

	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	QMS-DP-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«Rules for transferring and restoring students»	Changes № _____ Date _____ Ex. _____

APPROVED:

Rector of EETI named after
 academician K. I. Satpayev

D. M. Sivaraksha

«31» August 2022



QUALITY MANAGEMENT SYSTEM

RULES

RULES FOR TRANSFERRING AND RESTORING STUDENTS

QMS-PR-7.2.2-01-2022

Introduction

1 DEVELOPED службой управления системыBY the Quality Management System, Standardization and Norm Control Management Service

2 INTRODUCED службой управления системыby the Quality Management Systems, Standardization and Norm Control Management Service

3 DEVELOPER:

Asylova K. B. -Dean of the Faculty of Engineering and Economics

4 APPROVED and PUT into EFFECT by the Rector on the basis of the decision of the Academic Council of the Institute31» августа 2022No. 1 dated August 31, 202.21

5 EXPERTS:

- 1) D. K. Imangazinoва-Vice-rector for Academic Affairs;
- 2) Potyaga L. A.-Head of the Internal Security Department
quality of education;
- 3) Kadyrbekova K. K.-Head of the department "Educational part".

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1 Scope of application

These Rules determine the procedure for transfer and reinstatement of students in higher education programs at the Ekibastuz Engineering and Technical Institute named after Academician K. V. Abramovich. Satpayev Institute (hereinafter referred to as the Institute) in the quality management system.

2 Normative references

These Rules refer to the following regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education";
- Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of State mandatory education standards for all levels of education" dated July 20, 2022 No. 604
- Standard rules of activity of educational organizations of the corresponding types, approved by Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018;
- Rules for recognition and nostrification of educational documents, approved by Order No. 8 of the Minister of Education and Science of the Republic of Kazakhstan dated January 10, 2008;
- Rules of organization of the educational process on credit technology of training, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152;
- Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev;
- GOST ISO 9001-2011 Quality management systems. Requirements.
- QMS-DP-4.2.3-01-2017 Management of university QMS documentation.

3 Basic concepts and definitions

academic debt – unsatisfactory results of intermediate certification in one or several disciplines(modules), practices, course projects (works), or failure to pass intermediate certification in the absence of valid reasons.

academic failure – a student's failure to complete the curriculum.

restoration - renewal of educational relations with an individual who was expelled from the university before completing the bachelor's degree program.

graduate – a person who has successfully completed training in an educational institution under the training program and received a document of education.

finalammecmaуpяof students – a procedure carried out to determine the degree to which they have mastered the scope of academic disciplines provided for by the state mandatory standard of education.

individual curriculum (hereinafter referred to as IEP) – a student's curriculum that is independently formed by him / her for each academic year with the help of an adviser based on the educational program and the catalog of elective subjects;

educational activity – activities related to the implementation of educational programs.

training is a purposeful process of organizing students' activities to acquire knowledge, skills, abilities and competencies, gain experience in activities, develop abilities, gain experience in applying knowledge in everyday life, and form students' motivation to receive education throughout their lives.

intermediate certification of students is a procedure for assessing the level of academic achievements (knowledge, skills, abilities and competencies) of students in accordance with the curriculum of the discipline after completing its study.

transfer – transfer of a student from another educational organization that implements an educational program of the appropriate level to a university or from a university to another educational organization, transition from one field of study to another within the university, from one form of study to another.

transfer – recognition of academic disciplines (modules), practices, course projects (works) mastered by the student before graduation, recognition of the grades (credits) received on them and their transfer to the documents on mastering the educational program of higher education during restoration.

student (student) – an individual who is completing a bachelor's degree program.

Grade Point Average (GPA) - a weighted average assessment of a student's academic achievements, defined for one academic year for the selected program as the ratio of the sum of all credits and the digital equivalent of intermediate assessment points in disciplines to the total number of credits in intermediate assessment disciplines.

advisor - a teacher who performs the functions of an academic mentor studying under the relevant educational program, who provides assistance in choosing the learning path (forming an individual curriculum) and mastering the educational program during the training period;

3.1 Designations

UMR– educational and methodical work.

QMS – quality management system.

UNT – unified national testing.

CT – comprehensive testing.

OR-Registrar's Office

university – a higher educational institution.

OP-Educational program

4 Main features

4.1 Transfer of students at the university is carried out:

- from course to course.
- from one form of training to another.
- from one language department to another.
- from one educational program to another.
- from another university.
- to another university.

4.2 The student is transferred or reinstated to the university regardless of the terms of deduction during the restoration.

4.3 At the same time, 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 (paragraph 31 of Order No. 595 of the Ministry of Education and Science of the Republic of Kazakhstan).

4.4 A university student is transferred or reinstated after being expelled if they have completed the first academic period of the program they are studying in accordance with the individual curriculum (paragraph 31 of Order No. 595 of the Ministry of Education and Science of the Republic of Kazakhstan).

4.5 Transfer of a student from a paid basis of study to training under a state educational order is carried out in accordance with the procedure approved in accordance with subparagraph 5) of Article 4 of the Law "On Education".

4.6 A student studying under an educational grant can be transferred to another university if they wish, while retaining the educational grant.

4.7 When transferring a student, the host 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 the student. When transferring or reinstating students, the university creates a corresponding commission to transfer the results of their studies.

4.8 Transfer of a student from groups of educational programs of higher education that require creative training to other groups of educational programs is carried out in the presence of a certificate of unified national testing with a score not lower than the established threshold score in accordance with the Standard Rules for Admission to study in educational organizations that implement educational programs of higher and postgraduate education, approved in accordance with subparagraph 11) of Article 5 of the Law "On Education".

4.9 Transfer of students from foreign universities is carried out to universities that have a state educational order for the corresponding level of education, field of education and year of admission and (or) have international specialized accreditation of national and (or) foreign accreditation bodies included in the registers and (or) associations of accreditation bodies of the member States of the Organization for Economic Cooperation and Development. International Development Organization (OECD) in the field of education.

4.10 Transfer of a student from a paid basis to an educational grant is carried out in accordance with the regulatory requirements of the Ministry of Education and

Science of the Republic of Kazakhstan, if there are vacancies on a competitive basis, on the basis of an application that the student submits during the summer holidays and winter holidays.

4.11 When transferring and reinstating students, the academic difference in the subjects of the working curriculum studied by them during the previous academic periods is determined.

4.12 The academic difference in the disciplines of the working curricula is determined by the Dean's office with the participation of the heads of the relevant departments, based on the list of disciplines studied, their programs and volumes in academic hours or credits reflected in the transcript. The amount of academic difference in credits is recorded on the application, approved by the dean and brought to the attention of the applicant.

4.13 On the basis of educational programs of technical and vocational education, post-secondary education, as well as higher education, and if the profile and / or kinship of the educational program of higher education coincides with the educational program of technical and vocational education or post-secondary education, the results of training at the previous level of formal education are recognized automatically, the number of academic credits acquired and the duration of training are reduced (in accordance with item 21 of the requirements of the State Educational Standard order No. 604).

4.14 In case of compliance with the results of training, individual disciplines of the previous level of formal education, as well as the results of non-formal education of the corresponding level (in accordance with paragraph 21 of the requirements of the State Educational Standard Order No. 604), are re-counted as prerequisites.

When transferring, restoring the achieved learning outcomes, positive grades of the student are recognized with the transfer of academic credits from one OP to another, from one educational organization to another educational organization (paragraph 41 of Order No. 152 of the Ministry of Education and Science of the Republic of Kazakhstan).

When studying within the framework of academic mobility, the achieved results of training, positive assessments of the student are recognized with the transfer of academic credits from one OP to another, from one organization to another (paragraph 81 of Order No. 152 of the Ministry of Education and Science of the Republic of Kazakhstan).

4.15 If the profile of the educational program does not match, training is carried out according to the full program of higher education.

The profile of an educational program of higher education, which represents its specific features, denotes belonging to the relevant field of education, characteristics of the field of study, levels of training, learning outcomes, and main types of professional activities, and is determined in accordance with the Classifier for the following areas:

- 1) "Pedagogical sciences" - higher pedagogical education;
- 2) "Art and Humanities" - higher art history education or higher humanities education;

- 3) "Social sciences, journalism and information" - higher education in the field of social sciences or higher education in the field of PR;
- 4) "Business, Management and Law" - higher economic education or higher legal education;
- 5) "Natural Sciences, Mathematics and Statistics" - higher natural science education or higher mathematical education;
- 6) "Information and communication technologies" - higher education in the field of ICT;
- 7) "Engineering, manufacturing and construction industries" - higher engineering education;
- 8) "Agriculture and bioresources" - higher agricultural education;
- 9) "Veterinary medicine" - higher veterinary education;
- 10) "Healthcare" - higher medical education;
- 11) "Services" - higher education in the field of services;
- 12) "National Security and Military affairs" - higher education in the field of national security and military affairs.

4.16 When transferring or reinstating a student from a foreign educational organization, the following documents are submitted:

- 1) a document containing a list of mastered disciplines and (or) modules, and other types of academic work for the corresponding period of study, indicating credits and grades;
- 2) a document on completion of the previous level of education, which is undergoing the procedure of nostrification in the Republic of Kazakhstan in accordance with the procedure established by the Rules for Recognition and nostrification of educational documents.
- 3) the results of entrance tests for admission to foreign educational organizations, for students enrolled in the full program of higher education.

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

4.18 In order to eliminate academic debt or differences in academic plans, to study academic subjects, it is allowed to introduce a summer semester (with the exception of the final year).

4.19 A mandatory condition for transferring a student from one course to another is that the student sets an average academic achievement score (GPA) - not lower than the transfer score set by the Academic Council of the Institute.

4.20 Transfer from one educational program to another or from one form of study to another at the university is made by order of the Rector of the university, in his absence-acting.

4.21 When transferring and (or) restoring, on the basis of the order of acceptance, the student draws up an individual student's curriculum (IEP), which is formed independently for each academic year with the help of an adviser on the basis of the educational program and the catalog of elective subjects;

4.22 Fee-paying students who are expelled during the semester for non-

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payment in case of debt repayment are eligible for reinstatement within four weeks from the date of expulsion.

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Appendix A
Application form

QMS-P-7.2.2-01-2018/ F. 4-29

To the Rector
of EITI named after Academician K. Satpayeva

(Full name)

from _____

(Full name of the student)

(date of birth)

(residential address)

(phone number)

statement

I ask you to enroll / restore me to full-time full-time / abbreviated form of study in the specialty / educational program.

(signature, date)

