case of incorrect filling, the Application is returned to the university for revision, indicating the reasons, after revision, the university re-submits the Application.
- 3) Stage 3 examination of EP is carried out in order to assess the quality of educational programs within 20 (twenty) working days. If necessary, experts can request additional information about the educational program.

The expert is determined by the Operator (a legal entity determined by the authorized body in the field of education that maintains the Register) in accordance with the direction of training in the educational program. After the examination, the expert gives the conclusion "include the educational program in the Register" or "do not include the educational program in the Register». In case of a negative examination result, the EP is sent for revision, after which a repeated examination is carried out.

- 4) At stage 4, after approval, the OP is included in the Register, after which access to the Passport of this program is opened.

The data entered into the Register must be updated by the Operator at least once a year based on the data of the USMHE.

The exclusion of the educational program from the Register is carried out by the Center for the Bologna Process on the basis of:

- university statement on the exclusion of the EP from the Register;
- revocation of accreditation and/or license, appendices to the license (extract from the Protocol of the Commission of the authorized or accreditation body);
- loss of relevance of the EP (no contingent for the EP for 2 years in a row).





## 5. Organization of the academic process

### 5.1. General provisions of the organization of the educational process

- 1) The principle of the learning process is academic integrity, the implementation of which is ensured by the University.
- 2) The basic concepts, format, organization procedure and conditions for the implementation of the policy of academic integrity of students are given in the Code of Academic Integrity.
- 3) The organization of the educational process at the University within the framework of one academic year is carried out on the basis of the academic calendar approved by the Senate of the University. The academic calendar is posted on the corporate website of the university.
- 4) All information and familiarization of students with internal NLA is carried out through the personal account of AIS Sirius. The student is obliged to carefully read all documents / information sent to the personal account.
- 5) At the University, training is carried out on linear and cyclic systems. Students of 1-3 courses are trained in a linear (flow) system of training - the study of the discipline is carried out throughout the academic semester (year) for several hours weekly. Final control is carried out during the interim assessment.
- 6) For the systematic development of learning outcomes, 3-5 year students, interns, residents, undergraduates and doctoral students are trained according to the cycle training system, according to which a certain period of time is allocated to the academic discipline (4-90 days). In accordance with the individual curriculum, the student must complete the entire course of a certain academic discipline, the final results of the final controls in the disciplines of cycle training are formed during the period of intermediate certification.
- 7) The academic year consists of academic periods, periods of intermediate certification, vacation and practice. On the graduation course, the academic year includes the period of final certification. The University uses the semester / annual form of the academic period.
- 8) The duration of the academic week at the University is 5 days.
- 9) The interim certification period is usually 1-3 weeks long. Holidays are provided to students after each academic period, and are at least 7 weeks in the academic year.
- 10) For interns from 08.00 to 16.00, for residents - from 08.00 to 17.00.
- 11) Academic streams and groups at the University are formed on the principle of a sufficient number of students.

### 5.2 Application of distance educational technologies

- 1) In KazNMU, the main educational platforms are the automated information system "Sirius" and the Moodle system [dis.kaznmu.kz](http://dis.kaznmu.kz).
- 2) AIS "Sirius" is a platform through which a student registers for disciplines, views an individual curriculum, an electronic journal, syllabuses by discipline, a transcript, financial obligations to the University.
- 3) Moodle KazNMU is an educational platform for distance education, where the student receives assignments according to the schedule of classes, conducts correspondence with the teacher, submits completed work, etc.
- 4) When organizing the educational process on DET, the following principles should be observed:
  - Unity of educational and developmental functions of teaching; the use of collective or individual forms of education; consistency and consistency in training; availability of educational resources;
  - Creation of the most favorable conditions for mastering students' knowledge, development and manifestation of creative individuality;
  - Security, which includes a wide range of measures related to the protection of classified information, the dissemination of false information, the exclusion of dishonesty and falsification of training, etc.

DET are applied to students:

- 1) all forms of training of professional, post-secondary, higher and postgraduate education;
- 2) reduced educational programs based on primary, basic secondary, General secondary, technical and professional, post-secondary and higher education;





- 3) persons with disabilities, including children with disabilities, disabled people of groups I and II, disabled people from childhood at all levels of education;
- 4) students who have left the state for exchange programs at the level of higher and postgraduate education, with the exception of "Bolashak" scholarship holders»;
- 5) who are on a long business trip abroad (more than 4 months) at the level of higher education;
- 6) for all students in emergencies (state of emergency) / quarantine regime in the country on the basis of the order of the rector of the university.
- 5) DET is also used when higher educational institutions implement joint educational programs with foreign partner universities.
- 6) teachers involved in the process of distance learning on the MOODLE platform are required to fill out the course content, in accordance with the requirements for the design of the educational and methodological complex (EMCD) on the distance course portal.
- 7) The rules for organizing the educational process in a distance format are carried out in accordance with Appendix 9 to the Academic Policy.

### **5.3 Educational trajectories of students**

#### **5.3.1 Academic freedom of students**

- 1) The curriculum of the educational program is drawn up for the entire period of study with the fixation of the number of credits for academic periods based on the competence-based approach and consists of a university component and an optional component (elective).
- 2) In the description of the educational program there is a catalog of elective disciplines (CED), within which the student has the right to choose the discipline and the language of its study.
- 3) The formation of study groups is carried out according to the principle of registration for a discipline, and the discipline of the student's choice is considered to be held with a sufficient number of students in one language of instruction. If there are not enough students, the discipline is considered not completed and students must register for any of the disciplines offered in the same group of the same semester in the CED;
- 4) The student is responsible for the preparation of the IC and the completeness of the development of the training course in accordance with the requirements of the standard curriculum of the educational program / specialty.
- 5) A student, when defining an individual trajectory of training within the framework of a university component and (or) an optional component, selects disciplines according to the main educational program (Major) and (or) according to the additional educational program (Minor).
- 6) IC is formed for the academic year by semester with the advice of an adviser. It is allowed to transfer credits for volunteer activities to students, including in the framework of the project «Social credit».
- 7) Persons with higher education, when drawing up an individual curriculum, are allowed to re-credit previously acquired credits based on a transcript. At the same time, the recalculation of disbursed credits is carried out on the basis of a memo from the head of the department (the achieved learning results are compared).

#### **5.3.2 Academic counseling**

- 1) An inseparable part of the academic process is academic counseling or support of students in the process of their studies at the University. This task is solved by the institution of advisory.
- 2) An advisor service is created in all schools / faculties of the University. The activities of advisers are coordinated by the deans of the schools / faculty. Qualified teachers with extensive teaching experience should be appointed as advisors.
- 3) at the first courses, curators are identified for students who help first-year students adapt to the learning environment, understand the structure of the University, the system of values, the main requirements and features of the organization of the academic process. Each curator is assigned one academic group of students. The list of curators is approved by the order of the Dean of the school/faculty. Curators conduct curatorial hours, hold individual meetings and advise on any issues that arise, including academic.
- 4) From the second year, teachers of the departments of specialized disciplines in the areas of training are





appointed as advisers. The main goal of advisers is to help students determine an individual learning path and when registering for disciplines. For this purpose, one academic group of students is assigned to each advisor. The list of advisers is approved by the order of the dean of the school / faculty.

5) Drawing up the IC and registering for disciplines is a joint work of the student and the adviser.

In the process of this work, the adviser must:

- know the EP requirements, policies and procedures of the University;
- help in choosing a training trajectory and guide you in choosing the skills, abilities and competencies necessary for a future profession;
- advise on improving the personal competitiveness of the student;
- be available to students at the expense of office hours and determining the schedule of stay at the department.

When compiling his IC, the student must:

get acquainted with the Academic Policy of the University, the Catalog of elective disciplines;

- understand the purpose of the EP, know the requirements for the graduate;
- track the results of your training, know the number of credits you have completed and the grades you have received;
- familiarize yourself with the instructions posted on the portal and on the university website for registration in the AIS "Sirius" system;
- comply with the deadlines for registration.

6) The maximum number of credits included in the student's IC must not exceed the maximum number of credits established in the ГОСО for one semester.

7) the generated IC is printed out by the student in 3 copies and signed by the adviser if there are no comments. Further, the adviser submits the IC for approval to the dean of the school / faculty. The approved IC is registered in the OR and stored in the OR, the dean's office, and the third copy is at the student.

#### **5.4 Registration for disciplines**

- 1) Every year students, starting from the 1st year, are required to form their individual curriculum for the next academic year for semesters in AIS "Sirius" in the on-line registration mode.
- 2) For newly enrolled 1st year students, the list of disciplines is fixed and, as a rule, consists of a compulsory component. The choice appears when forming the trajectory for the 2nd and subsequent courses.
- 3) To form the IC, the student needs to familiarize himself with the list of disciplines declared for the next academic year.
- 4) Departments, before the start of the registration period of students, must place a description of the disciplines in the AIS "Sirius" in the functional "directory of directions».
- 5) The Department of Academic Affairs fills out catalogs of elective disciplines and filling out the functional of educational units in the AIS "Sirius" by the end of February annually.
- 6) The Registrar's Office, together with the dean's office / department of magistracy and doctoral studies, organizes enrollment for elective disciplines of students in March annually.
- 7) The Department of Information Technology provides software and hardware support during the period of enrollment in elective disciplines.
- 8) The registrar's office forms groups / subgroups for enrollment for elective disciplines until the end of April annually and monitors and controls the enrollment for elective disciplines.
- 9) The student is registered for the disciplines of the next academic year in accordance with the CED.
- 10) Prior to registration, the student must contact the advisors to develop their individual trajectory. The adviser advises and gives explanations to students on the choice of disciplines, according to standard curricula and a catalog of elective disciplines.
- 11) Study groups, academic streams are formed on the principle of a sufficient number of students enrolled in this discipline, with the exception of disciplines of specialties with a small contingent of students. For each discipline proposed for choice, the minimum and maximum number of students is determined, depending on the contingent, planned results, training technology and the specifics of the



discipline. Information is recorded in the AIS "Sirius".

- 12) In some cases, the number of students who chose discipline may be less than the threshold level set by the university. In this case, the University has the right to:
- remove a discipline from the catalog of elective disciplines offered in the next academic year, and recommend that students choose another discipline from the same group;
  - through a survey of students and teaching staff to find out why the discipline is not in demand, after which the department should revise the content, organization of the discipline and make appropriate changes.
- 13) After the end of registration, the RO receives a report on the number of registered students for disciplines. These data are submitted to the vice-rector for academic Affairs, deans of schools / faculties for making decisions on the opening / closing of disciplines for the next academic year, in accordance with the following principles:
- for those courses, the demand for which is lower / equal to the maximum number of places and exceeds the minimum threshold level, a list of students is finally formed;
  - for those courses for which demand exceeds the number of available places, the university may take the following:  
increase the number of places on the course, provided that this does not negatively affect the quality of the learning environment;
  - create a second group (or more groups, in case of high demand).
- 14) The decision is made based on the availability of resources (time for the teacher, access to the necessary material and technical base, etc.).  
For those courses, the demand for which is below the minimum threshold level, a decision is made to cancel the course and give students the right to choose another course.
- 15) Transferred / reinstated students register for courses at the RO, immediately after the release of the order.
- 16) The Registrar's Office provides the final report on enrollment for elective disciplines by group and subgroup to the Department of Academic Work.

### 5.5 Organization of the summer semester

- 1) It is allowed to introduce a summer semester (with the exception of the graduation course) with a duration of at least 6 weeks to meet the needs for additional education, eliminate academic debt or differences in curricula, study academic disciplines and master loans to students in other educational organizations with their obligatory transfer in their organizing higher and (or) postgraduate education, increasing the average grade point (GPA), mastering a related or additional educational program, including within the framework of double-diploma education.

Summer semester consists of three cycles:

- 1 cycle - 2 weeks of training, 1 week - intermediate certification (when mastering disciplines up to 4 credits inclusive);  
2nd cycle - 4 weeks of training, 1 week - intermediate certification (when mastering disciplines up to 8 credits inclusive);  
3rd cycle - 6 weeks of training, 1 - week intermediate certification (when mastering disciplines up to 12 credits inclusive);
- 2) The summer semester is conducted on a paid basis within the time frames determined by the Academic calendar of the University and the schedule of the educational process.
- 3) Registration of students for the summer semester is carried out according to the academic calendar, after which students pay for tuition in the declared disciplines, before the beginning of the summer semester.
- 4) All exams of the summer additional semester are held exclusively during the period of intermediate certification of the summer semester.
- 5) Students who remain to re-study disciplines (including for the summer semester) due to absence due to illness and departure due to academic mobility are given the opportunity to master credits for the discipline in full on a free basis (regardless of the size of the groups).





6) The maximum number of credits for study in one summer semester is determined annually by the order of the vice-rector for academic Affairs.

KazNMU, being a member of the League of Academic Integrity:

- provides high responsibility for the quality of training, confirmation of his diplomas;
- it is responsible for observing the principles and standards of academic integrity, ensuring that all written works are checked for plagiarism, and observing clear and objective evaluation criteria.

7) According to the above, as well as paragraph 40 of the "Rules for organizing the educational process on credit technology of education" No. 152 dated 20.11.2011. the achieved learning outcomes and positive marks received by students in the summer additional semester in other organizations of formal education are recognized with the transfer of academic credits from national universities, as well as universities that are members of the League of Academic Integrity.

8) The transfer of academic credits to KazNMU is carried out in the following order:

Dean's office:

- accepts a student's application with a request to take the discipline at another university;
- if necessary, makes a request for curricula / syllabuses from this educational organization for comparison; provides syllabuses / curricula for the department to compare programs, achieve the final learning outcomes in the declared disciplines.
- gives written consent to pass the discipline in the declared educational organization signed by the Vice-rector for academic Affairs.

9) Elimination of academic debt in other educational institutions is not allowed.

10) The learning outcomes and positive marks received by students in non-formal education are recognized with the transfer of academic credits as an additional type of training and are entered into the transcript (in accordance with the approved list of the Ministry of Education and Science of the Republic of Kazakhstan).

11) The following categories of students are allowed to register for the disciplines of the summer semester:

- 1) students with academic debts in the disciplines of previous academic periods;
- 2) a student who has received an AAR of less than 50% and is not admitted to intermediate certification;
- 3) a student who received an "unsatisfactory" mark during the period of intermediate certification at the final control, corresponding to the mark «F»;
- 4) a student who wants to increase the transfer GPA score;
- 5) students in international programs, double degree programs (on the basis of an agreement);
- 6) students transferred from other universities, transferred from the specialty EP to another specialty / EP within the University, who have academic debts due to the difference in disciplines in the working curriculum;
- 7) students from other universities (having an agreement between universities) who want to master the disciplines of the University with the issuance of a transcript;
- 8) participants in academic mobility programs;
- 9) students on the basis of a contract for the provision of paid services and planning to accelerate the learning process at the University to the minimum allowable in the semester;
- 10) students wishing to additionally master the disciplines available in IC EP.
- 12) Orphans and children left without parental care are given the opportunity to eliminate debts in the summer semester on a free basis (regardless of the size of the groups).
- 13) Registration for the summer semester is carried out annually in accordance with the terms established by the Academic calendar and the schedule of the educational process, in accordance with the requirements of the NCSE.
- 14) Students from other educational and scientific organizations who completed their training in the summer semester of the University as part of academic mobility are issued a transcript for crediting credits in the disciplines they have mastered.

The procedure for organizing the summer semester is given in the Rules for organizing the summer semester (**Appendix 3**).





## 5.6 Study load of students

- 1) The volume of the study load of students is measured in credits mastered during the academic year for each academic discipline. For the entire period of study at the university, the student must master the required number of credits.
- 2) The study load of students is determined by the duration of the academic hour and the volume of study hours (50 minutes each) accompanying the academic hours for different types of academic work; the academic hours of the student's classroom work are supplemented by the corresponding number of IWS hours.

## 6. Policy of admission to the University

- 1) The procedure for admitting students to the University is based on the principles of openness and transparency. The University strives to ensure that all appeals are considered impartially, fairly and as conveniently as possible for all visiting visitors.
- 2) The rules and procedure for admission, entrance requirements are implemented in accordance with the Model Rules for Admission to programs of higher and postgraduate education. Additional entrance requirements, the order and procedure for passing exams are governed by the admission rules for the corresponding levels of education, which are approved by the Senate, the Board of Directors and posted on the website.
- 3) The University strives to ensure that entrance examinations are fair and transparent. The selection committee, by observing the rules for conducting exams at the University, ensures the maximum objectivity of the exam results and the timely awareness of the applicants being examined.
- 4) The procedure for conducting internal examinations is based on clearly defined criteria used to make decisions in the selection of students.
- 5) The university is interested in enrolling talented applicants and applicants who will be able to achieve high results in the professional field in the future.
- 6) Detailed information can be obtained on the official website of the University in the section "Applicants" by phone call-center, e-mail of the selection committee (abiturient@kaznmu.kz).
- 7) An agreement on the provision of educational services is concluded with applicants and applicants enrolled in the University (hereinafter - the agreement). If at the time of signing the contract, the applicant has not reached the age of 18, then when concluding the contract, the presence of his legal representative or guarantor is mandatory. The representative of the applicant must have with him the original and a copy of the identity card, as well as documents confirming his rights as a legal representative or guarantor. When the student reaches the age of 18, it is necessary to conclude an additional agreement with him to the main contract.
- 8) Citizens with disabilities of the first or second groups, children with disabilities, as well as people with disabilities from childhood provide the University admission committee with a conclusion of a medical and social examination (MSE) on the absence of contraindications for training in the chosen educational program (hereinafter EP).
- 9) Documents (diploma, certificate, passport) submitted in a foreign language must have two copies of a notarized translation into the state or Russian language. Foreign citizens submit one copy of the documents to the admissions office, the second copy and the original documents remain with the student to undergo the procedure for nostrification of educational documents. Education documents issued by foreign educational organizations go through the nostrification procedure in the manner prescribed by the legislation of the Republic of Kazakhstan after the enrollment of persons, during the first semester of study.

## 7. Rules for transfer, restoration, expulsion of students, provision of academic leave.

### 7.1 General rules.

- 1) Transfer and restoration of students from one educational program to another, from one university to another, is carried out during the summer and winter holidays before the start of the academic period (an application from the student is accepted no later than 5 days before the start of the academic period).
- 2) Students are transferred / restored from one educational program to another, from one university to





another, if they have fully completed the first academic period of the studied program according to the individual curriculum.

- 3) When transferring / reinstating a student, the university takes into account the direction of training, the profile of the educational program, academic achievements, as well as cases of violation of academic integrity by students. When students are transferred or reinstated, a corresponding Commission is created by the order of the Vice-rector for academic Affairs to transfer the results of their studies.
- 4) The academic difference in the curriculum is eliminated in the academic year in which the student is transferred / reinstated, taking into account the summer semester. The academic difference not eliminated by the end of the academic year, taking into account the summer semester, will be considered further as academic debt.

## **7.2. Procedure for transfer / restoration from another educational organization, including from a foreign organization to KazNMU**

- 1) Basic requirements for transfer / restoration from another educational organization, including from a foreign:
  - for all courses: upon completion of the entire first academic period.
  - for 1st year students additionally: if you have a UNT certificate with scores of at least 65
  - for 1st year students: when transferring to the EP "General Medicine", "Pediatrics", "Dentistry", "Nursing" not from the above EP results of the psychometric exam
  - academic difference in disciplines not more than 12 ECTS, from a foreign educational organization not more than 18 ECTS (including prerequisite disciplines not more than 12 ECTS).
- 2) Transfer to the university of students on a grant from other universities is carried out subject to additional payments by students of the difference in the cost of an educational grant.
- 3) Transfer from another organization of education and science of a student under a state educational grant to the course below, is carried out only on a paid basis.
- 4) Transfer / restoration of students from other educational and scientific organizations to the University for graduation courses is allowed provided that there is no academic difference in the program (in accordance with the curriculum for the year of admission) at the beginning of the academic year.
- 5) Recalculation of mastered loans is carried out on the basis of comparing educational programs, the content of the list of mastered disciplines, their volumes, acquired knowledge, abilities, skills and competencies, as well as learning outcomes.
- 6) The trajectory and duration of training is determined taking into account the prerequisites of the student, determined on the basis of the transcript / academic transcript (diploma supplements).
- 7) The student submits an application for transfer to the rector where he is studying, and, having received written consent for the translation, sealed with a seal, applies to the rector of the University.

Attached to the application addressed to the rector:

- official transcript from the university in which the student is studying at the time of transfer, sealed. The transcript must be translated into Russian / Kazakh and notarized in the Republic of Kazakhstan.
- copy of the UNT / CT certificate (except for applicants transferred from a foreign organization).
- copy of the certificate of the holder of the educational grant (if available);
- application for transfer addressed to the head of the university where he studied (with the signature of the head and the seal);
- a document confirming the completion of the previous level of education, which undergoes the nostrification procedure in the Republic of Kazakhstan in the manner prescribed by the Rules for the recognition and nostrification of educational documents, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated January 10, 2008 No. 8 (for transfer from a foreign educational organization) or a certificate of submission of documents for nostrification with the further provision of the already nostrified document within 30 working days after the release of the order for the transfer / restoration;
- the results of entrance examinations for admission to foreign educational organizations (for transfer





from a foreign educational organization) or official confirmation from the university, in the absence of entrance examinations or other form of admission to the university;

- a document confirming the fact of full completion of the first academic period of the studied program according to the individual curriculum (for transfer from a foreign educational organization);
- 8) The application and attached documents are submitted to the dean's office of the relevant school / faculty of the University.
  - 9) The dean of the school / faculty, on the basis of the submitted documents, determines the academic difference in disciplines in the curriculum, sets the course of study based on previously mastered prerequisites, recounts the acquired credits, fills in the transfer to the AIS "Sirius" and submits the documents for consideration by the commission. After a positive decision of the commission for the transfer of disbursed credits, the dean's office approves the individual curriculum (IC).
  - 10) All documents for remote work must be submitted in PDF format for consideration by the meeting of the commission.
  - 11) For foreign students, an additional scanned receipt for sending the originals by mail (Fedex, DHL) (to confirm that the student has them). At the same time, each company that wants to restore or transfer a student must provide a **letter of guarantee**, which will reflect the information that all responsibility for providing the original documents lies with the company. The term for providing original documents is 15 working days.
  - 12) The final decision on the transfer is made by the commission. If the decision is positive, an enrollment order is issued.
  - 13) After enrolling in the university, the dean's office sends a request to provide the original documents in a personal file, as well as a request for information about the presence / absence of a student during the entire previous period of study, retake and retake exams.
  - 14) Transfers / restorations carried out on a paid basis are made based on the value of loans approved for the current academic year.

### 7.3. Procedure for transfer from the University to another organization of education and science

- 1) Students enrolled on educational grants approved for the university are transferred to another university only on a paid basis. Students enrolled on educational grants approved for the university are transferred to another university only on a paid basis.
- 2) A student may transfer to another educational organization if:
  - the first academic period of the studied program is fully completed according to the individual curriculum;
  - has no financial debt.

A student who wants to transfer from the University to another organization of education and science, submits to the dean's office an application addressed to the rector and an application for a transcript through the personal account of students of the AIS "Sirius».

With a positive decision, the student receives:

- 1) original statement signed by the vice-rector and stamped;
- 2) an official transcript with a visa for the Vice-Rector for Academic Affairs, Dean and Head of the RO, fills in the bypass sheet and submits to the RO;
- 3) after enrollment in another university, the receiving university sends a request to provide the original documents in the personal file and a copy of the order for admission to another organization.
- 4) The university, on the basis of a request and a copy of the order for admission to another university, issues an order for expulsion with the wording "expelled due to transfer to (name of the university) »
- 5) within three working days from the date of the issuance of the order for the expulsion, the RO sends the personal file of the students to the address of the host university.
- 6) A student who was previously transferred to the University from another university with the preservation of the state educational grant, and who wants to transfer to another university again, has the right to transfer with the preservation of the educational grant.





#### **7.4. Translation within the university (to another educational program, language department)**

1) Basic requirements for transfer from one EP to another or from one EP group to another within the university:

- for all courses: upon completion of the entire first academic period.
  - for 1st year students additionally: if you have a UNT certificate with scores of at least 65.
- for 1st year students: when transferring to the EP "General Medicine", "Pediatrics", "Dentistry", "Nursing" not from the above EP results of the psychometric exam.

- academic difference in disciplines no more than 12 ECTS;

2) Students who entered in 2019 are transferred with the preservation of the educational grant from one educational program to another within one group of educational programs. Students who entered before 2019 are transferred from one specialty to another only on a contractual basis at rates approved for the current academic year, according to the following procedure:

- the student submits an application for transfer to the name of the Vice-Rector for Academic Affairs. An academic transcript is attached to the application;
- the dean of the host school, on the basis of the submitted documents, determines the academic difference, taking into account the mastered prerequisites, sets the course of study and submits documents for consideration by the commission. After a positive decision of the commission for the transfer of disbursed credits, the dean's office approves the individual curriculum (IC).
- The RO issues an order of the rector on the transfer of a student from one educational program to another, after the conclusion of an agreement for the provision of paid educational services and payment of tuition fees.

3) The recalculation of mastered loans is carried out on the basis of a comparison of educational programs, the content of the list of mastered disciplines, their volumes, acquired knowledge, abilities, skills and competencies, as well as learning outcomes.

4) The trajectory and duration of training is determined taking into account the prerequisites of the student, determined on the basis of the transcript (appendix to the diploma).

5) The final decision on the transfer is made by the commission. If the decision is positive, an enrollment order is issued.

6) Students are transferred from one language of instruction to another within one educational program / specialty during the winter and summer holidays (regardless of the source of funding).

7) The academic difference in the disciplines of the curriculum is eliminated by the student only on a paid basis. Orphans and children left without parental care are given the right to eliminate the difference in curriculum disciplines free of charge.

8) When transferring to the same course, the academic difference in curricula must be no more than 12 ECTS.

9) A student under a state educational grant who has a conclusion of a medical and consulting commission on the prohibition to study in this specialty / educational program (General medicine, Medicine, Pediatrics, Dentistry), as a result of a disease acquired during the training period, is transferred from one specialty / EP to another. At the same time, the student eliminates the difference in the EP, after eliminating the difference, he has the right to participate in the competition for vacant educational grants that were released in the process of obtaining higher education.

#### **7.5. Recovery in the number of students (from the number of those who previously studied at KazNMU)**

1) The student has the right to recover to the University on a paid basis, regardless of the limitation of expulsion periods.

2) A prerequisite for recovery is the complete completion of the first academic period in accordance with the individual curriculum.

3) The student can recover to any specialty, taking into account the academic difference in the disciplines of the curriculum.

4) When determining the course for restoration in the number of students, the academic difference in





disciplines should be no more than 18 ECTS (including prerequisite disciplines no more than 12 ECTS).

- 5) Recalculation of mastered loans is carried out on the basis of comparing educational programs, the content of the list of mastered disciplines, their volumes, acquired knowledge, abilities, skills and competencies, as well as learning outcomes.
- 6) To be reinstated in the University, the student submits an application to the Vice-Rector for Academic Affairs. A transcript is attached to the application for restoration.
- 7) The dean of the school / faculty, on the basis of the submitted documents, determines the academic difference in disciplines in the curriculum, sets the course of study based on previously mastered prerequisites, recounts the acquired credits, fills in the transfer to the AIS "Sirius" and submits the documents for consideration by the commission. After a positive decision of the commission for the transfer of disbursed credits, the dean's office approves the individual curriculum (IC).
- 8) The final decision on the transfer is made by the commission. If the decision is positive, an enrollment order is issued.
- 9) Students: recovered, returned from academic leave - are allowed to eliminate the academic difference on a paid basis according to the individual curriculum, during the academic period, taking into account the observance of the weekly load (57 hours).
- 10) Orphans and children left without parental care are given the right to eliminate the difference in curriculum disciplines on a free basis.
- 11) After the conclusion of the contract and the payment made in accordance with the dean's visa, the application is transmitted to the RO for the issuance of an order for the reinstatement of the student.
- 12) A student on a contractual basis, expelled for violation of the terms of the contract for the provision of paid services and late payment, in the event of repayment of financial debt, is restored to the number of students for the same course within four weeks from the date of expulsion, on the conditions provided for by the Agreement on the provision of educational services for the year of enrollment.
- 13) Recovery is carried out at the rates of the cost of loans approved for the current academic year.
- 14) Students expelled from the University for violation of academic integrity cannot be reinstated in the University.

#### **7.6. Transfer from course to course**

- 1) The transfer of a student to the next course of study is carried out at the end of the academic year (taking into account the results of the summer semester). The transfer of students from course to course is formalized by the order of the Vice-Rector for Academic Activities of the University.

A prerequisite for transferring a student from course to course is:

- absence of debts for prerequisite disciplines;
  - for first-year students: no debts in the disciplines of the first academic period;
  - having academic debt of no more than 12 ECTS;
  - lack of financial debt.
- 2) Students transferred to the next course of study with academic arrears of no more than 12 ECTS are required to enroll for the maximum allowed number of credits in the summer additional semester, on a paid basis, re-study the relevant disciplines and pass exams on them before the end of the academic year, taking into account the summer additional semester with compliance with the weekly load no more than 57 hours.
  - 3) Students who have not liquidated academic debt in prerequisite disciplines and disciplines of the first academic period until the end of the academic year, taking into account the summer semester, who have academic debt of more than 12 ECT remain for the second year of study on a paid basis, with the deprivation of the educational grant. It is not allowed to transfer from course to course a second time with the same academic debt.
  - 4) Re-study of disciplines is possible in subsequent semesters, including summer, subject to the student's weekly load (57 hours). Orphans and children left without parental care are given the right to eliminate the difference in curriculum disciplines free of charge.





### 7.7 Dismissal from the University

The student can be expelled from the University:

- 1) for academic failure (academic debt of 9 ECTS or more, refusal of a second year of study or did not start a second year of study no later than 5 days before the start of the academic period, who received an “unsatisfactory” grade according to the final attestation, did not defend his thesis (project) or master's thesis (project) "or" did not fulfill the requirements of the educational program: did not pass the comprehensive exam".
- 2) for violation of the principles and norms of academic integrity (Code of Academic Integrity);
- 3) for violation of academic discipline:
  - as not returning from academic leave within the specified period according to the order;
  - as not returning from an overseas business trip within 30 days;
  - for systematic absences from classes without good reason (the number of missed days in a row is 30);
  - for the loss of connection with the university (absence without good reason within 30 days);
  - for violation of the charter of the University, or other regulatory documents of the university, violation of the norms of the legislation of the Republic of Kazakhstan;
  - for appearing in class in condition of alcoholic or drug intoxication;
  - for the use of substances that cause a condition of alcoholic, drug intoxication or intoxication of another type;
  - for participating in gambling at the university;
  - for violation of labor protection or fire safety rules, which can entail serious consequences;
  - for damage to university property;
  - for antisocial behavior in the University.
- 4) for violation of the terms of the agreement on the provision of educational services, including for non-payment of tuition fees;
- 5) at their own request (including for medical reasons, for family reasons; in connection with the transfer to another organization of education and science (upon receipt of a request from the organization for a personal matter and on the basis of an extract of the order for enrollment of students by transfer); etc. ). Students who have not liquidated academic debt of 9 or more credits for no valid reason are expelled with the obligatory wording “for academic failure”;
- 6) in connection with the completion of training and the award of an academic degree, etc.

A student wishing to leave the university must write an application addressed to the rector with a request for expulsion with an indication of the reason and submit it to the dean's office. In this case, the written consent of the parents or legal representatives (if the student is a minor) is required for the student's expulsion. A student expelled from the university is issued a transcript signed by the first head of the university and sealed.

- 7) The transcript must include all academic disciplines and (or) modules that the student studied, indicating all final grades, including FX and F grades, corresponding to the equivalent of “unsatisfactory”.
- 8) The originals of documents on previous education are issued to a student expelled from the university only if he has a completed bypass sheet.

### 7.8 Granting / withdrawing from academic leave

- 1) Academic leave is a period for which students temporarily interrupt their studies on the following basis: for medical reasons:
  - the conclusion of the medical advisory
  - commission (VKK), issued / confirmed by the professorial clinic of the University - lasting from 6 to 12 months due to illness;
  - the conclusion of the Central Medical Advisory Commission at anti-tuberculosis medical in case of tuberculosis illness for a period not exceeding 36 months;
  - a summons for the military service of the Republic of Kazakhstan;
  - the birth, adoption or adoption of a child before he reaches three years of age.





- 2) When granting an academic leave to a student on the basis of a state educational order, the right to further study on the basis of a state educational order remains with him, while the financing of his studies is interrupted for the period of the granted academic leave (except for financing the costs of the scholarship according to the law) and renews after its end
  - 3) During the period when students, interns, undergraduates, residency students, doctoral students are on academic leave, the state scholarship is not paid, with the exception of academic leaves presented on the basis of a medical certificate (opinion of a medical consulting commission).
  - 4 For students, interns, undergraduates, doctoral students, residency students on academic leave on the basis of a medical certificate, during academic leave, the state scholarship is set at 50 (fifty) percent (for disabled people - 75 (seventy five) percent, respectively, of the state scholarships for doctoral students, residency students, students, interns, undergraduates In the event that the student after leaving the academic leave again takes an academic leave without completing the semester and without passing the intermediate attestation, the scholarship is not assigned.
  - 5 For students, interns, undergraduates, residency students, doctoral students returning from academic leave, the appointment and payment of state scholarships is carried out provided there is no difference in the curriculum.
  - 6 The number of academic leaves provided to one student is not regulated by law.
  - 7 When granting academic leave to a student on the basis of an Agreement for the provision of paid educational services, payment for tuition is suspended for the period of academic leave.
  - 8 To obtain an academic leave, the student submits an application addressed to the Rector of the University and submits documents confirming the right to use the academic leave.
  - 9 On the basis of the submitted documents, within three working days, the rector's order is issued on granting the student an academic leave with an indication of the dates of its beginning and end.
- When leaving the academic leave, the student submits an application addressed to the rector and submits:
- a certificate from the VKK about the state of health from the medical organization that observed the patient, with a conclusion about the possibility of continuing education in this specialty. Moreover, the certificate of the VKK must be certified by the professorial clinic of the University;
  - a copy of the military ID - while on academic leave in connection with service in the ranks of the armed forces of the Republic of Kazakhstan;
  - a copy of the child's birth certificate - while on academic leave to care for a child.
- 10 On the basis of the submitted documents, within three working days, an order is issued to withdraw the student from academic leave.
  - 11 Upon returning from academic leave, the student continues his studies from the course from which he took this leave.
  - 12 The dean determines the difference in disciplines in the working curricula and approves the student's IEP in agreement with the PR, fills in the transfer to the AIS "Sirius", certifies with his signature.
  - 13 If the academic difference exceeds 12 ECTS (including for prerequisite disciplines), then the IEP is formed with the sequence of studying programs, taking into account the prerequisite disciplines.
  - 14 In the event that the date of leaving academic leave or leaving on academic leave does not coincide with the beginning or end of the semester, the student, according to the individual schedule, completes all educational tasks and gains the points necessary for the admission rating, or is recorded in the summer semester for disciplines according to which formed a difference on a paid basis. Orphans and children left without parental care are given the right to eliminate the difference in curriculum disciplines free of charge.
  - 15 To eliminate the difference, the student, in parallel with the current training sessions during the semester, attends all types of training sessions, performs educational tasks, passes all types of current and midterm control, receives admission and passes the final control during the intermediate certification period according to the academic calendar, taking into account the student's weekly workload (57 hours).





16 Orphans and children left without parental care are given the right to eliminate the difference in curriculum disciplines on a free basis.

17 The student is obliged to formalize his exit from academic leave within the terms specified in the order for granting academic leave. A student who does not return from academic leave within the time frame specified in the order is subject to expulsion from the University for violation of academic discipline.

#### **7.9 Providing students with an opportunity to learn the learning outcomes of missed classes for a good reason.**

1) Good reason of absence are:

- illness (in the presence of a medical certificate issued or confirmed by the professorial clinic of the University);
- participation in sports competitions, olympiads, competitions, conferences and other image events (if there is a supporting document with a dean's visa);
- family and other circumstances (if there is an application with a dean's visa).

2) The document on good excuse is provided by the student to the dean's office without fail within 5 working days from the date of leaving for study after missing classes.

3) The teaching staff of departments and courses should create conditions for students who missed classes for a good reason, if no more than 30 classroom hours are missed in a discipline (with cycle training) and no more than 15% of classroom hours of a discipline / module with a linear training system (with the exception of hospitalized).

4) The student is given the opportunity to master the learning outcomes of missed classes without payment. The student is obliged to master the learning outcomes of missed classes within 1 month from the date of leaving for school after illness, but before the end of the semester.

5) If the student missed classes in the last 2 weeks of the semester due to illness and did not manage to master the missed classes, then he is given individual terms for mastering the discipline and passing exams by order of the dean (including the period of intermediate certification, vacations).

6) Individual terms of working off are indicated by an employee of the dean's office in agreement with the head of the department in the direction.

#### **8. Registration of educational achievements of students.**

1) Office of the Registrar (hereinafter - OR) - a service that maintains the history of educational achievements of students during the entire period of study and fixes it in the academic transcript (hereinafter - the transcript).

2) A transcript is a document of the form established at the university, containing a list of disciplines passed for the corresponding period of study, indicating the grades and the number of credits according to the curriculum.

The transcript indicates:

1 . Student's full name;

2 . Faculty/school, spaciality, course;

3 . Duration and form of learning;

4. Disciplines passed, indicating the number of credits and final grades, including FX and F grades corresponding to the equivalent of "unsatisfactory", general GPA;

5. Transcript's number and date of issue;

3) The transcript issued by the OR at the request of the student for any period of his studies at the University, within 3 days after the application is received by the OR.

4) The transcript is signed by the PR inspector, the head of the PR, the dean and the vice-rector for academic activities, the transcript is certified by the seal of the University.

5) Individuals who have completed their studies and successfully passed the final certification are awarded an academic degree and a state diploma with an attachment (transcript) or a qualification in the relevant specialty and a certificate is issued.

6) The appendix to the diploma (transcript) indicates the latest grades according to the point-rating letter grading system for all academic disciplines, completed term papers (projects), research or





experimental research papers, types of professional practices, final certification with an indication of their volume in academic credits.

- 7) The University additionally issues the graduate with a pan-European Diploma Supplement.
- 8) The list of graduates who have completed educational programs of higher and (or) postgraduate education, indicating their surnames, first name, patronymic (if any), educational programs and numbers of issued diplomas, signed by the first head of the educational organization, is submitted to the authorized body in the field of education within a month after the issuance of the corresponding order.

#### **9. Organization of current control, intermediate certification of students**

- 1) Current monitoring of progress, intermediate and final attestation of students is regulated by this Academic Policy and the "Regulations on the current monitoring of progress, intermediate and final attestation of students" Kazakh National Medical University named after S.D. Asfendiyarov "from 11.11.2019. (with changes and additions)".
- 2) Conducting current monitoring of progress, intermediate and final certification of students is carried out in accordance with the established point-rating letter system for assessing the registration of educational achievements of students in accordance with Appendix 4 to the Academic Policy.

#### **9.1 The procedure for organizing and conducting ongoing monitoring of progress.**

- 1) The types of current, midterm control and the structure of current control for undergraduate, internship and residency disciplines are regulated by the SOP "Rules for the current monitoring of student progress."
- 2) Current monitoring of students' progress is carried out on the topic / section of the academic discipline and includes monitoring of educational achievements in classroom and extracurricular activities.
- 3) Grades of current academic performance are set by teachers in an electronic journal in AIS Sirius, within two days. At the undergraduate degree - grades are given at each practical lesson, at the internship and postgraduate level - in accordance with the schedule for the submission of the completed assignment indicated in the syllables, the Registrar's Office monitors the timeliness of the grading.
- 4) Lectures can be given by teachers who have the academic degree of Doctor of Science and (or) Candidate of Science, the degree of Doctor of Philosophy (PhD) and (or) Doctor in the field, academic titles (associate professor (associate professor), professor), as well as a master's degree relevant sciences and (or) senior teachers with at least three years of experience as a teacher or experience of practical work in the profile of at least five years.
- 5) The rating of the admission rating is made up of the assessments of the current / midterm control in classroom and extracurricular activities.
- 6) Tasks for the current and / or midterm control of knowledge are determined by the syllabus of the discipline. In the syllabus, tasks of current / midterm control are prescribed without fail, indicating the assessment criteria and the proportion of tasks in the assessment of the ORD. The teacher introduces students to the policy of assessing learning outcomes in the discipline in the first lesson.
- 7) Verification of the student's educational achievements is carried out by types and forms of control, at the discretion of the department. At the same time, the types and forms of control should be reflected in syllabuses, correspond to teaching methods and ensure control over the achievement of learning outcomes in the discipline.
- 8) To ensure maximum objectivity and transparency of the assessment process, the department / module should develop assessment rubrics (assessment sheets) for the current, midterm and final control of the discipline.
- 9) Assessment headings (assessment sheets) are developed in accordance with the learning outcomes; forms and methods of assessment, methods of teaching and learning; the specifics of the content of the discipline; discussed at a meeting of the department / module, approved at a meeting of the specialized CPC.





- 10) Students should be familiar with the forms and methods of control, the forms of assessment rubrics and criteria for the discipline, the frequency of assessment based on learning outcomes.
- 11) The teacher is obliged to fill in the assessment headings (assessment sheets, checklists) in a timely manner, providing the student with timely and constructive feedback. After calculating the points in the assessment heading (assessment sheet), the assessment is put in the corresponding column of the electronic journal.
- 12) Assessment of current control (CC) - is a combination of different types of assessments, taking into account the formed learning outcomes, assessed in the process of studying the discipline, and is 40% of the assessment of the admission rating.
- 13) To calculate the tolerance rating, enter the arithmetic mean of all current assessments into the corresponding formula

$$CC = (n_1 + n_2 + n_3 + \dots + n) / CC.$$

Midterm control is 60% of the assessment of the admission rating

To calculate the tolerance rating, enter the arithmetic mean of all assessments of midterm control into the corresponding formula

To calculate the tolerance rating, enter the arithmetic mean of all assessments of midterm control into the corresponding formula

$$BC = (BC_1 + BC_2 + \dots + BC_n) / \text{number of ratings } BC$$

#### **The procedure for the definition of the admission rating (DAR) and assessing the final control (AFC)**

The assessment of the admission rating (DAR) to the exam is 60% of the assessment of the final control in the discipline.

To calculate the rating of the admission rating (ORR) in the electronic journal, the following are calculated: the average score of the current control (CC) and the average score of the midterm control (RC), which are then multiplied by the corresponding coefficients and summed up.

The assessment of the admission rating (DAR) to the exam is 50 or more points. With a lower value of the DAR, the student is not allowed to the exam and re-studies the discipline in the summer additional semester (with the exception of the final course), on a paid basis.

- 14) The final rating for the discipline is determined based on the admission rating, assessed by current academic performance, the results of midterm controls and the assessment based on the results of intermediate certification or final control. The share of the admission rating is 60% in the final rating for the discipline. The assessment of the final control (exam) is 40% of the final rating for this academic discipline.

- 15) Final control (differential credit) is 40% and includes midterm control 1 and 2, which provides a cumulative assessment system. With modular teaching, intermediate controls can be 2,3,4, etc. depending on the number of disciplines providing this module. Those:

$$CC = (n_1 + n_2 + n_3 + \dots) /$$

$$FC (\text{ДЗ}) = (PK_1 + PK_2 + \dots) / PK$$

$$FCA = TK * 0,6 + ИК * 0,4$$

The procedure for calculating the assessment of the final control (OIC) is regulated by the SOP "**Development and approval of the system of educational achievements**".

- 16) The form of the exam, the consolidation of disciplines for the departments are prescribed in the document "System for assessing educational achievements"; the calculation of the ORD / final grade is prescribed in the syllabus of the discipline. Syllabuses are provided to students before the start of classes, the electronic version is posted in the AIS Sirius system no later than the end of September.

- 17) The weight of a block or discipline used in calculating the ORD of a discipline, including an integrated one or a module, is determined as the proportion of the number of credits (hours) of a block / discipline from the total number of credits of a discipline (integrated) or module.

#### **9.2 The procedure for organizing and conducting intermediate certification of students**

- 1) Intermediate certification of students at the university is carried out in accordance with the academic calendar, working curricula and educational programs developed on the basis of the state





educational standard and standard curricula for the specialties of higher and postgraduate education and syllabuses of disciplines.

- 2) The organization and conduct of intermediate attestation (examination session) of students is carried out by the Office of the Registrar together with the deans of schools / faculties.
- 3) The University conducts winter and summer intermediate certifications for students. The list of examiners is approved at the beginning of the academic year by the head of the department from among professors, associate professors, PhDs and assistants / teachers with a master's degree in scientific and pedagogical direction with at least three years of work experience.
- 4) The final control of students is carried out in the form of passing exam, differentiated credits and reports on professional practice.
- 5) Final control (differential credit) is 40% and includes midterm control 1 and 2, which provides a cumulative assessment system. With modular teaching, intermediate controls can be 2,3,4, etc. depending on the number of disciplines providing this module. Those:

**CC = (n1+n2+n3.....)/ number of ratings**

**FC = (BC1+BC2...)/ number of ratings BC**

**evaluation of the final control = CURRENT CONTROL \*0,6 +FINAL CONTROL \*0,4**

The exam form for each academic discipline / modular discipline is approved on the basis of the decision of the committees of educational programs (CPC). The heads of the departments represent the syllabus in the KOP. The CPC prepares summary information in the form of a system for assessing the educational achievements of students. The student assessment system is provided in educational programs.

- 6) The calculation of the final grade in AIS "Sirius" for the discipline / module is given in the standard operating procedure (SOP) for the student assessment system.
- 7) For some disciplines, repeated in several semesters with the same code, the final final grade is given in the appendix (transcript) of the diploma.
- 8) Exams are held according to the schedule and serve as a form of checking the educational achievements of students and are aimed at assessing educational achievements over the academic period.
- 9) Retaking a positive assessment for the final control with the aim of increasing it in the same period of interim certification is not allowed.
- 10) Admission to the final certification of internship and residency students is carried out according to the results of intermediate certification. Students who do not have arrears in the disciplines / modules studied and for tuition fees are admitted to the IGA, as well as who have passed an external comprehensive assessment of knowledge by at least 65%.

### 9.2.1 Final control procedure

- 1) The purpose of the final exam is to control the educational achievements of students. The main purpose of the final exam is to assess the level of mastering by students of academic discipline programs. If the discipline is studied over several academic periods (semesters), the final control is carried out for that part of the discipline that was studied in a specific academic period.
- 2) Students of the University who have scored at least 50 points are allowed to take the exams. The maximum possible mark for passing the final control is 100 points.
- 3) The educational achievements of students in all types of educational tasks are assessed according to the point-rating letter system of knowledge assessment.
- 4) Academic achievements (knowledge, abilities, skills and competencies) of students are assessed in points on a 100-point scale corresponding to the internationally accepted letter system with a digital equivalent (positive marks, in descending order, from "A" to "D", and "unsatisfactory" - "FX", "F",) and the ratings according to the traditional system.
- 5) In case of receiving an "unsatisfactory" mark at the final control (exam, differential test), corresponding to the mark "FX" (25-49%), the student retakes the final control without repeating the program of the academic discipline / module, but no more than once (see . Appendix 2). Upon re-receiving the mark "unsatisfactory" corresponding to the mark "FX" (25-49%), the student re-enrolls in





this academic discipline (module) in the next academic period or in the summer additional semester on a paid basis, attends all types of training, performs all types of educational work, according to the program, and retakes the final control."

- 6) The student is obliged to retake the "unsatisfactory" mark corresponding to the "FX" mark exclusively during the interim certification period according to the retake schedule. It is not allowed to postpone the retake for the summer additional semester.
- 7) In the case when the student, upon passing the final control in the discipline, receives "unsatisfactory" - "F" (0-24%), then the student again, on a paid basis, enrolls in this discipline / module in the summer additional semester (except for the final courses) in the next academic period or in the summer additional semester on a paid basis, attends all types of training, performs all types of educational work according to the program and passes the final control. If a final FX grade is received in the summer semester, the student has the right to retake no more than once. In this case, the inadmissibility in the discipline is equated to the mark F (unsatisfactory).
- 8) In the case when the student of the final course, upon passing the final control during the winter intermediate certification in the discipline, receives "unsatisfactory" - "F" (0-24%), then the student is re-enrolled on a paid basis for this discipline / module in the next academic period, attends all types of training sessions (subject to the weekly load), performs all types of educational work according to the program and passes the final control. In case of receiving the final grade "FX" in the next academic period in the same discipline, the student has the right to retake no more than once. In this case, the inadmissibility in the discipline is equated to the mark F (unsatisfactory).
- 9) Students who receive "unsatisfactory" marks corresponding to the mark "FX" and then retake these marks for "good" and / or "excellent" during the interim certification are awarded a scholarship.
- 10) If the student does not appear according to the main approved schedule for the final control and / or for retake for a good reason (illness, family circumstances, natural disasters), then the dean of the school sets an individual deadline for passing the final control without re-passing the curriculum / module no later than 5 working days before the start of the next academic period, subject to the provision of supporting documents (a certificate of illness must be certified in a professorial clinic and submitted to the dean's office within 5 working days from the day the illness ends). In exceptional cases, the dean's office may extend the period of intermediate certification, subject to the provision of documents confirming the existence of a good reason, by order of the dean of the School / faculty.
- 11) If the student did not appear for the final control and / or retake within the period established by the university for an unjustified reason, then the student re-enrolls on a paid basis for this academic discipline / module, attends all types of training sessions, performs all types of educational work in accordance with program, in the summer additional semester and retakes the final control.
- 12) Checking the educational achievements of students is carried out by various forms of control and certification, which are determined independently by the departments and approved in the working curricula and syllabuses. OUMR conducts an analysis of the ratios by the forms of final control with the presentation of a report at a meeting of the Academic Committee.
- 13) To carry out the final control in accordance with the approved form of the final control, the departments develop control and measuring instruments that are subject to examination and approval by the committee of educational programs.
- 14) When carrying out the final control in the form of computer testing, all assessments are automatically entered into the AIS "Sirius".
- 15) When conducting the final control in oral-written, written and other forms, examination sheets are subject to delivery to the OR no later than the next working day after the exam. The results of the examinations must be entered into the AIS "Sirius" no later than two working days from the date of the exam.
- 16) When conducting examinations in writing, it is imperative to follow the procedure for encrypting and decrypting students' work, in accordance with the SOP. Organization and conduct of a written exam.





17) Each student must comply with the requirements for behavior on the exam, which are given in the Rules (Appendix 5).

### 9.2.2 Supervision during the interim certification period

- 1) To ensure transparency and objectivity of the intermediate attestation by the registrar's office, a pool of proctors is formed from among the teaching staff who have no conflict of interest during the period of the intermediate attestation.
- 2) Proctors are instructed by the registrar's office a week before the start of the interim certification.
- 3) For the period of interim attestation, the registrar's office forms a schedule of proctors' duty in classrooms and computer labs. The duty schedule is communicated to the heads of departments / deans of schools.
- 4) The presence of proctors is strictly required. The proctors are responsible for adherence to the order and procedure for conducting intermediate certification.
- 5) The department ensures the attendance of proctors both for briefing and on duty during the period of intermediate certification.

### 9.3 Procedure for making an appeal

- 1) Students who do not agree with the results of the final control have the right to submit an appeal to the chairman of the school / faculty appeal committee no later than 18.00 hours of the next working day.
- 2) Appeal commissions are created for the academic year by order of the Vice-Rector for Academic Affairs of the University for schools / faculties.
- 3) The procedure and procedure for conducting an appeal is governed by the rules for conducting appeals (Appendix 6).

### 9.4 The procedure for conducting the state exam in discipline "Modern history of Kazakhstan"

- 1) The state exam in the discipline "Modern history of Kazakhstan" is held during the period of intermediate certification, according to the academic calendar of the University. Students of all undergraduate and higher special education specialties, with the exception of those enrolled in abbreviated programs on the basis of higher education, take the state exam in the discipline "Modern history of Kazakhstan" upon completion of its study, in the same academic period.
- 2) Admission to the state exam in the discipline "Modern history of Kazakhstan" is carried out in two stages:
  - at the first stage, by a general order of the dean of the School / faculty, students who do not have arrears in tuition fees, are not on academic leave or on long-term treatment are admitted to the examination session. The order is formed by the specialists of the dean's offices. The lists of subgroups for passing exams are formed by the dean's offices of the Schools / Faculties.
  - at the second stage, automatic admission to the exam in the discipline is carried out based on the assessment of the admission rating, determined by the results of the current and midterm progress control. This admission is carried out in the AIS "Sirius".
- 3) On the basis of the order, the sheets of the state examination by commissions are formed.
- 4) The state examination process is fully coordinated by the SEC commission.
- 5) A student who does not agree with the result obtained at the state exam in the discipline "Modern history of Kazakhstan" submits an appeal in accordance with the Rules for the appeal. If a student receives an "FX" grade (25-49) on the state exam "Modern history of Kazakhstan", then he is given the opportunity to retake during the current intermediate certification without re-passing the discipline, no more than once (free of charge).
- 6) If a student receives a grade "F" (0-24) on the state exam "Modern history of Kazakhstan", then he must re-enroll in this discipline, go through its entire program, complete all tasks, and receive admission to final control, pass the final control (exam). Re-enrollment for an academic discipline is carried out only on a paid basis.
- 7) Retaking a positive assessment of the state exam in the discipline "Modern history of Kazakhstan" with the aim of improving it in the same period of intermediate certification is not allowed.

## 10 Regulations on the preparation of theses, master's theses.





### 10.1 General Provisions

- 1) The Regulation on the preparation of graduate works, master's theses (hereinafter - the Regulation) determines the procedure for the preparation of works for student educational programs of higher education - bachelor's and master's programs.
- 2) The management of diploma theses or projects is carried out by teachers in the field and (or) specialists corresponding to level 8 of the National Qualifications Framework with a work experience of at least 3 years.
- 3) The supervisor and research topic of the undergraduate are approved
- 4) by the decision of the Senate.
- 5) Implementation of scientific supervision of undergraduates by a teacher who has a scientific degree "candidate of science", or "doctor of science", or "doctor of philosophy (PhD)", or "doctor in profile", or an academic degree "doctor of philosophy (PhD)", or "doctor in profile", or degree "doctor of philosophy (PhD)", or "doctor in profile" corresponding to the profile of the requested direction, with experience of scientific and pedagogical work for at least three years, who is the author of 5 scientific articles over the last five years in publications included in the List of scientific publications recommended for publication of the main results of scientific activity, approved by the authorized body in the field of education and science (hereinafter referred to as the List of publications) and 1 scientific article in an international peer-reviewed scientific journal having an impact factor according to JCR data (JCR) or indexed in one of the bases Science Citation Index Expanded, Social Science Citation Index or Arts and Humanities Citation Index in the Web of Science Core Collection or indicator pr CiteScore score at least 25 in the Scopus database.
- 6) The scientific supervision of a doctoral student is carried out by a teacher who has the academic degree "candidate of science", or "doctor of science", or "doctor of philosophy (PhD)", or "doctor in profile", or the academic degree of "doctor of philosophy (PhD)", or "Doctor in profile", or degree "doctor of philosophy (PhD)", or "doctor in profile", experience of scientific and pedagogical work at least three years, who is the author: 2 articles in international peer-reviewed scientific journals included in 1, 2, 3 quartile according to JCR data in the Web of Science Core Collection or having a CiteScore percentile index of at least 35, or a Hirsch index of 2 or more;

### 10.2 Preparation of the thesis

- 1) Preparation of the final work should be carried out by students independently in the final period of theoretical training, under the guidance of a qualified supervisor. The graduation work must contain a share of originality within the limits regulated by the Rules and the procedure for checking works for plagiarism.

The graduation work must:

- 1) be creative, using general theoretical provisions, relevant statistical data and current regulatory legal acts;
  - 2) have a practical orientation in accordance with the chosen direction of training (specialty), training profile and specialization;
  - 3) meet the requirements of a logical and clear presentation of the material, evidence and reliability of facts, a consistent presentation of information, internal unity and consistency of legal material;
  - 4) reflect the student's ability to use rational methods of searching, selecting, processing and systematizing information, the ability to work with regulatory legal acts;
  - 5) reflect the relevance of the chosen topic: theoretical and practical significance, its sufficient elaboration;
  - 6) contain a set of reasoned provisions and conclusions;
  - 7) be correctly designed (clear structure, logical completeness, correct design of bibliographic references, bibliography, accuracy of execution) in accordance with the requirements for works sent to print.
- 2) The author is responsible for the accuracy of the data presented in graduation work. He is obliged to make links to the author and the source from which borrowing materials or individual results.

### 10.3 Preparation of a master's thesis (project)





- 1) Master's thesis is carried out under the guidance of a scientific advisor. If necessary, the undergraduate can be assigned a scientific consultant in a related branch of science. The scientific advisor (scientific advisor) of a master's student must have an academic degree (doctor or candidate of sciences) or an academic degree of doctor PhD / in the field and be actively engaged in this branch of science (according to specialties of undergraduate studies).
- 2) Candidates for scientific advisers (scientific consultants) undergraduates reviewed by the Scientific Committee and approved by order of the rector in the first year within the first two months after enrollment.
- 3) The topic of the master's thesis is approved within 1 semester.
- 4) Master's thesis is the basis for awarding the graduate academic master's degree in the relevant EP. A master's thesis must meet the following requirements:
  - 1) contain new scientifically grounded theoretical and (or) experimental results that allow solving a theoretical / applied problem or area major achievement in the development of specific scientific areas;
  - 2) correspond to the main problems of the specialty in which the master's thesis is being defended;
  - 3) contain scientific novelty and practical significance;
  - 4) be based on modern theoretical, methodological and technological achievements of science, technology and production, contain specific practical recommendations, independent solutions to management problems of a complex, inter-functional nature;
  - 5) be based on modern methods of data processing and interpretation with the use of computer technology;
  - 6) be carried out using modern scientific research methods and advanced information technologies; contain scientific research / experimental research (methodological, practical) sections on the main protected provisions;
  - 8) be based on international best practices in the relevant field of knowledge.
- 5) The main results of a master's thesis submitted for defense must be presented in at least one publication and / or reported at a scientific and practical conference. Theses of regional, republican, international conferences, symposia, meetings, survey information reports, analytical reviews and prepatents (patents) can be equated to publications.
- 6) The dissertation must be written individually, contain a set of new and reliable scientific results and provisions put forward by the author for public protection, have an internal unity, determined by the presence of a connection between the results obtained in the work within the framework of the developed or investigated theoretical or applied problem, testify about the author's personal contribution to science and / or practice.
- 7) New solutions proposed by the author should be strictly argued and critically evaluated in comparison with known solutions.
- 8) In a thesis that has applied value, information on the practical use of the scientific results obtained by the author, confirmed by copyright certificates, patents and other official documents, should be provided, and in a thesis that has theoretical value, recommendations on the use of scientific findings.
- 9) Master's thesis (project) must be checked for plagiarism.
- 10) Master's theses after defense are transferred to the library, department acquisition (one copy of the dissertation and abstract). The second copy of the thesis remains with the student.
- 11) It is forbidden to transfer the originals of master's theses to third parties organizations and individuals.

## 11. Practice of students

- 1) Practice is a compulsory component of all educational programs of the university and is carried out in accordance with the schedule and individual curriculum of the student.
- 2) The University defines the following main types of practices: educational, industrial, prediploma, pedagogical; research, field training.
- 3) Practice is carried out on the basis of syllabuses approved by the departments.





- 4) Students, based on the results of each type of practice, submit a report, which is checked by the head of the practice and defended before the commission created by the order of the head of the department / dean.
- 5) The procedure for organizing and implementing practices is regulated in the Rules for organizing practices (Appendix 7).

## 12. Insite training for interns and residents

- 1) Exit training in internship and residency is a form of personnel training that combines training in the organization of education with mandatory periods of study in medical organizations with equal responsibility of the educational organization, medical organization and the student.

The procedure for organizing field training for interns and residents is regulated in the Rules (Appendix 8).

## 13. Final certification of students

### 13.1 General provisions of the final certification at all levels of study

- 1) The final certification of students of all levels is carried out according to the forms established by the state educational standard / educational program, the duration and timing of which are provided for by the academic calendar and working curricula of specialties.
- 2) The final certification is carried out according to the program developed by the graduating department on the basis of the curriculum of disciplines and approved by the Academic Committee.
- 3) In this case, instead of a thesis or graduation project, two comprehensive exams are taken for the following categories of persons:
  - 1) being on long-term treatment in a hospital for health reasons;
  - 2) with special educational needs, including disabled children, disabled since childhood, disabled I group;
  - 3) Pregnant women or rising children under the age of 2;
    - 4) To conduct the final certification of students, the university creates a final certification commission (hereinafter IAC) for educational programs, the composition of which is approved by the order of the rector.
    - 5) The composition of the IAK is formed from the number of professors, associate professors, highly qualified specialists from among employers, corresponding to the profile of the graduated specialists.
    - 6) Students who have fully completed the educational process in accordance with the requirements of working and individual curricula and educational program, undergoing scientific internships for undergraduates and doctoral students are allowed To the final certification.
- 1) A student who received an “unsatisfactory” grade according to the final attestation is expelled from the University by order of the head of the University as “did not fulfill the requirements of the educational program: did not defend his thesis (project) or master's thesis (project)” or “did not fulfill the requirements of the educational program: did not pass complex exam ”.
- 2) A student of a higher education educational program who has final grades A, A- "excellent", B-, B, B+, C+ "good" in academic disciplines and other types of educational activities, with a GPA of at least 3, 5, as well as those who have passed a comprehensive examination or defended their thesis (project) with grades A, A - "excellent", are awarded a diploma with honors (excluding grades for additional types of education). At the same time, the student who has a retake or Repeated passing of the final control (exam), a diploma with honors is not issued.
- 3) A student who, during the entire period of study, had repeated exams from "good" to "excellent", is awarded a diploma with honors if, according to the first mark (ie before the retake), the GPA is not less than 3.5. In other cases, a student who has had a retake or repeated passing of the final control (exam) during the entire period of study is not issued a diploma with honors.
- 4) Repeated passing of a comprehensive exam or defense of a thesis (project), master's thesis (project) in order to increase a positive mark is not allowed.
- 5) Retake of a comprehensive examination, as well as re-defense of the thesis (project), master's thesis for persons who have received the grade "unsatisfactory" are not allowed during this period of final certification.





12) At the end of the IA, the Chairman prepares a report and presents it at a meeting of the Senate for a month. The report of the Chairman of the IAK includes the results of the final certification of graduates and a comparative analysis of the issue of the previous and reporting period and an explanatory note. The explanatory note of the IAK chairman's report reflects:

- 1) analysis of the quality of training for this EP;
- 2) the quality of graduation work (projects);
- 3) compliance of the topic of thesis (projects) with the current state of science, and the demands of the labor market;
- 4) specific recommendations for the further improvement of the training of specialists in a higher educational institution.

### **13.2 Final certification of undergraduate students**

1) Final certification of undergraduate students is carried out in the form of delivery a comprehensive examination and defense of the thesis (project), or in two stages in accordance with the Rules for assessing the knowledge and skills of students in medical education programs, approved by order of the Minister of Health of the Republic of Kazakhstan dated April 23, 2019 No. ҚР DSM-46 (registered in the Register of normative legal acts under No. 18577):

- 1) knowledge assessment (computer testing);
- 2) Assessment of skills.
- 2) Thesis (projects) are checked by the University independently for the subject plagiarism.
- 3) To conduct the final certification for the student, a final Attestation Commission (hereinafter - IAC) for specialties or groups of specialties.

### **14.1**

- 1) The International Faculty confirms the student's participation in the academic mobility program;
- 2) The dean confirms that the discipline is a university component and informs the student about further actions regarding the development of the university component.
- 3) The department "Physical culture and sport" confirms the possibility of passing the discipline "Physical culture" in the summer semester or upon arrival.
- 4) The head of the distance technologies department confirms the possibility of passing disciplines using DOT and conducts instructions on the training format.
- 5) Before departure, students are required to pay the cost of loans approved for the current academic year for the academic difference in the disciplines of the university component.
- 6) Students at the military department must write an application addressed to the head of the military department indicating the period of study within the framework of academic mobility to study at the military department on an individual basis.
- 7) Students at the receiving institution independently go through the administrative procedures for admission in accordance with the rules of the receiving institution.
- 8) After completing their studies at the host university, students submit a transcript and an advance report to their University (in the case of studying at the expense of a state grant or other scholarship programs). On the basis of the transcript, the student is obliged to transfer credits. The student is responsible for the learning outcomes at the host institution. When recalculating, the grade is given, which was obtained according to the results of training. In cases of unsuccessful passing of exams at the host university, the student assumes responsibility and costs for covering the repeated period of study. After completing their studies at the host university, students submit a transcript and an advance report to their University (in the case of studying at the expense of a state grant or other scholarship programs). On the basis of the transcript, the student is obliged to transfer credits. The student is responsible for the learning outcomes at the host institution. When recalculating, the grade is given, which was obtained according to the results of training. In cases of unsuccessful passing of exams at the host university, the student assumes responsibility and costs for covering the repeated period of study.





8) At the end of the academic year, the University provides the Ministry of Education and Science of the Republic of Kazakhstan with information on the number of students enrolled in academic mobility programs and information about the partner university, indicating data on the accreditation of the university, educational programs and their duration (upon request).

#### **14.2 Funding academic mobility**

1) Funding for academic mobility can be carried out at the expense of:

- state budget funds;
- extra-budgetary funds of the university;
- grants from national companies, social partners, international funds;
- own funds of participants of academic mobility, etc.

- 1) As part of external academic mobility, students are exempt from tuition fees, unless otherwise specified in a specific Agreement / Agreement..
- 2) Students traveling on academic mobility programs at the expense of the republican budget conclude a bilateral agreement on the mandatory implementation of the training plan, scientific or educational internship and the targeted use of budget funds. Failure to comply with the approved training plan, as well as inappropriate use of budget funds is the basis for holding the student accountable and returning the used budget funds.

#### **15. The procedure for awarding vacant educational grants released in the process of obtaining higher education**

- 1) Vacant educational grants freed up in the process of obtaining higher education, in the context of training specialties, are awarded on a competitive basis to students on a paid basis in this specialty. The competition is held based on the results of interim attestation with the issuance of a certificate of awarding an educational grant. In the case of the same indicators of the average performance score when holding a competition for obtaining vacant educational grants, students who have grades only A, A- ("excellent"), then grades from A, A- ("excellent") to B +, B, B-, C + ("good") for the entire period of study. According to the order of the Ministry of Education and Science of the Republic of Kazakhstan No. 563 dated 12.10.2018, the rating "C +" corresponds to the equivalent of "good" from the corresponding period.
- 2) In the competition for vacant educational grants, all students of the contractual department who do not have academic debt and the difference in the program, financial debt for training can participate.
- 3) The awarding of vacant educational grants released in the process of obtaining higher education is carried out during the summer and winter holidays, for the available vacancies on a competitive basis, in the following order:
  - 1) a student on a paid basis submits an application addressed to the rector of the university with a request to be allowed to participate in the competition for further education on an educational grant;
  - 2) the university, having considered this application on a competitive basis, together with the decision of the Senate, in accordance with the Academic calendar, observing the terms of the Ministry of Education and Science of the Republic of Kazakhstan, before August 5 and January 15 of the current year, sends it to the authorized body in the field of education for a decision. The student's transcript, a copy of his identity document, and a certificate of the holder of an educational grant (original) expelled from the university are attached to the student's application, along with the decision of the Board of Directors;
  - 3) The authorized body in the field of education considers the received documents in the context of specialties, forms and terms of study, taking into account the year of admission and, if the issue is positively resolved, issues an order on awarding an educational grant;
  - 4) on the basis of the order of the authorized body in the field of education, a certificate of awarding an educational grant is issued;
  - 5) on the basis of the issued certificate of awarding an educational grant, the rector issues an order for further training under an educational grant.



**16. Procedure for the payment of state scholarships**

- 1) Payment of state scholarships to students of the University is carried out in accordance with the regulatory documents of the Government of the Republic of Kazakhstan, the Ministry of Education and Science of the Republic of Kazakhstan and the Law of the Republic of Kazakhstan "On Education".
- 2) The state scholarship is awarded to students, interns, undergraduates studying under the state educational order, as well as those transferred to study under the state educational order, who received, according to the results of the examination session or intermediate attestation of students, the equivalent of marks corresponding to marks "good", "excellent", and paid monthly from the first day of the month following the examination session or intermediate attestation of students, including until the end of the month in which the semester ends. If the modular discipline has a duration of one academic year, then the scholarship is paid according to the final grades of the disciplines of the first semester included in the module.
- 3) Students, undergraduates, doctoral students enrolled in the first year (first year of study) on the basis of the state educational order in the first semester are assigned a state scholarship and paid monthly during the first semester. In the following semesters, state scholarships are assigned and paid to students, undergraduates, doctoral students based on the results of the examination session or intermediate certification of students for the previous semester.
- 4) Residents are awarded a scholarship once a year, at the end of the academic year.
- 5) Scholarships established by the President of the Republic of Kazakhstan as well as personal scholarships are appointed by the decision of the Senate on the basis of the result of the competition committee.
- 6) The President's scholarship is assigned to full-time students from the 3rd year (personal scholarships from the 2nd year) and master students from the second year of study who study only with excellent marks (A, A-), both on the basis of the state educational order, and on a paid basis.
- 7) The scholarship is assigned to the following categories of students:
  - 1) winners of republican and international Olympiads, creative contests, sports competitions, festivals, or who are the authors of discoveries, inventions;;
  - 2) having publications in collections of scientific papers, in republican and international scientific journals;
  - 3) actively engaged in research work, the success of which is confirmed by diplomas, diplomas, certificates, certificates;
  - 4) those who take an active part in the social, cultural and sports life of educational organizations.
- 8) The assignment of the scholarship is carried out by order of the Vice-Rector for Academic Activities on the basis of the decision of the University Council.
- 9) The scholarship is awarded for one academic period.  
 decision of the academic council of higher education institutions.

**Scholarship Rules**

№	Student status	Results of the previous interim certification	Scholarship*	Legal act**
1.	A student of KazNMU, without academic debt (the course of study corresponds to the year of admission)	"excellent"	<b>An increased scholarship of + 15% is assigned,</b> except for students receiving state personal scholarships and scholarships of the President of the Republic of	ПІІ ПК №116 от 07.02.2008, с изм. от 20.11.2019. ПІІ №859, п.20





			Kazakhstan	
2.	A student of KazNMU, without academic debt (the course of study corresponds to the year of admission)	"Excellent", "good"	<b>Appointed</b>	ПП РК №116 от 07.02.2008, с изм. от 20.11.2019. ПП №859, пп.4, 5
3.	KazNMU student (orphan / under guardianship), without academic debt (course of study corresponds to the year of admission)	"Excellent", "good", "satisfactorily"	<b>Appointed</b>	ПП РК №116 от 07.02.2008, с изм. от 20.11.2019. ПП №859, пп.4,5,6,
4.	A student of KazNMU, with academic debt based on the results of the last academic year (transferred to the next course with academic debt)	"Excellent", "good"	<b>Not appointed</b> until the existing academic debt is eliminated. Appointed from the date of elimination of academic debt from the 1st day of the next month.	ПП РК №116 от 07.02.2008, с изм. от 20.11.2019. ПП №859, пп.4,5
5.	A student of KazNMU, with academic debt	"Excellent", "good"	<b>Not appointed</b> until academic debt is	

	during the winter PA (the course of study corresponds to the year of admission)	(results of the previous, spring PA)	eliminated. Appointed from the date of elimination of academic debt from the 1st day of the next month.	
6.	A student transferred from another university with a grant, without an academic difference in the UP	"Excellent", "good"	<b>Appointed</b>	ПП РК №116 от 07.02.2008, с изм. от 20.11.2019. ПП №859, пп.4,5
7.	A student transferred from another university with a grant (orphan / under guardianship) without an academic difference in the UP	"Excellent", "good", "satisfactorily"	<b>Appointed</b>	ПП РК №116 от 07.02.2008, с изм. от 20.11.2019. ПП №859, пп.4,5,6
8.	A student transferred from another university with a grant, with an academic difference in the UP	"Excellent", "good"	<b>Appointed</b> after the elimination of the academic gap from the 1st of the next month	ПП РК №116 от 07.02.2008, с изм. от 20.11.2019. ПП №859, пп.10,4,5



9.	A student who has left academic leave, without academic debt, without academic difference in UP	"Excellent", "good"	<b>Appointed</b> based on the results of the previous PA from the 1st day of the next month	ПП РК №116 от 07.02.2008, с изм. от 28.02.2012. ПП №266, пп.12,4,5
10.	Exit from academic leave, without academic debt, with an academic difference in UP	"Excellent", "good"	<b>Appointed</b> after the elimination of the academic gap from the 1st day of the next month based on the results of the previous PA	
11.	Exit from academic leave, with academic debt, with academic difference in UP	the presence of an assessment of "failure" / nonadmission during the previous PA	<b>Not appointed</b> due to the existing debt for the previous PA.	
12.	Exit from academic leave for 1 semester of 1 course (went on academic leave until PA)	PA did not pass	<b>Appointed</b>	ПП РК №116 от 07.02.2008, с изм. от 20.11.2019. ПП №859, пп.4,5
13.	Academic leave for 1 year for health reasons, with academic debt (not admitted to winter PA)	Was not admitted to the exam during the winter PA	<b>Not assigned.</b> Appointed according to the results of the upcoming winter PA after leaving academic leave	ПП РК №116 от 07.02.2008, с изм. от 20.11.2019. ПП №859, п.22
14.	Academic leave for health reasons (the conclusion of the VKK	"Excellent", "good"	<b>Appointed</b> (including 50% for the entire period of JSC)	ПП РК №116 от 07.02.2008, с изм. от 20.11.2019. ПП №859, п.22
	indicating the start and end dates of the AO), without academic debt			
15.	Academic leave for health reasons (the conclusion of the VKK indicating the start and end dates of the AO), without academic debt	"Excellent", "good"	<b>Appointed</b> (including 75% for the entire period)	
16.	Academic leave for health reasons (tuberculosis), regardless of the results of the previous semester		<b>Appointed</b> , but not more than 10 months (100% for the entire AO period)	ПП РК №116 от 07.02.2008, с изм. от 20.11.2019. ПП №859, п.12





17.	Academic leave for pregnancy and childbirth (conclusion of the VKK indicating the start and end dates of the AO)	"Excellent", "good"	<b>Prescribed</b> (100%, within 4 months or 126 days)	ПП РК №116 от 07.02.2008, с изм. от 20.11.2019. ПП №859, п.13
18.	Academic parental leave	-	<b>Not assigned</b>	

\* In accordance with the "Rules for the appointment, payment and size of state scholarships to students in educational institutions" (Decree of the Government of the Republic of Kazakhstan No. 116 dated 07.02.2008, as amended on 20.11.2019. Decree of the Government of the Republic of Kazakhstan No. 859):

- Orphan / Ward - + 30% to the scholarship;
- Visually impaired / hearing impaired - + 75% to the scholarship;
- Equated to disabled people of the Second World War - + 50% to the scholarship

\*\* "Rules for the appointment, payment and size of state scholarships to students in educational institutions" (Resolution of the Government of the Republic of Kazakhstan No. 116 dated 07.02.2008, as amended on 20.11.2019. Resolution of the Government of the Republic of Kazakhstan No. 859).

### 17. Tuition fees

The cost of studying at the University is based on the real costs of providing the educational process.

Tuition fees are regulated in accordance with the Agreement for the provision of educational services and is within the competence of the Department of Economics and Finance of the University.

### 18. Information management policy

- The University determines the procedures for collecting, analyzing and using relevant information to effectively manage its programs and other areas of its activities.
- To assess the quality assurance system, the University organizes the collection and analysis of information through the following methods:
  - Development and definition of the requirements for the clinical bases of the University;
  - Development, implementation and use of information systems;
    - Determination of stakeholder requirements for performance results;
  - Assessment of the satisfaction of stakeholders with the educational services of the University;
  - Analysis of the external and internal environment of the University;
  - Analysis of the provision of a simulation center, the basis for the practical training of students.
- A global analysis of the external and internal environment of the University is carried out within the framework of the development and updating of the strategic plan of the University in accordance with the SPRZ, includes an analysis of the implementation of the unity: science, education and clinic, global trends in the development of education and external challenges, strengths and weaknesses, internal and external risks.
- The collection, monitoring, analysis, exchange of information, the formation of statistical and reference reporting on the contingent of students, the results of assessing the educational achievements of students, the formation of orders on the movement of the contingent of students is carried out by the Office of the Registrar.
- Analysis and monitoring of the employment process is carried out by the Office of Employment and Admission.
- The needs and expectations of key stakeholders are determined by analyzing external regulatory documents in the field of education and health, the results of feedback from joint events, and survey results. The main sources for interviewing the needs and expectations of key stakeholders are identified in the Strategic Development Plan of the University.



- 7) The University ensures the application of appropriate information exchange processes between different levels of management, structural units, teaching staff and students on aspects related to ensuring the quality of education.
- 8) The structure and volume of information, sources, frequency, time interval, persons responsible for the reliability and timeliness are determined by internal regulatory documents.

#### **19. Public awareness**

- 1) The University publishes information about its activities, including the implementation of educational programs. Information provided to the public is clear, accurate, objective, current and accessible.
- 2) The implementation of the information policy is ensured by the Press Service of KazNMU, together with various structural divisions, whose functions include determining the priority areas of information policy, forming plans for its implementation using all available information sources, ensuring the completeness and efficiency of information, developing existing and new media , as well as monitoring the media with a view to adjusting information activities.
- 3) The University provides information to the public about its activities through the official website [www.kaznmu.kz](http://www.kaznmu.kz), as well as local and republican media.

#### **20. Conclusion**

- 1) The document is open and accessible to everyone and reflects the general approaches of the university to the formation of academic processes and procedures.





**List of prerequisites for educational programs / specialties**

<b>Specialty / EP</b>	<b>Course</b>	<b>Disciplines / modules</b>
General medicine	from 1 course to 2 course	Anatomy Basics Module
		Human histology and embryology
	from 2 course to 3 course	Preclinical Research and Movement Fundamentals Module
		Human reproductive health (norm)
		Nutrient absorption and metabolic (normal)
	from 3 course to 4 course	Respiration and circulation module (normal)
		Pathology of organs and systems
		Propedeutics of Internal Medicine
	from 4 course to 5 course	Propedeutics of childhood diseases
		Fundamentals of Internal Medicine
		Fundamentals of Surgical Diseases
		Basics of obstetrics and gynecology
Pediatrics	from 1 course to 2 course	Basics of Childhood Illness
		Anatomy Basics Module
	from 2 course to 3 course	Human histology and embryology
		Preclinical Research and Movement Fundamentals Module
		Human reproductive health (norm)
	from 3 course to 4 course	Nutrient absorption and metabolism (normal)
		Respiration and blood circulation module (norm)
		Pathology of organs and systems
	from 4 course to 5 course	Propedeutics of Internal Medicine
		Propedeutics of childhood diseases
		Fundamentals of Internal Medicine
		Fundamentals of Surgical Diseases
Dentistry	from 1 course to 2 course	Basics of obstetrics and gynecology
		Basics of Childhood Illness
		Human anatomy
	from 2 course to 3 course	Human histology and embryology
		Human physiology
		Biological chemistry
		Microbiology
	from 3 course to 4 course	Fundamentals of Therapeutic Dentistry
		Fundamentals of Prosthetic Dentistry
		Prevention of dental diseases
	from 4 course to 5 course	Pathological anatomy
		Pathological physiology
Public health	from 2 course	Cariesology and non-carious lesions of dental hard tissues
		Oral surgery
		Pediatric dentistry propedeutics
		Biostatistics




	to 3 course		
	from 3 course to 4 course	Epidemiology	
Nursing	from 1 course to 2 course	Microbiology	
	from 2 course to 3 course	Basics of Childhood Illness	
	from 3 course to 4 course	Evidence-based nursing basics	
Pharmacy	from 1 course to 2 course	Pharmaceutical botany	
		Inorganic chemistry	
	from 2 course to 3 course	Analytical chemistry	
		Organic chemistry	
		Physical and colloidal chemistry	
		Inorganic chemistry (the discipline Physical and colloidal chemistry was replaced on 06.11.2020)	
	from 3 course to 4 course	Organization of pharmaceutical activities	
		Pharmacology	
		General research methods and drug analysis	
		Technology of dosage forms	
	from 4 course to 5 course	Pharmacy Management and Economics	
		Pharmaceutical chemistry	
Pharmacognosy			
Industrial drug technology			
Pharmaceutical production technology	from 1 course to 2 course	Inorganic chemistry	
		Maths	
		Physics	
	from 2 course to 3 course	Analytical chemistry	
		Physical chemistry	
		Organic chemistry	
		Descriptive geometry and engineering graphics	
		Processes and apparatus for chemical and pharmaceutical production	
	from 3 course to 4 course	Engineering and computer graphics (the discipline Descriptive geometry and engineering graphics was replaced on 11/06/2020)	
		Fundamentals of pharmaceutical technology	
		Industrial drug technology	
			General chemical technology





Appendix 2

<b>Discipline advantage / module</b>	<b>First delivery (session)</b>	<b>Retake result (no more 1 time)</b>	<b>Summer semester</b>	<b>Retake (no more 1 time)</b>	<b>Procedures</b>	
<u>Non-prerequisite disciplines</u>	No admission	-	No admission	No retake	Transferred from course to course with academic debt of no more than 12 ECTS.	
	No admission	-	F			
	F	-	F			
	F	-	No admission			
	FX	FX	FX			FX/ F
	FX	F	FX			FX/ F
	FX	F	F			-
	FX	F	No admission			-
	F	-	FX			FX/ F
	No admission	-	FX			FX/ F
Prerequisite disciplines	No admission	-	No admission	No retake	Repeated year of study on a paid basis.	
	No admission	-	F			
	F	-	F			
	F	-	No admission			
	FX	F	F			
	FX	F	No admission			
	FX	FX	FX			FX/ F
	FX	F	FX			FX/ F
	F	-	FX			FX/ F
	No admission	-	FX			FX/ F

	<b>«С.Ж.АСФЕНДИЯРОВ АТЫНДАҒЫ ҚАЗАҚ ҰЛТТЫҚ МЕДИЦИНА УНИВЕРСИТЕТІ» КЕАҚ</b> <b>НАО «КАЗАХСКИЙ НАЦИОНАЛЬНЫЙ МЕДИЦИНСКИЙ УНИВЕРСИТЕТ ИМЕНИ С.Д.АСФЕДИЯРОВА»</b>		
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## Summer semester rules


### 1. Planning the educational process in the summer semester.

- 1) The summer semester is held to:
  - studying by students of academic disciplines of previous semesters, for which there is academic debt, with the subsequent passing of exams;
  - the study of academic disciplines by students to eliminate the academic gap when recovering, transferring from other universities or specialties and when returning from academic leave;
  - mastering by students of additional academic disciplines taught in other specialties of the university, in order to expand their professional horizons.
- 2) The right to study additional disciplines during the summer semester is granted to students transferred to the next course without academic debt.
- 3) The duration of the summer semester is 6 weeks according to the academic calendar and the schedule of the educational process approved by the University Council. Only students of no graduation courses have the opportunity to study disciplines in the summer semester.
- 4) The enrollment of students for the disciplines of the summer semester is carried out by the dean's offices within the established weekly period according to the schedule of the educational process before the beginning of the summer semester by submitting applications. After the appointment, within three days, an order is issued for a paid summer nurse. Students who do not enroll for the summer semester within the established timeframe of the educational process schedule remain for the summer semester of the next academic year.
- 5) Based on the students' statements, the OR together with the dean's offices forms groups.
- 6) The candidacy of a teacher leading classes in the summer semester is individually recommended by the head of the department, approved by the dean of the school / faculty, and the approved list of the teaching staff department with the division of the language of instruction is provided by the head of the department in the OR and in the O&KR one week in advance before the start of the summer semester. A teacher to conduct classes in the summer semester is appointed from among experienced and qualified teaching staff who do not have students with low academic performance. It is allowed to attract teaching staff from other educational and scientific organizations / departments / courses corresponding to the profile of the taught disciplines.
- 7) On the basis of the submitted applications, the departments calculate the hours of the teaching load, the OR - forms study groups, fixes the teaching staff for opening an electronic journal, draws up the schedule of studies and exams for the summer semester.
- 8) The schedule of studies and exams is approved by the Vice-Rector for Academic Affairs no later than two days before the start of the summer semester.
- 9) The teaching staff of the departments, within 2 days after the completion of classes, hands over the statements to the OR..

### 2. Summer semester procedural issues.

- 1) The dean's office notifies students about the conditions of the summer semester. Students should be informed about the organization of the summer semester, the peculiarities and rules of training in the summer semester, and the consequences of their violation. Successful students should be aware of the opportunities for additional study in the summer semester that credit technology of study provides.
- 2) The conduct of training sessions in the summer semester is organized with the aim of eliminating the academic difference in recovery, transfer, leaving the academic leave, increasing the GPA average and eliminating academic debt is carried out in full, according to the curriculum.
- 3) Re-study of academic disciplines in order to eliminate academic arrears is carried out in full by teachers conducting classes, consultations in accordance with the SROP schedule on the basis of the working curriculum and syllabuses.
- 4) For academic disciplines studied during the summer semester, exams are held in the same form in which they were held during the academic year.



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5) The results of the exam must be announced to the student on the day of the exam, in writing the exam on the day after the exam.

6) The decision to transfer a student from course to course is made at the end of the summer semester.

### **3. Tuition fees.**

1) Based on the approved tuition fees in accordance with the work curriculum, the average cost of one credit for the student's study work for the current academic year is calculated. Payment is calculated and approved by the order of the rector of the university, based on the decision of the University Council.

2) Control over the timely payment of students of the summer semester is carried out by the deans.

3) Students who have not paid for tuition in the summer semester according to the payment schedule in the required volumes and on time, do not include in the order for a paid summer semester and do not open the electronic journal in AIS "Sirius" and the disciplines scheduled for study are considered not mastered.

### **4. Summer semester organization algorithm.**

1) After the end of the summer examination session, the employees of the dean's office generate reports on academic performance.

2) As the individual examination sheets are received, the dean's office employee notes the liquidated debts in the summary reports of the students' progress.

3) After verifying the progress reports, the dean's offices provide an official note with a list of students, for issuing an order, no later than a week before the start of the summer semester.

4) OR prepares an order for students to pass the paid summer semester on the basis of a memo from the dean's office.

5) Departments prepare an approved list of teachers, transfer it to the OR and the personnel department for drawing up an additional agreement.

6) Students must register for the summer semester no later than a week before the start of the summer semester at the dean's offices. At the same time, students must themselves be informed about the value of their GPA transfer score in their personal account of AIS "Sirius".

7) Debt students who have not completed an application for the summer semester, or who have completed but not paid for tuition before the start of the summer semester, are not allowed to this cycle for re-passing the discipline

8) After receiving a memo from the dean's offices and after issuing an order for a paid summer semester, the OR, together with the dean's offices, forms academic streams in the AIS "Sirius".

9) OOKR draws up a schedule of classes for the summer semester, brings it to the attention of dean's offices and OR.

10) In the last week of the summer semester, as the received examination sheets of the summer semester are processed, the inspectors of the OR prepare summaries of student progress based on the results of the summer semester and submit them to the appropriate dean's office.

11) Based on the results of the summer semester, the deans' offices prepare submissions for translation from course to course or for a second year of study.

12) Based on the results of the summer semester, the OR prepares an order to transfer students to the next course, or to repeat a year of study based on the presentation of the dean.

13) Within a week after the end of the summer semester, the teaching staff of the department draw up an ACT on the fulfillment of the pedagogical load and pass it to the OPiKR. On the basis of the ACTs, before the beginning of the next academic year, O&KR prepares a submission to the university staff for payment for the implementation of the summer semester to the name of the vicerector for academic activities. The personnel department of the university issues an order on payment to employees for the implementation of the summer semester.

## Appendix 4

Point-rating letter system for assessing the accounting of educational achievements of students with their transfer to the traditional grading scale and ECTS (ishies)

Letter system score	Digital equivalent	Points (% content)	Assessment according to the traditional system
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	Satisfactorily
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D-	1,0	50-54	Unsatisfactory
FX	0,5	25-49	
F	0	0-24	

“The Bell Curve is the main element of the statistical analysis of teaching and grading, based on the results of the examination session, obtained in the form of a diagram of the normal distribution of student grades.

In the process of normal distribution along the curve (Bell Curve), it is recommended to distribute the estimates in the following ratio:

"A", "A-" (90-100%) - no more than 10% of the total number of students in the abstract group;  
 "B +", "B", "B-" (75-89%) - no more than 25% of the total number of students in the abstract group;  
 "C +", "C", "C-" (60-74%) - at least 30% of the total number of students in the abstract group;  
 "D +", "D", "D-" (50-59%) - at least 25% of the total number of students in the abstract group;  
 "F" (0-49%) - at least 10% of the total number of students in the abstract group.

When evaluating all control activities, teachers are recommended to adhere to the above ratios, with the exception of small streams (less than 30 people).

Each case of deviations from the specified distributions by more than 5% should become the subject of analysis of collegial bodies and the University ensures the acceptance response measures.

Teachers are obliged to provide a methodological variety of control activities that allow for a differentiated assessment of the competencies of all students. " (addition 06.11.2020)

### Evaluation criteria

#### 95-100-A (excellent)

- systematized, deep and complete knowledge in all sections of the curriculum, as well as on the main issues that go beyond its limits;
- accurate use of scientific terminology (including in a foreign language), stylistically competent, logically correct presentation of answers to questions;






- impeccable mastery of the instrumentation of the academic discipline, the ability to use it effectively in the formulation and solution of scientific and professional problems;
- absolutely correct, step-by-step and fully conducted demonstration of the technique and methodology of practical skills; commenting on performed manipulations, the skill of clinical judgment, commenting on the result;
- pronounced ability to independently and creatively solve complex problems in a non-standard situation;
- complete and deep assimilation of the basic and additional literature recommended by the curriculum of the discipline
- the ability to navigate theories, concepts and directions in the studied discipline and give them a critical assessment, use the scientific achievements of other disciplines;
- independent creative work in practical, laboratory classes, active participation in group discussions, a high level of culture for performing tasks.

#### **90-94-A- (excellent)**

- systematized, deep and complete knowledge of all sections of the curriculum;
- accurate use of scientific terminology (including in a foreign language), stylistically competent, logically correct presentation of answers to questions;
- possession of the instrumentation of the academic discipline, the ability to use it effectively in the formulation and solution of scientific and professional problems;
- correct, step-by-step and complete demonstration of the technique and methodology of practical skill; commenting on the performed manipulations, demonstrating the skill of clinical judgment, commenting on the result;
- the ability to independently and creatively solve complex problems in a non-standard situation within the framework of the curriculum;
- full assimilation of the basic and additional literature recommended by the curriculum of the discipline;
- the ability to navigate the main theories, concepts and directions in the studied discipline and give them a critical assessment; independent work in practical, laboratory classes. Creative participation in group discussions, a high level of culture for performing tasks.

#### **85-89-B+ (Good)**

- systematized, deep and complete knowledge on all the questions posed within the scope of the curriculum;
- use of scientific terminology, stylistically competent, logically correct presentation of the answer to questions, the ability to draw well-grounded conclusions;
- possession of the instrumentation of the academic discipline (methods of complex analysis, information technology technology), the ability to use it in the formulation and solution of scientific and professional problems;
- correct demonstration of the technique and methodology of practical skill, uncertain commenting on performed manipulations, demonstration of clinical judgment skill, commenting on the result;
- the ability to independently solve complex problems within the curriculum;
- assimilation of basic and additional literature recommended by the curriculum of the discipline;
- the ability to navigate the main theories, concepts and directions in the discipline being studied and give them a critical assessment from the standpoint of state ideology (in the disciplines of the social and humanitarian cycle).
- active independent work in practical, laboratory classes, systematic participation in group discussions, a high level of culture of performing tasks.

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### **80-84-B (Good)**

- systematized, deep and complete knowledge of all sections of the curriculum; use of scientific terminology (including in a foreign language), linguistically and logically correct presentation of the answer to questions, the ability to draw well-founded conclusions;
- possession of the instrumentation of the academic discipline, the ability to use it in the formulation and solution of scientific and professional problems;
- admission of minor errors in the implementation of manual skills; commenting on the performed manipulations and demonstrating the skill of clinical judgment, with elements of uncertainty;
- assimilation of basic and additional literature recommended by the curriculum of the discipline;
- the ability to navigate the main theories, concepts and directions in the studied discipline and give them a critical assessment;
- independent work in practical, laboratory classes; Participation in group discussions, a high level of culture of performing tasks.

### **75-79-B- (Good)**

- sufficiently complete and systematic knowledge within the scope of the curriculum;
- use of the necessary scientific terminology, stylistically competent, logically correct presentation of the answer to questions, the ability to draw well-founded conclusions;
- possession of the instrumentation of the academic discipline, the ability to use it in solving educational and professional problems;
- making mistakes when performing manual skills; commenting on ongoing manipulations and results with elements of uncertainty;
- the ability to independently apply standard solutions within the curriculum
- mastering the basic literature recommended by the curriculum of the discipline.
- the ability to navigate in basic theories, concepts and direction in the studied discipline and give them a comparative assessment;
- active independent work in practical, laboratory classes, periodic participation in group discussions, a high level of culture for performing tasks.

### **70-74-C+ (Good)**

- sufficient knowledge in the scope of the curriculum;
- use of scientific terminology, stylistically competent, logically correct presentation of the answer to questions, the ability to draw conclusions; possession of the instrumentation of the academic discipline, the ability to use it in solving educational and professional problems;
- demonstration of the technique and methodology of practical skill, demonstrated with errors, inability to perform the manipulation in full; non-compliance with the sequence, commenting on ongoing manipulations with inaccuracies;
- ability to independently apply typical solutions within the curriculum;
- mastering the basic literature recommended by the curriculum of the discipline;
- the ability to navigate the basic theories, concepts and directions in the studied discipline and give them a comparative assessment;
- independent work in practical, laboratory classes, participation in group discussions, a high level of culture of performing tasks.

### **65-69-C (Satisfactorily)**

- sufficient amount of knowledge within the educational standard
- mastering the basic literature recommended by the curriculum of the discipline;
- use of scientific terminology, stylistic and logical presentation of answers to questions, the ability to draw conclusions without significant errors;





- possession of the instrumentation of the academic discipline, the ability to use it in solving standard (typical) problems;
- demonstration of techniques and methods of practical skill with errors, inability to perform manipulation in full; non-compliance with the sequence, commenting on ongoing manipulations with inaccuracies; lack of clinical judgment;
- ability to solve standard (typical) problems under the guidance of a teacher; the ability to navigate in the main theories, concepts and directions in the studied discipline and to assess them; work under the guidance of a teacher in practical, laboratory classes, an acceptable level of culture for performing tasks.

#### **60-64-C- (Satisfactorily)**

- insufficient amount of knowledge within the educational standard;
- knowledge of a part of the main literature recommended by the curriculum of the discipline;
- use of scientific terminology, presentation of answers to questions with significant linguistic and logical errors;
- poor knowledge of the instrumentation of the academic discipline, competence in solving standard (typical) problems;
- demonstration of techniques and methods of practical skill with gross errors, inability to fully perform the manipulation; non-compliance with the sequence, commenting on ongoing manipulations with inaccuracies; lack of clinical judgment skill;;
- inability to navigate the main theories, concepts and directions of the studied discipline; - passivity in practical and laboratory classes, a low level of culture of task performance.

#### **55-59 D+ (Satisfactorily)**


- insufficient amount of knowledge within the educational standard;
- knowledge of part of the main literature recommended by the curriculum of the discipline, insufficient use of scientific terminology, presentation of answers to questions with gross linguistic and logical errors;
- very weak knowledge of the instrumentation of the academic discipline, incompetence in solving standard (typical) problems,
- demonstration of techniques and methods of practical skill with gross errors, inability to perform manipulation in full; non-compliance with the sequence, commenting on the performed manipulations with errors, lack of clinical judgment skills;
- inability to navigate in the basic terms, concepts and directions of the studied discipline; - passivity in practical and laboratory classes, a low level of culture of task performance.

#### **50-54-D (Satisfactorily)**

- fragmentary knowledge within the educational standard;
- knowledge of individual literary sources recommended by the curriculum of the discipline;
- inability to demonstrate the technique and methodology of a practical skill, lack of knowledge of the methodology for conducting a practical skill;
- inability to use the scientific terminology of the discipline, the presence in the answer of gross stylistic and logical errors;
- passivity in practical and laboratory classes, a low level of culture of task performance;

#### **0-49-F (Unsatisfactory)**

- lack of knowledge and competencies within the educational standard or refusal to answer..

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## Appendix 5 Rules of conduct for students and teachers in exams

### **Rules of conduct for students in the exam at the Testing Center**

- 1) The following students are admitted to the exam:
  - who have received a positive assessment of the admission rating (50 or more points); - not on academic leave or on long-term treatment; - have no financial debt on tuition fees.
- 2) Students who have an unaesthetic appearance (loose hair, shorts, T-shirts, sportswear, flip-flops, baseball caps, hats, etc.) are not allowed at the Testing Center.
- 3) Students must come to the Testing Center no later than 20 minutes before the start of the exam.
- 4) Upon entering the Testing Center, the student must:
  - present your ID or ID card / student ID and sign on the attendance sheet / arrival sheet - turn off your mobile phone;;
  - put your valuables (purse, wallet, mobile phone, etc.) into specially designated storage cells; - deposit outerwear in the wardrobe.
- 5) Students are prohibited from entering and using
  - cheat sheets, textbooks and other methodological literature;
  - information disclosing the content of tests and codes of correct answers to them;
  - camera, mobile communications devices (pager, cell phones, tablets, iPad, iPod, iPhone, SmartPhone, etc.);
  - laptops, player, modems (including mobile routers);
  - any kind of electronic communication (Wi-Fi, Bluetooth, Dect, 3G, 4G, wired and wireless headphones, etc.).
- 6) Students who are 10 minutes or more late for the exam are admitted only with the permission of the dean / deputy dean.
- 7) The presence of unauthorized persons at the exam without the official permission of the vice-rector / dean is not allowed.
- 8) The student must take a seat in the classroom indicated in the attendance sheet / arrival sheet and not change seats on his own.
- 9). All books, notes, notebooks, bags, briefcases, backpacks should be folded in a closet or a specially designated place.
- 10). The student can have a blank sheet of paper with a test center stamp, a pen or pencil for the exam, as well as the following additional materials that can be used in individual subjects:
  - mathematics - non-programmable calculator (contains only functions of addition, subtraction, multiplication, division, calculating percent and square root, calculating trigonometric functions);
  - chemistry - non-programmable calculator, periodic system of chemical elements of D. I. Mendeleev, table of solubility of salts, acids and bases in water, electrochemical series of voltages.
- 11) After the student has occupied the computer, he enters his personal username and password. Next, a test base opens. If there are difficulties with entering a login, password or the program gives information about their absence, the student, without getting up, raises his hand. The operator of the Testing Center comes up and helps with the entrance to the testing program of the AIS "Sirius".
- 12) After the start of the exam, the student has no right to leave the classroom without the permission and accompaniment of the proctor / operator.
- 13) During the exam, conversations between students are prohibited. An attempt to look into another student's computer monitor is considered a gross violation of the Rules.
- 14) During the exam, it is forbidden to rewrite or photograph test assignments, test results, take out blank or written sheets with a stamp of the testing center.
- 15) In order to ensure academic integrity, test takers are monitored by Test Center operators, proctors, and desk monitoring. All policies and procedures are followed in accordance with the Student Academic Integrity Code.






- 16) The discovery of prohibited subjects in students and non-compliance with the Rules of Conduct entails the deprivation of the right to continue the exam and the removal of the student from the exam. The act is completed and the test result is canceled in accordance with the rules and procedures of the Code of Academic Integrity. At the same time, the student is given an “F” grade for the discipline, regardless of the number of points he earned during the semester. In the case of passing the exam in a modular discipline, the test result is canceled only for the discipline that the student passed at the time of the identification of prohibited items or the establishment of the fact of non-compliance with the Rules of Conduct. For this discipline, the student is given an “F” grade regardless of the number of points he has gained during the semester. After completing the act (the procedure is given below), the student continues to pass the exam in the following disciplines of the module.
- 17) If a dummy is identified during the launch of the exam, this person and the student, instead of whom there was an attempt to illegally enter, are not allowed to the exam. For this violation, in the presence of a representative of the dean's office, an act is drawn up on identifying a front person. At the same time, according to the discipline, the student, instead of whom there was an attempt to illegally enter, is given a grade "F" regardless of the number of points he earned during the semester.
- 18) If a dummy is found during the exam, in the presence of a representative of the dean's office, the proctor / operator draws up an act on identifying the dummy, the test results are canceled, the dummy is removed. At the same time, according to the discipline, the student, instead of whom there was an attempt to pass the exam, the mark "F" is put down regardless of the number of points scored by him during the semester.
- 19) In each case a violation of the Rules is revealed, the proctor / operator invites a representative of the dean's office. In the presence of the student, the dean's office employee is presented with facts of violation of the Rules (video recording, photos, identified prohibited items, etc.).
- 20) The proctor / operator, in the presence of a representative of the dean's office, a student who has violated the Rules, draws up an act of violation of the Rules and collectively decides to annul the test results.
- 21) If the student refuses to sign an act of violation of the Rules, the proctor / operator, in the presence of at least two witnesses, draws up an act of refusal to sign the act.
- Acts of violation of the Rules are registered in the register of acts for students who violated discipline during testing and are transferred to the profile dean's office no later than the next working day.
- 22) The student is responsible for the safety of the wardrobe number and the cell key. In case of loss, recovers at its own expense.

#### **Duties of the proctor / operator when conducting an exam at the Testing Center**

- 1) The proctor / operator must, 30 minutes before the start of the exam, open access to the Testing Center for seating students according to the scheme given in the attendance sheet / arrival sheet.
- 2) The proctor / operator must check the readiness of the audience for testing: the correct numbering of the seats, the correspondence of the seats to the number of students in the attendance sheet / arrival sheet for this audience.
- 3) If violations are detected, the proctor / operator notifies the head of the Testing Center / Registrar's Office to take measures to eliminate them.
- 4) The proctor / operator must ensure that the exam starts on time in accordance with the schedule.
- 5) When trainees enter the Testing Center, the proctor / operator must:
  - ensure that students are familiar with the Rules of Conduct for the exam; - require them to present their identity card or ID card / student card; - make sure that all students sign the attendance list / arrival list.
- 6) Do not admit to the exam a student who has a non-admission note on the turnout / arrival list, except for a written permission for the exam signed by the dean of the School / faculty or the vicerector for academic activities.
- 7) Do not allow latecomers to the Testing Center.




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- 8) Make sure that mobile phones, other electronic recording and reproducing devices (any gadgets), valuables (wallets, wallets) are placed in specially designated compartments of bags / briefcases / backpacks and left in a specially designated place.
- 9) Make sure that on the table there are only a blank sheet of paper with a stamp of the test center, a pen or pencil, a non-programmable calculator (contains only functions of addition, subtraction, multiplication, division, calculation of percent and square root, calculation of trigonometric functions), periodic system of chemical elements of D.I. Mendeleev, table of solubility of salts, acids and bases in water, electrochemical series of voltages in the case of examinations in the disciplines of mathematics and chemistry.
- 10) Ensure compliance with the Code of Conduct for the exam through observation. In case of a violation, draw up an act.
- 11) In case of violation of the Rules, the proctor / operator deprives the student of the right to take the test. The fact of violation is recorded in the act. The act is drawn up in the presence of at least two witnesses, including the proctor / operator and the head of the Testing Center, and a decision is made to annul the test results. The act is registered in the register of acts. The original of the act on violation of the Rules is submitted to the profile dean's office no later than the next working day after the exam. In the name of the dean and the head of the Registrar's Office, a memo is drawn up on the revealed violations and transmitted to the dean's office of the School / Faculty and the Registrar's Office no later than the next working day after the exam.
- 12) If a dummy person is identified during the launch at the Testing Center, do not admit this person and the student to the exam, instead of whom there was an attempt to illegally enter. For this violation, invites a representative of the dean's office. In the presence of the head and operator of the Testing Center, a representative of the dean's office, a front person, draws up an act and decides to cancel the test results.
- 13) If a dummy is found during the exam, it deprives the person of the right to continue testing, invites a representative of the dean's office. In the presence of the head and operator of the Testing Center, a representative of the dean's office, a front person, draws up an act. The decision is taken collectively to cancel the test results.
- 14) Draw up an act of refusal to sign the act.  
If the student refuses to sign an act of violation of the Rules, the proctor / operator, in the presence of at least two witnesses, draws up an act of refusal. The original of the act shall be submitted to the dean's office together with the act of violation of the Rules no later than the next day.
- 15) Strictly ensure that during the exam, students do not open other electronic documents, do not talk, do not get up, do not change seats without permission.
- 16) After testing, mark in the turnout / arrival list of students who did not show up, were late for the exam or were taken out for violating the Rules.
- 17) Submit the turnout / arrival sheet to the Registrar's Office.

#### **Rules of conduct for students in the written exam**

- 1) The following students are admitted to the exam:
  - students who have received a positive assessment of the admission rating (50 or more points);
  - students who are not on academic leave or on long-term treatment;
  - students who have no financial debt for tuition fees.
- 2) The student must present an identity card or ID card / student card / student card and sign on the attendance list at the entrance to the classroom.
- 3) After the start of the exam, the student has no right to leave the classroom.
- 4) All books, records, notebooks, bags, outerwear, mobile phones and other devices must be located in the specified location. All mobile phones must be switched off.




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- 5) The student can have a pen, pencil, eraser, calculator on the exam, which allows only counting and computational operations, and with the examiner's permission - the necessary reference books.
- 6) If a student is found to have cheat sheets and gadgets, as well as in other cases of violation of the rules of conduct on the exam (cheating, use of electronic means of communication, etc.), the student is removed from the exam. At the same time, the student is given a mark "F" for the discipline, regardless of the number of points scored by him during the semester.
- 7) Conversations between students are prohibited during the exam. An attempt to look at another student's list, exchange of response forms and examination tickets are considered as a gross violation of the Rules, which entails the student's removal from the exam. At the same time, the student is given a grade "F" for the discipline, regardless of the number of points scored by him during the semester.
- 8) From the moment of the beginning of the exam and during the exam, asking questions about the essence of the presentation of the examination card or the order of answers to exam questions is allowed only to the examiner by raising his hand.
- 9) Latecomers to the exam are allowed only with the permission of the examiner.
- 10) At the end of the exam time, each student is obliged to pass his examination sheet in a timely manner, without discussing the possibility of continuing to work on the examination questions.
- 11) Answers should be filled in with a pen only, otherwise the exam will not be counted.

**Obligations of the proctor when conducting a written examination**

- 1) The proctor, 30 minutes before the start of the exam, opens access to the auditorium for seating students according to the scheme given in the arrival sheet / turnout sheet. Ensures that all students sign the arrival / turnout sheet;
- 2) If a student is absent from the exam, mark it on the arrival / attendance sheet, indicating the reason (failure to attend, or removed from the exam for violating the Rules);
- 3) The proctor does not have the right to admit to the exam a student who has an inadmissibility on the turnout list, except for a written permission for the exam signed by the dean of the School / faculty or the vice-rector for academic activities;
- 4) Attendance for the exam for students is strictly required. If a student who has completed the discipline program in full, did not show up for the exam for an unjustified reason, a mark "did not show up" is made in the arrival / attendance sheet opposite his name and a mark "F" is given;
- 5) At the entrance of the students, the proctor checks the identity of the students by identity card or ID card / student cards;
- 6) In the case of a figurehead attendance at the exam, the proctor draws up an appropriate act on violation of the Rules of Conduct for Students and the discipline is scored as "F";
- 7) During the exam, the proctor ensures that students are familiarized with the Rules of Conduct for the exam and strictly monitors that only a pencil, a pen, forms for writing answers for the exam, and reference books (with the permission of the examiner) are on the student's table.
- 8) The proctor makes sure that mobile phones, cameras, other electronic recording and reproducing devices (any gadgets) are placed in the students' bags / briefcases, and the bags themselves, briefcases, etc. left in a specially designated place.
- 9) The proctor, together with the examiner, distributes examination materials, assignments and answer sheets.
- 10) The exam ticket opened from the envelope is considered used for this stream and cannot be used in other streams.
- 11) The proctor, together with the examiner, ensures compliance with the Rules of Conduct for the exam.
- 12) In each case a violation of the Rules is revealed, the proctor and the examiner invite a representative of the dean's office. In the presence of the student, the dean's office employee is presented with facts of violation of the Rules of Conduct during the exam.


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- 13) The proctor and the examiner, in the presence of a representative of the dean's office, a student who has violated the rules, draws up an act on the violation of the Rules of Conduct on the exam and collectively decides to annul the test results. The student is deprived of the right to continue the exam and is removed from it with a "F" mark for the discipline.
- 14) If the student refuses to sign an act of violation of the Rules, the proctor / examiner, in the presence of at least two witnesses, draws up an act of refusal to sign the act.
- 15) The original of the act on violation of the Rules is submitted to the profile dean's office no later than the next working day after the exam. In the name of the dean and the head of the Registrar's Office, a memo is drawn up on the revealed violations and transferred to the dean's office and the Registrar's Office no later than the next working day after the exam.
- 16) At the end of the time allotted for the exam, the proctor, together with the examiner, collects the examination papers and submits them to the profile dean's office / registrar's office. The number of works completed and handed over to the proctor must correspond to the attendance sheet / arrival sheet in the audience. The registration sheet / arrival sheet is handed over by the proctor to the Registrar's Office at the end of the exam.

#### **Rules of conduct for students in the exam at the Center for Practical Skills (Medical Simulations)**

- 1) The following students are admitted to the exam:
  - Students who have received a positive assessment of the admission rating (50 or more points);
  - Students who are not on academic leave or on long-term treatment;
  - Students who have no financial debt for tuition fees.
- 2) Students who have an unaesthetic appearance (loose hair, shorts, T-shirts, sportswear, flip-flops, baseball caps, hats, etc.) are not allowed to the exam at the Medical Simulation Center.
- 3) Students must arrive at the Medical Simulation Center no later than 20 minutes before the start of the exam.
- 4) Students must have at the exam at the Medical Simulation Center: a medical gown, medical gloves, removable shoes (shoe covers), a medical cap.
- 5) Upon entering the Medical Simulation Center, the student must:
  - present an identity card or ID card / student card and sign the journal;
  - turn off the mobile phone;
  - put his valuables (purse, wallet, mobile phone, etc.) into specially designated storage areas / wardrobe;
  - Put his outerwear in the wardrobe for storage.
- 6) Students are prohibited from entering and using:
  - cheat sheet, textbooks and other methodological literature;
  - information revealing the content of tasks and codes of correct answers to them;
  - a camera, mobile communications (pager, cell phones, tablets, iPad, iPod, iPhone, SmartPhone, etc.);
  - notebooks, players, modems (including mobile routers);
  - any kind of radio-electronic communication (Wi-Fi, Bluetooth, Dect, 3G, 4G, wired and wireless headphones, etc.).
- 7) Students who are late for the exam for 10 minutes or more are admitted only with the permission of the dean / deputy dean.
- 8) The presence of unauthorized persons at the exam without the official permission of the vicerector / dean is not allowed.
- 9) The student must follow the classroom for passing the exam according to the instructions of the proctor / examiner and not move independently.
- 10) All books, notes, notebooks, bags, briefcases, backpacks must be checked into the wardrobe.
- 11) The student can have additional materials on the exam that can be used in individual subjects (according to the scenarios / directions of the department).



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- 12) After the start of the exam, the student does not have the right to leave the classroom without the permission and accompaniment of the proctor or the CPS duty officer.
- 13) Conversations between students are prohibited during the exam.
- 14) Discovery of prohibited subjects in students and non-compliance with the Rules of Conduct entails deprivation of the right to continue the exam.
- 15) In each case of a violation of the Rules, the proctor / examiner invites a representative of the dean's office. In the presence of the student, the dean's office employee is presented with the facts of violation of the Rules (video recording, photos, identified prohibited items, etc.).
- 16) The proctor / examiner, in the presence of a representative of the dean's office and a student who violated the Rules, draws up an act of violation of the Rules, which is recorded in the register of acts for students who violated discipline during stage 2 of the exam and a collective decision is made to annul the results of the exam.
- 17) If the student refuses to sign an act of violation of the Rules, the proctor / examiner, in the presence of the student and at least two witnesses, draws up an act of refusal to sign the act, which is recorded in the register of acts for students who violated discipline during the second stage of the exam. The act of violation of the Rules and the act of refusal to sign the act is transferred to the profile dean's office no later than the next working day.
- 18) If a figurehead person is identified during the launch of the exam, this person and the student, instead of whom there was an attempt to illegally enter, are not allowed to the exam. For this violation, in the presence of a representative of the dean's office, an act is drawn up on identifying a front person. At the same time, according to the discipline, the student, instead of whom there was an attempt to illegally enter, is given a grade "F" regardless of the number of points he earned during the semester.
- 19) If a figurehead is found during the exam, in the presence of a representative of the dean's office, the proctor / examiner draws up an act on identifying the dummy, the test results are canceled, the figurehead is removed. At the same time, according to the discipline, the student, instead of whom there was an attempt to pass the exam, is given a grade "F" regardless of the number of points he earned during the semester.
- 20) The student is responsible for the safety of the wardrobe number and the key to the cell. In case of loss, it will be restored at its own expense.

#### **Duties of a proctor when conducting an exam at the Center for Practical Skills (Medical Simulations)**

- 1) The proctor must, 30 minutes before the start of the exam, open access to the Medical Simulation Center for seating students in accordance with the requirements of the exam.
- 2) The proctor must check the readiness of the classrooms / classes for the exam.
- 3) If violations are found, the proctor notifies the examiner and / or the technician to take measures to eliminate them.
- 4) The proctor must ensure that the exam starts on time in accordance with the schedule.
- 5) When students enter the Medical Simulation Center, the proctor must:
  - ensure that students are familiar with the Rules of Conduct for the exam;
  - require them to present their identity card or ID card / student card;
  - make sure that all students signed the journal
- 6) Do not allow latecomers to the Medical Simulation Center.
- 7) Do not admit to the exam students who are removed from the first stage of the exam (testing) for violating the Rules of Conduct on the exam.
- 8) Make sure that mobile phones, other electronic recording and reproducing devices (any gadgets), valuables (wallets, wallets) are placed in specially designated places, bags / briefcases / backpacks are left in the wardrobe.

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9) Ensure compliance with the Rules of Conduct for the exam.

In case of violation of the Rules, the proctor deprives the student of the right to take the exam; invites a representative of the dean's office, to whom he presents facts of violation of the Rules (video recording, photos, revealed prohibited items, etc.). In the presence of a representative of the dean's office and a student who has violated the Rules, an act of violation of the Rules is drawn up and a decision is made to annul the exam results. The act is registered in the register of acts. The original of the act on violation of the Rules is submitted to the profile dean's office no later than the next working day after the exam. In the name of the dean and the head of the Registrar's Office, a memo is drawn up on the revealed violations and transferred to the dean's office and the Registrar's Office no later than the next working day after the exam.

10) In the event that a figurehead is identified during the launch of the Medical Simulation Center, do not admit this person and the student to the exam, instead of whom there was an attempt to illegally enter. For this violation, invites a representative of the dean's office. In the presence of a representative of the dean's office, a front person draws up an act and decides to annul the exam results.

11) If a figurehead is found during the exam, it deprives the person of the right to continue the exam, invites a representative of the dean's office. In the presence of a representative of the dean's office, a front person draws up an act. A decision is made collegially to cancel the test results.


12) Draw up an act of refusal to sign the act.

If the student refuses to sign an act of violation of the Rules, the proctor draws up an act of refusal in the presence of at least two witnesses. The original of the act shall be submitted to the dean's office together with the act of violation of the Rules no later than the next day.

13) Strictly ensure that during the exam, students do not open other electronic documents, do not talk, do not get up, and do not change seats without permission.

14) After the exam, mark in the journal who did not appear, who were late for the exam or who were taken out for violating the Rules.



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## Rules for the appeal

### 1. General Provisions

- 1) The Appeal Commission is created for the academic year by schools / faculties by the order of the Vice-Rector for Academic Activities on the proposal of deans. The composition of the appeal commissions of schools / faculties includes a representative of the dean's office, the committee of educational programs. In the composition of the commission, the person in charge is indicated who has access to the page "Appeal" of the AIS "Sirius".
- 2) The appeal procedure is carried out in order to identify and eliminate the factors that led to a biased assessment of the educational achievements of students.
- 3) Students who disagree with the results of the final control in the discipline / module have the right to submit an appeal to the chairman of the school / faculty appeal commission no later than 18.00 on the next working day after the exam.
- 4) The Appeals Commission examines student complaints about:
  - a) violation of the examination procedure;
  - b) biased assessment;
  - c) question that is not provided for by the syllabus of the discipline, the educational program;
  - d) examination results in the form of testing:
    - incorrect formulations of test items (the conditions of the test item are difficult to understand, there are no correct answers);
    - test items have technical errors (figures, formulas, digital data are missing);
    - test items go beyond the curriculum provided for by the teaching and learning method of the discipline;
    - technical reasons (failure of the computer program during testing).
- 5) In case of conflict situations, a reasoned written statement is submitted about the violation of the established procedure for conducting the exam, or about disagreement with its results.
- 6) Consideration of the appeal does not allow for retake of the exam. During the consideration of the appeal, the correctness of the procedure for conducting or evaluating the results of passing the exam is checked, as well as the correctness of the control and measuring instruments.
- 7) Consideration of appeals based on the results of the exam is carried out no later than 3 working days after the day of filing the appeal.

### 2. Student Appeals


- 1) Students submit an appeal to the exam in the form of computer testing through the AIS "Sirius" directly during testing using the corresponding option of the "Testing" module for each appealed question. On the Computer Testing Answers page, the examiner clicks the "File an Appeal" button in the upper corner of the test question. Before testing begins, the examiner is presented with complete instructions on the testing and appeal process. The exam in the form of computer testing is launched after reading the examiner's instructions.
- 2) The time for filing an appeal through the AIS "Sirius" directly during testing should not exceed five minutes for each question
- 3) Appeals from students in all other forms of exam (oral, written, practical and others) are accepted In the form of a paper application at the dean's office of the school / faculty. Acceptance of exams in the specified forms must be accompanied by video, audio registration and registration of the student's answer sheet.
- 4) A repeated appeal for students who did not appear for an appeal within the specified period is not assigned and is not carried out. There will not be a second appeal on the same issue.

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### **3. Procedure of the University Appeals Commission when considering student appeals**

- 1) The appeal of the exam in the form of computer testing is carried out at the Testing Center, with other forms of the exam; it is possible to make an appeal at the Center for Medical Simulations or at the relevant departments.
- 2) The Appeal Commission through the responsible person (clause 1.1 of these Rules) gets access to appeals on the "Appeal" page of the AIS "Sirius", where all student appeals for examinations are collected in the form of computer testing in a general table with filtering and sorting capabilities.
- 3) The decision on the appeal is made by a majority vote of the total number of members of the commission. In case of equality of votes, the vote of the chairman of the commission is decisive.
- 4) The Appeals Commission has the right to keep the mark obtained in the exam in force, or to cancel it and give a different (higher or lower) mark.
- 5) When making a decision to change the grade for an exam in the form of computer testing on the "Appeal" page in AIS "Sirius" opposite the selected type of decision in a special window, the changed grade is also indicated.
- 6) The results of the considered applications are entered into the minutes of the meeting of the appeal commission. The minutes of the meeting of the appeal commission are signed by the Chairman and members of the appeal commission.
- 7) The chairman of the appeal commission appoints a person responsible for the execution and transfer of the original minutes to the registrar's office, copies of the minutes of the meeting of the appeal commission are stored in the KOP to monitor the removal of incorrect control and measuring instruments.
- 8) The minutes of the meeting of the appeal commission are kept in the OR and entered into the OR's file of affairs.



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## Practice organization rules

### 1. General Provisions

- 1) Practice is a mandatory component of the educational program.
- 2) The practice of students is carried out in accordance with the approved schedule and the individual curriculum of the student in the amount established by the State Compulsory Standard of Higher Education and TEducationPlan in the specialty.
- 3) Each type of practice has goals, objectives and a program, based on which the corresponding base of practice is determined. The content of the program developed by the university and the base of professional practice must correspond to the profile of the specialty (educational program).
- 4) The university and the student conclude an individual tripartite agreement with the practice bases, in accordance with the form of the model agreement for the organization of professional practice.
- 5) The University (Department of Clinical Work) concludes agreements with practice bases, in accordance with the form of a model agreement for the organization of professional practice, on the basis of which it makes an individual assignment of students to practice, concluding an Agreement between the University and the student.
- 6) Referral to all types of professional practices is issued by order of the head of the university indicating the time frame, base and head of the practice and issued to the student.
- 7) Students, based on the results of each type of practice, submit a report to the relevant department, which is checked by the head of the practice and defended in front of a commission created by the order of the head of the department / dean of the school / faculty from among the teachers who are assigned the management of practices. The results of the of the report are assessed according to the point-rating letter system of assessments.
- 8) This Regulation serves as the basis for the development of a syllabus for passing practices.

### 2. Types, terms and content of professional practice

- 1) The types, terms and content of professional practices are determined by the direction of training a specialist, the curriculum of the specialty and the syllabus.
- 2) Organizations whose statutory activities correspond to the profile of training specialists and the requirements of the educational program, have qualified personnel to manage professional practice and a material and technical base are determined as the basis for conducting professional practice of students.

### 3. Organization and management of practice

- 1) General educational and methodological guidance of practice is carried out by the department.
- 2) For professional practice, the department develops a syllabus. The syllabus is discussed at a meeting of the department, approved at a meeting of the CPC. The terms of practice are determined by the schedule. When referring to the passage of professional practice, the student is given a referral to practice, a work schedule for professional practice and a form of a diary-report on the passage of practice.
- 3) Heads of departments appoint professors, associate professors and experienced teachers who know the specifics of the profession and the activities of practice bases as heads of practice.
- 4) Heads of practices exercise control over the organization and conduct of the practice of students directly at the place of the practice, as well as over compliance with its terms and content.
- 5) Departments and deans are responsible for organizing and conducting the practice.
- 6) Before the start of the practice, an orientation conference is held in the form of an extended meeting of the department, at which students are introduced to the practice program, the requirements for reporting documentation. The results of the meeting are recorded in the minutes.



#### **4. Organization of practice in organizations and enterprises - practice bases**

- 1) Responsibility for organizing an internship at an enterprise, institution or organization is stipulated in the contract and is assigned to the heads of enterprises, institutions, organizations that are practice bases with the appointment of a leader (curator) from the practice base.
- 2) Students are provided with places of practice that ensure the most effective practice in accordance with the chosen specialty.
- 3) Organizations, enterprises - bases of practice:
  - create conditions for students to obtain knowledge and skills in their specialty during the period of practice;
  - comply with the calendar schedules of internship agreed with the university and local standards of occupational safety and health;
  - assist in the selection of material for the preparation of reports;
  - ensure that students comply with the internal labor regulations established by the organization, the enterprise;
  - impose (as required) penalties on students who have violated the internal labor regulations with the obligatory informing the University about this;
  - bear full responsibility for accidents with students during the internship.
- 4) Upon completion of the practice, the leaders from the organization / enterprise draw up a short conclusion on the results of the practice of each student in the Diary-report. The conclusion, as a rule, contains information on the implementation of the practice program, on the attitude to work, compliance with the internal regulations, mastering practical skills, assessment of knowledge during the practice.

#### **5. Duties of the head of practice at the department side:**

- 1) Exercises control over the provision of normal working and living conditions at basic enterprises, institutions, organizations.
- 2) Monitors the progress of internship by students in accordance with curricula and programs, the implementation of individual assignments by interns, monitors the timeliness and quality of preparation of the report on the results of internship.
- 3) Reports at a meeting of the department recommendations for improving practice, eliminating shortcomings in its organization and conduct.

#### **6. Rights and obligations of the student**

- 1) The student has the right:
  - to be enrolled in a permanent, temporary job in the profile of the specialty in the presence of vacancies for paid positions;
  - not to participate in work not provided for in the practice program.
- 2) The student is obliged:
  - Get acquainted with the activities of the enterprise;
  - Completely carry out the tasks stipulated by the practice program: collect the necessary materials;
  - Draw up a report on each section of the practice program and submit it to the head of the practice of the enterprise at least once a week;
  - Study the experience of holding production meetings, business meetings, negotiations;
  - Participate in the social life of an organization, an enterprise;
  - Maintain the image of the University;
  - Comply with the internal regulations of the practice base;
  - Finish the practice on time and arrive at the university on time;
  - Submit a report on the results of the practice to the department within three days after the end of the practice;



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- Go through the procedure for defending the report before the commission for receiving reports on practice.

#### **7. Results of the internship**

- 1) At the end of the practice, the student draws up a report on the results of the practice. The internship report should contain information that is useful both to the students themselves, internship leaders, and to the University.
- 2) The report should contain information about the work performed, a brief description of the practice base (no more than one page): the main activities and methods of work, etc.
- 3) A diary attached to the report, which reflects a brief conclusion of the head of the practice from the enterprise about the work of the trainee, certified by the signature and seal.
- 4) The volume of the report with all attachments should be no more than 10-12, for most specialties 5-8 pages of computer text are enough, in accordance with the requirements for the design of the report given in the syllabus. At the end of the practice, the student, after receiving a positive opinion from the head from the practice base, is certified (defends the report) before the commission, with grades on a point system.
- 5) It is recommended to discuss the results of the practice at a meeting of the department. The general results of the practice are summed up at the School / Faculty Council with the participation, whenever possible, of representatives of the practice bases.



## **Rules for organizing field training in internship and residency**

### **1. General Provisions**

- 1) Field training in internship and residency is a form of training that combines training in educational organization with periods of training in medical organizations with equal responsibility of the educational organization, medical organization and the student; 2) Participants of field training are:
  - University represented by employees of specialized departments;
  - Medical organization, regardless of ownership, represented by clinical mentors; - Student - intern, resident.

### **2. Organization and conduct of field training**

- 1) Field training is carried out in accordance with the cooperation agreement and working curricula.
- 2) The forms, content and volume of field training are determined by the educational program and syllabuses for the relevant specialty and qualifications.
- 3) During the period of field training, the student is subject to the labor regulations of the medical organization in accordance with the requirements of the Labor Code of the Republic of Kazakhstan dated November 23, 2015.
- 4) During the field training, the student fulfills the requirements of the educational program and syllabus for the discipline.

### **3. Functions of participants in the process of organizing field training**

#### **3.1 University:**

- 1) Develops working curricula, educational program and syllabi by discipline, a form of a diary for the student in accordance with the State Educational Standard of Education and the standard program;
- 2) Agrees the schedule of field training with the medical organization;
- 3) Sends timely to the medical organization the list of students, the plan of joint activities, as well as additional information at the request of the medical organization.
- 4) Monitors the training of a student in a medical organization;
- 5) Hires qualified specialists of a medical organization as clinical mentors;
- 6) Conducts intermediate and final certification at the University.


#### **3.2 Medical organization:**

- 1) Determines the number of jobs allocated for field training;
- 2) Ensures the organization of field training in accordance with educational programs, in accordance with the concluded agreement;
- 3) Provides jobs in accordance with safety regulations;
- 4) Appoints a responsible employee for organizing and conducting field training from among the heads of a medical organization, assigns clinical mentors for the full period of field training;
- 5) Acquaints with working conditions, normative legal acts regulating this area, labor safety and health conditions;
- 6) Conducts all types of briefings provided for by the legislation on labor protection, safety measures, and local documents of the organization.

#### **3.3. Student:**

- 1) Gets acquainted with the working conditions, regulatory legal acts regulating this area, safety and labor protection conditions;
- 2) Complies with educational and industrial discipline, internal labor regulations, labor protection and safety requirements;
- 3) Takes a full course of field training in the established curriculum;
- 4) Keeps a diary about the on-site training and provides a report to the clinical mentor on the work done;



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5) Undergoes intermediate and final certification at the University.

#### **3.4 Clinical mentor's responsibility:**


- 1) connecting other specialists of the organization for additional training of the student with the consent of the direct head of the organization;
- 2) require the student to follow instructions on issues related to production activities;
- 3) apply to the management to create the conditions necessary for the normal work of the student;
- 4) require reports from the student, both orally and in writing;
- 5) assist the trainee in familiarization with production activities, corporate culture and in subsequent professional development, consolidation of professional activity in the workplace;
- 6) teach in accordance with working curricula and syllabuses;
- 7) control the execution of instructions given to the student;
- 8) Identify and jointly eliminates mistakes made by the learner, assists in eliminating existing deficiencies;
- 9) Responsible for the student during field training;
- 10) Provide feedback on the learner.

#### **3.4. Head of the profile department, responsibilities:**

- 1) Assign a teacher to each subgroup / group of students;
- 2) Organize briefing of students (orientation conference) with the definition of the goal and objectives of field training;
- 3) Organize control of field training in a medical organization and maintenance of the time sheet of clinical mentors;
- 4) Ensure the conduct of midterm control and the final exam at the department based on the results of field training;
- 5) organize the defense of the dual learning report;
- 6) Participate in the organization of intermediate and final certification at the University.

#### **3.5. Teacher's responsibility:**

- 1) Develop the syllabus and assessment forms of all types of student control (current, midterm, final control) in accordance with the educational program;
- 2) provide the student and clinical mentor with a syllabus, assessment forms;
- 3) monitor the arrival of students to a medical organization;
- 4) Provide clinical mentors with timely methodological assistance in the implementation of field training;
- 5) Monitor field training in the medical organization of the assigned group / subgroup;
- 6) Control the execution of the current control by the clinical mentor, enters the assessment of the current control in the electronic journal;
- 7) Conduct midterm control based on the results of field training.

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Appendix No. 9

## Rules for organizing the educational process in a distance format

### Terms and Definitions

- 1) **distance learning technologies (DLT)** - training carried out using information and communication technologies and telecommunication means with mediated (at a distance) or not completely mediated interaction between the student and the teacher;
- 2) **flipped learning** is a learning model in which the teacher provides lecture material for self-study online, and in the face-to-face class, the material is practically consolidated. Students independently acquire knowledge through watching video lectures and perform self-examination test tasks. After self-study of the material, students in face-to-face classes can discuss the content of lectures, apply the knowledge gained at home in practice, consult with the teacher;
- 3) **educational portal** - a system-organized, interconnected set of information resources and Internet services, containing administrative-academic and educational-methodological information, allowing to organize the educational process on DLT;
- 4) **Massive open online course (hereinafter - MOOC)** is a training course with massive interactive participation using e-learning technologies and open access via the Internet;
- 5) **online proctoring** - a system of identity verification and confirmation of the results of passing online exams;;
- 6) **digital educational resources (hereinafter - DER)** are didactic materials on the studied disciplines and (or) modules that provide training in an interactive form: photographs, video clips, static and dynamic models, objects of virtual reality and interactive modeling, sound recordings and other digital educational materials;
- 7) **Learning Management System (LMS)** is a high-level, strategic solution for planning, delivering and managing all educational activities, including e-learning, virtual classrooms and online courses;
- 8) **synchronous learning** is a type of online learning in which the interaction between students and teachers occurs in real time. The student can receive information, work with it independently or in groups, discuss it with other participants and teachers from anywhere in the same period of time;
- 9) **asynchronous learning** - a learning format in which the process of transferring knowledge or skills is not tied to a specific place and time;
- 10) **Non-formal education** is a type of education carried out by organizations that provide educational services, provided without taking into account the terms and form of education, and is accompanied by the issuance of a document confirming
- 11) **Blended learning** - a learning technology in which learning is carried out in traditional full-time form and using distance learning technologies;;
- 12) **Tutor** - a teacher-consultant of distance learning, who guides the independent work of students, as well as control of their implementation of the individual curriculum and assimilation of educational material, acting as an academic advisor to the student in the development of a specific discipline and (or) module;
- 13) "on-line" mode - information exchange in real time;
- 14) "off-line" mode - information exchange in free time space;

### Basic Provisions

- 1) In accordance with the approved Academic policy, the transfer to mass distance learning is carried out in emergency situations that may arise as a result of a hazardous natural phenomenon, catastrophe, pandemic, natural or other disaster, and may entail human casualties, damage to human health or the environment. environment, significant material losses and violation of the living conditions of people.
- 2) In accordance with the protocol of the Interdepartmental Commission under the Government of the Republic of Kazakhstan on the non-proliferation of coronavirus infection dated March 12, 2020, the





university ensures the implementation of educational programs using distance learning technologies (hereinafter - DLT).

- 3) The University provides teaching staff and students with access to DLT, digital resources, systems for conducting online classes, systems for completing and submitting tasks in electronic form, checking students' work for borrowing.
- 4) The entire educational process online is carried out in accordance with the academic calendar, class schedule and consultation schedules.
- 5) Departments provide filling of DLT with discipline materials, timely verification of students' work and conducting online classes. The content of online courses is presented in the syllabus of the discipline.
- 6) Classes are conducted in a synchronous and asynchronous mode: in the form of a video lecture / conference, demonstration presentations, a business project, SWOT analysis, etc.
- 7) **A blended learning format can be carried out according to the schedule approved by the dean of the school, in which the occupancy of classrooms should not exceed 40% during seminars, practical and laboratory classes and taking into account social distance.**
- 8) **If there are signs of COVID-19, pulmonary pneumonia or other viral diseases, according to the students' statement, the Quality Assurance Commission may consider continuing the training in a distance format (addition of 01/12/2021)**

#### **1. The procedure for organizing training sessions in the DLT mode**

- 1) The procedure for transferring to mass distance learning is approved by order of the Chairman of the Management Board-Rector.
- 2) The main educational platforms are the automated information system "Sirius" and the Moodle system (<http://www.dis.kaznmu.kz> and the mobile version of Moodle).
- 3) "Sirius" - a platform through which a student registers for disciplines, views an individual curriculum, an electronic journal, syllabuses by discipline, a transcript, financial obligations to the University.
- 4) When organizing and planning educational activities, a schedule (schedule) of all types of classes is formed, the timing of control events in digital format using software tools integrated into LMS Moodle (Microsoft Teams from Office 365 or other tools). With the help of integrated platforms, all online appointments with learners are defined and scheduled (for example, you can see appointment data in the integrated Moodle calendar, Microsoft Calendar, etc.). Meeting notifications are sent to the student's cloud-based corporate mail.
- 5) Online training sessions provide for the process of educational interaction in real time (streaming) using digital technologies (webinars, video conferencing, messaging over the Internet and using other modern technologies of interaction between a student and a teacher).
- 6) Offline training sessions provide for the process of educational interaction, in which the interaction between the teacher and the student takes place asynchronously in the Moodle system (including the student's work with the textbook on the instructions of the teacher, followed by the midterm and / or final control).
- 7) When organizing online lectures, tools integrated into the Moodle system are used (Microsoft Teams, etc.), where the teacher in the created online meeting (online session) shows a screen with a presentation to the students, and if students have questions, they can write your question in the form of a comment, or he voice the question orally. Given the specifics of online meetings, teachers place great emphasis on students' questions, as it is important to make sure that they understand the material. Also, during the lecture, a recording is made, and students, if necessary, can return to this recording when completing assignments, or if they want to repeat and consolidate the material passed. Lecture materials, including presentation slides, are laid out in the course of the Moodle system before the start of the lecture, and students can come to classes with ready-made questions.
- 8) When conducting seminars, an online meeting is also organized in tools integrated into the Moodle system (Microsoft Teams, etc.), and all tasks are similarly laid out in the Moodle system course. In this






case, the teacher accompanies the process of a seminar or practical lesson by answering students' questions and organizing a discussion on various issues. In the event that the student has questions, or he is unable to complete this or that task, he has the opportunity to share his screen with all participants in the online meeting and ask his question. The teacher will see what exactly the student is failing to do and can suggest in which direction to work. The advantage in this case is that the rest of the students will also see the solution, and if they have similar problems, they can instantly solve it.

- 9) independent work of a student with a teacher (office hours) are aimed at additional consulting sessions on the topics of the academic discipline. The independent work of a student with a teacher is carried out in accordance with the approved schedule (posted on the discipline course in the Moodle system). The forms of organization of consultations range from traditional to interactive, both chats and forums are used within the remote format.
- 10) All information regarding the organization, time, form of distance learning is placed in LMS <http://www.dis.kaznmu.kz>.
- 11) All materials of the discipline (syllabus, lectures and video lectures, presentations, practical tasks, etc.) are uploaded to the Moodle system <http://www.dis.kaznmu.kz>.
- 12) Consultations with teachers are carried out through integrated tools (Microsoft Teams, etc.) and / or services of the Moodle system <http://www.dis.kaznmu.kz>, and corporate email.
- 13) Questions during synchronous online classes are carried out through integrated communication tools (Microsoft Teams or others).
- 14) University teachers can use a variety of additional digital content like Kahoot, Nearpod, Coursera, etc.
- 15) Correspondence related to course materials, attendance and other issues related to classes between the teacher and the student should be conducted through the Moodle chats and comments on the completed tasks according to the checklist approved by the syllabus of the discipline.
- 16) Formation of the student base in the Moodle system and software and technical support is carried out by the structures of the Digitalization Department.
- 17) The Department of Academic Work and the Department of Academic Quality controls the organization and monitoring of the quality of the educational process.
- 18) The Committee for Educational Programs (CEP) monitors educational and methodological materials (syllables, etc.).
- 19) The Quality Assurance Commission monitors the quality of digital content in the Moodle system.
- 20) The Department of Academic and Methodological Work of the Department of Academic Work provides the formation of a base of disciplines in the Moodle system in accordance with the curricula.
- 21) The registrar's office provides information on the formation and list of groups for enrollment in courses in the Moodle system.
- 22) Departments ensure the assignment of teachers to courses and students in accordance with the lists of groups.
- 23) The dean's office monitors the quality of online sessions / classes in accordance with the schedule / schedule of classes.

## 2. Required without fail:

- 1) When conducting online classes, attendance is taken into account by the teacher based on the video broadcast of the stream from the account of each of the students, as well as data (logs) about the actions of the participants in the online session, regardless of the platform and service used (LMS Moodle, ZOOM, Cisco Webex, Microsoft Teams). In the absence of constant visual contact with the student by means of the platform or service used, the teacher records the absence of the lesson for the student for an unjustified reason. If there are technical problems that make it impossible to broadcast a video stream, confirmation of the student's actual participation in the lesson is assigned to the teacher (periodic voice survey, content survey for engagement, etc.).



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- 2) Teachers and students of the University, when conducting an online session (broadcasting a video stream) in the format of distance learning or work, must observe visual and speech etiquette, namely: comply with the requirements for a neat appearance, do not allow the demonstration of open parts of the body, obscene, provocative or violating norms of the legislation of the Republic of Kazakhstan of images, including on clothes and background, do not involve in the broadcast persons who are not students of this course, do not show pets, do not perform any other actions that may entail a distraction or disruption of the normal course of the lesson or otherwise academic activities.
- 3) In case of violation of these requirements by a student, the teacher or any other person with academic administrative authority must terminate or block the student's access to this lesson / event and record the fact of missing the lesson without a good reason.
- 4) Depending on the nature of violations of these rules, the university administration, teachers and students have the right to apply to the appropriate dean's office of the school / faculty in order to bring the offender to disciplinary responsibility.

### **3. Responsibility of subjects of the educational process in the DLT mode**

#### **3.1. Basic requirements for students in a distance learning format**


- When using distance learning technologies, each student must authorize himself in the LMS Moodle support systems, as well as confirm all invitations to online meetings, according to the electronic schedule (in the Microsoft Teams system or in the LMS Moodle itself);
- In case of missing online classes for a good reason, the student has the opportunity to view the video recordings of the classes according to the links in the support system and complete all the tasks provided for in full.;
- All requirements for the assessment and attendance policy are described in the syllabuses of academic disciplines and are mandatory conditions for students;
- Within the framework of the independent work of a student with a teacher hours, students who have difficulties in studying the material ask questions about the types of tasks and the material covered for a full understanding of the educational content;
- Classes are regulated by an electronic timetable (in the Microsoft Teams system or in the LMS Moodle itself), where all online meetings are defined by type of occupation;
- When you define and schedule all online student appointments using the Microsoft Teams platform, they are available in the integrated Microsoft Calendar. Meeting notifications are sent to the student's and teacher's cloud-based corporate email Microsoft Outlook;
- After the end of the academic period, the admission of exams is organized as part of the intermediate certification online;

#### **3.2. The student is obliged:**

- be sure to go to training sessions (on-line and off-line) according to the approved schedule of classes;
- prepare for the lesson according to the approved syllabus;
- submit the work performed in strict accordance with the requirements of the department and send for verification in compliance with the deadline;
- being late and not going to classes held on-line is not allowed;
- in the absence of a student in the class in on-line mode for objective reasons (poor communication or its absence, power outage, equipment failure, etc.), promptly notify the teacher;
- comply with the code of academic integrity when performing tasks for current and final control.

#### **3.3. University managment:**

- ensures informing the teaching staff and students about the measures taken, including through the available communication channels, the organization's Internet resources;
- creates conditions for the organization of the educational process using DOT;
- provides feedback with teaching staff and students;

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- organizes the work of teaching staff and other employees of the organization; - is responsible for organizing the educational process in the DOT mode.

### 3.4. Faculty:


#### Undergraduate:

- develops all the necessary teaching materials;
- uploads the material / content in full to the Moodle system, in accordance with the checklist (table no. 1);
- conducts classes online (synchronous) and offline, records all classes and saves the recording on a dedicated cloud drive OneDrive, then uploads a link to his course in the Moodle system;
- **assesses the progress of students on a daily basis in accordance with the discipline syllabus / checklist, exposes in the Moodle system strictly with comments (feedback);**
- put the student's educational achievement points in the electronic journal Sirius.
- using platforms integrated into the Moodle system (Microsoft Teams, etc.), you can schedule all online meetings with students (in Microsoft Teams calendars, Moodle, etc.);
- provides personalized student feedback;

#### 4. General requirements for video lectures

- 1) Certain requirements are imposed on the structure of the lecture. The video lecture should contain:
  - the name and logo of the university;
  - titles of the topic of lectures and information about the author of the lectures;
  - the main goals of studying the discipline and topics;
  - content of educational material;
  - examples of the topic under consideration; - conclusions on the presented material; - Recommended literature.
- 2) In video lectures,
  - review lectures by leading experts in the field under study;
  - full course of lectures corresponding to the curriculum of the discipline;
  - material intended for educational and practical situations, in which examples of the topic under consideration would be clearly depicted; - instructional sessions.
- 3) In the introductory part of the video lecture, the goal and objectives of studying the discipline (section) should be set, its connections with other disciplines of professional training should be shown, the features of the subject (section) being studied should be noted.
- 4) It is advisable to give recommendations for working with the proposed video material (where to start, what is recommended to do after watching a fragment or the entire video, what questions to answer, etc.).
- 5) When creating a video lecture, both the natural, spoken language of communication and the conventional language of graphic images (static and dynamic illustrations, photographs, etc.) and the language of medical, chemical, logical formulas and expressions are used.
- 6) The presentation of educational material should not be uniform, monotonous. As a rule, within one topic, 3 - 5 questions can be distinguished that attract the student's attention (using the effect of surprise, surprise, emotional revival).
- 7) For use in the educational process, it is recommended to create videos, the playback time of which is no more than 10 minutes. If the video lecture has a playback duration of more than 15 minutes, it is necessary to provide a way to navigate through the content of the lecture.
- 8) Subject to copyright and the accepted order of citation and links, the video lecture includes:
  - video filming of various experiments carried out in educational laboratories;
  - filming of modern technological processes at real production plants;
  - fragments from educational, scientific, educational, documentary and feature films, materials available on the Internet;



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- fragments of speeches by famous doctors, scientists, politicians, teachers, etc.;
  - demonstration models of physical, chemical, technological, physiological and other processes (fullscale or computer, animation, graphic);
- 9) Responsibility for the content of video lectures is borne by the teacher-author of the educational material and the head of the department, who approves the methodological material of the corresponding discipline.

#### 4. Basic requirements for presentation

- 1) It is recommended to design presentation slides in accordance with the following requirements: **Style:** keep the same style for different lectures of the same course, avoid styles that can distract from the material.

**Background:** only white is allowed as a background, it is allowed to use a cold-tone frame in an area of no more than 1 - 3% of the entire surface of the slide.

**Use of color:** No more than three colors are allowed per slide: one for the background, one for the title, one for the text. It is allowed to use contrasting colors for background and text.

**Content of information:** use short words and sentences, minimize the number of prepositions, adverbs, adjectives, headings should attract the attention of the audience.

**Layout of information on the page:** preferably horizontal layout of information, the most important information should be located in the center of the screen, if there is a picture on a slide, the caption should be located under it.

- 2) Fonts: for headings - at least 26, for information - at least 24, for tables - at least 16, sans-serif fonts are easier to read from a distance, you cannot mix different types of fonts in one presentation, use bold to highlight information, italics or underlining, do not overuse capital letters.

- 3) It is unacceptable to use animation effects, control buttons and other dynamics that impede the perception of information.

- 4) Video Files are not added to the presentation, but attached separately.



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*Table 1*

Sections	№	Mandatory requirement	Syllabus	Moodle	You-Tube channel	Sirius	Quality monitoring
<b>Discipline / course name</b>	1.	Correctly indicate in 3 languages	x	x	x	x	checked OYMP
<b>Brief description of the discipline</b>	2.1.	A brief description (abstract) must be written in Kazakh, Russian and English	x				Committee of educational programs
	2.2.	There must be a short video about the discipline no more than 9-10 minutes on the You-tube channel. Hyperlinks should be on the main page of the discipline in the Moodle system			x		1. Quality Assurance Commission 2. DLT department
<b>Discipline content</b>	3.1.	Video lectures (from 10 min to 15 min) on each main topic (list in the syllabus) - hyperlink		x	x		Quality Assurance Commission
	3.2.	Hyperlinks to external related videos		x			Quality Assurance Commission
	3.3.	All control events have specific dates / weeks (according to the calendar of the current year).				x	1. Committee of educational programs 2. Quality Assurance Commission



3.4.	For all types of assignments (cases, written assignment, essays, test assignments, etc.) of the deadlines, specific dates (deadline, hard deadline) are also set and the academic consequences of violations of deadlines are described					1. Committee of educational programs 2. Quality Assurance Commission
3.5.	There is a complete list of literatures, resources and sources, a hyperlink in the presence of electronic access to the source within the discipline	x	x			Quality Assurance Commission
3.6.	Availability of virtual simulators that ensure the fulfillment of discipline tasks		x		x	Quality Assurance Commission





