	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 planning the content of education, the way of organizing and conducting educational process on credit technology of training»	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 PLANNING THE CONTENT OF EDUCATION, THE WAY OF ORGANIZING AND CONDUCTING EDUCATIONAL PROCESS ON CREDIT TECHNOLOGY OF TRAINING

QMS-PR–7.2.2–06–2022

Ekibastuz

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:
T. V. Diba – Head of the Quality Management System, Standardization and Norm Control Management Service

4 APPROVED AND PUT into EFFECT by the Rector on the basis of the decision of the Academic Council of the Institute31» августа 20No. 1 dated August 31, 2022

5 EXPERTS:
1) D. K. Imangazinova-Vice-rector for Academic Affairs;
2) Kadyrbekova K. K.-Head of the department "Educational part".

Content

1 Scope of application

These Rules for planning the content of education, the method of organizing the educational process based on credit technology of training (hereinafter referred to as the Rules) determine compliance with the content and the procedure for organizing the educational process in the Institution " Ekibastuz Engineering and Technical Institute named after Academician K. Kropotkin . Satpayev Institute (hereinafter referred to as the Institute).

2 Normative references

This Regulation uses references to the following regulatory documents:
− Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education";
− 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;
− 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;
− State mandatory standard of higher education of the Republic of Kazakhstan. Approved by Resolution of the Government of the Republic of Kazakhstan No. 604 dated July 20, 2022;
− Rules of organization of the educational process on distance learning technologies, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan No. 137 dated March 20, 2015;
− Order of the Minister of Education and Science of the Republic of Kazakhstan dated September 28, 2018 No. 508 On Approval of the Rules for Recognition of Learning Outcomes Obtained by Adults through Non-formal Education provided by Organizations included in the List of Recognized Organizations providing Non-formal Education.
− Order of the Minister of Education and Science of the Republic of Kazakhstan No. 537 dated October 4, 2018 On Approval of the Rules for Recognizing Organizations Providing Non-formal Education and Forming a list of recognized organizations Providing Non-formal education.
− Order of the Minister of Education and Science of the Republic of Kazakhstan No. 123 dated April 1, 2020 On strengthening measures to prevent the spread of coronavirus infection COVID-19 in educational organizations during the pandemic;
− Order of the Minister of Education and Science of the Republic of Kazakhstan No. 345 dated August 13, 2020 On approval of Methodological Recommendations for the implementation of the educational process in educational organizations during the period of restrictive measures related to the spread of coronavirus infection;
− Methodological recommendations of the Ministry of Education and Science of the Republic of Kazakhstan on the organization of intermediate and final certification in organizations of higher and (or) postgraduate education during the COVID-19 coronavirus pandemic;
− Methodological recommendations of the Institute on the organization of intermediate and final certification during the COVID-19 coronavirus pandemic;
− Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev.

3   Basic concepts and definitions

academic mobility – transfer of students or research teachers to study or conduct research for a certain academic period (semester or academic year) in another university (within the country or abroad) with mandatory transfer of mastered academic programs, disciplines in the form of academic credits in their own university or to continue their studies in another university;

academic freedom – a set of powers of subjects of the educational process granted to them to independently determine the content of education in the disciplines of the component of choice, additional types of training and organization of educational activities in order to create conditions for the creative development of students, teachers and the use of innovative technologies and teaching methods;

academic Calendar (academic calendar) – a calendar of educational and control events, professional practices during the academic year with indication of rest days (vacations and holidays).

academic credit – a unified unit of measurement for the volume of scientific and (or) academic work (load) of a student and (or) teacher;

academic period (Term)– the period of theoretical training set independently by the educational organization in one of three forms: semester, trimester, quarter.

student's academic rating(reting)- a quantitative indicator of the student's level of mastery of the curriculum of disciplines and (or) modules and other types of educational activities, compiled based on the results of intermediate certification;

academic hour – a unit of measurement of the volume of training sessions or other types of academic work, 1 academic hour is equal to 50 minutes (in military special educational institutions (hereinafter referred to as VSUZ), 1 academic hour is equal to at least 40 minutes), is used when compiling the academic calendar (schedule of the educational process), the schedule of training sessions, when planning and accounting completed educational material, as well as when planning the teaching load and taking into account the teacher's work;

*active*handHand-outs- visual illustrative materials distributed during training sessions to motivate students to successfully master the topic creatively (lecture theses, links, slides, examples, glossary, tasks for independent work).

point-rating letter system for evaluating academic achievements – a system for evaluating the level of academic achievements in points corresponding to the letter system with a digital equivalent adopted in international practice, and allowing you to set the rating of students;

two-degree education – the possibility of studying in two educational programs and curricula in order to obtain two equivalent diplomas or one basic and second additional;

distance learning is a purposefully organized and coordinated in time and space process of interaction between teachers and students with each other and with the means of training using pedagogical, as well as information and telecommunications technologies.

distance education technologies (DOT) – training carried out with the use of information and communication technologies and telecommunications facilities with indirect (at a distance) or not fully mediated interaction between the student and the teacher.

Additional educational program (Minor) (minor)- a set of disciplines and / or modules and other types of academic work determined by the student for studying in order to form additional competencies.

European Credit Transfer and Accumulation System (ECTS) - the method of transferring credits obtained by a student abroad to credits that are counted for their degree upon their return to their educational organization, as well as accumulating credits within the framework of educational programs;

*запись на учебную дисциплину*EnrollmentEnrollment- the procedure for registering students for academic disciplines.

individual curriculum (IEP)– a curriculum formed for each academic year by students independently with the help of an adviser on the basis of an educational program (for TiPPO

organizations on the basis of a standard and working curriculum) and a catalog of elective subjects and (or) modules;

final certification of students (Qualification Examination) – a procedure carried out to determine the degree of mastering the scope of academic disciplines and (or) modules and other types of educational activities provided for in the educational program in accordance with the state mandatory standard of the relevant level of education;

credit mobility – transfer of students for a limited period of study or internship abroad - as part of continuing studies at their home university - in order to accumulate academic credits (after the mobility phase, students return to their educational organization to complete their studies);

credit technology of training – training based on students ' choice and independent planning of the sequence of studying disciplines and (or) modules with the accumulation of academic credits;

module – an autonomous structural element of the educational program completed in terms of learning outcomes, which has clearly formulated the knowledge, skills, competencies acquired by students and adequate assessment criteria.

modular training – a method of organizing the educational process based on the modular construction of the educational program, curriculum, and academic disciplines.

microqualification – a set of knowledge, skills and competencies obtained upon completion of a short period of training, allowing you to perform certain labor functions;

nano-credit – a unified unit of measurement for a small amount of educational material, which has an independent and complete character.

Stackable degrees(stackable degrees) - a set of skills and competencies from various fields or areas of professional activity obtained through formal and non-formal education;

main educational program (Major) – an educational program defined by the student for studying in order to form key competencies;

mandatory component – a list of academic subjects and the corresponding minimum amounts of academic credits established by the State Educational Standard, and studied by students without fail according to the training program;

*постреквизиты*Postrequisite–disciplines and / or modules and other types of academic work that require knowledge, skills, abilities and competencies acquired upon completion of the study of this discipline and / or modules;

prerequisites (prerequisites) – disciplines and / or modules and other types of academic work that contain knowledge, skills, abilities and competencies necessary for mastering the discipline being studied and / or modules;

learning outcomes – the amount of knowledge, skills and abilities acquired and demonstrated by students during the development of the educational program, as well as the values and attitudes formed, confirmed by the assessment;

independent work of a student (hereinafter referred to as SRO) – work on a certain list of topics allocated for independent study, provided with educational and methodological literature and recommendations; depending on the category of students, it is divided into independent work of a student (hereinafter referred to as SRS), independent work of a master's student (hereinafter referred to as SRM) and independent work of a doctoral student (hereinafter referred to as The entire volume of SRO is confirmed by tasks that require the student to work independently on a daily basis.

independent work of a student under the guidance of a teacher (hereinafter – SRP) – work of a student under the guidance of a teacher, conducted according to a separate schedule, which is determined by the university or the teacher himself. depending on the category of students, it is divided into: independent work of a student under the guidance of a teacher (hereinafter-SRP), independent work of a master's student under the guidance of a teacher (hereinafter – SRMP) and independent work of a doctoral student under the guidance of a teacher (hereinafter-SRDP);

blended learning is the organization of the educational process based on a combination of traditional face-to-face training with online training, which uses special electronic learning materials posted on the educational portal of organizations of higher and postgraduate education.

средний балл успеваемости (Grade Point Average (GPA Average - GPA) – a weighted average assessment of the student's academic achievement level for a certain period of time for the selected program (the ratio of the sum of credit products to the digital equivalent of the final grade points for all types of academic work to the total number of credits for these types of work for a given period of study);

cross-section of students 'knowledge – assessment of students' academic achievements during the academic period of study.

transcript (transcript) - 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;

tutor - a teacher who acts as an academic adviser to the student on mastering a specific discipline and / or module.

educational achievements of students – knowledge, skills, abilities and competences of students acquired by them in the course of training and reflecting the achieved level of personal development;

advisor -ateacher 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;

elective subjects – academic subjects included in the university component and the elective component within the established academic credits and introduced by educational organizations, reflecting the individual training of the student, taking into account the specifics of socio-economic development and the needs of a particular region, established scientific schools.

4   General provisions

4.1   Organization, planning and implementation of the educational process of the Institute is carried out according to the credit technology of training (KTO) in accordance with the Rules of organization of the educational process according to the 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.

4.2   The university introduces new learning technologies, including distance learning technologies (hereinafter referred to as DOT) in accordance with the Rules for organizing the Educational process on Distance learning Technologies, approved by Order No. 137 of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 №and QMS-PSP-10-2018 Regulations on the Central Educational Institution.

4.3   The main tasks of organizing the educational process in KTO are:

1)   unification of the scope of knowledge;

2)   creating conditions for maximum individualization of training;

3)   strengthening the role and effectiveness of students ' independent work;

4)   identification of students ' academic achievements based on an effective and transparent monitoring procedure.

4.4   WHO includes:

1)   introduction of a system of academic credits to assess the labor costs of students and teachers in each discipline and other types of academic work;

2)   freedom of students ' choice of disciplines and / or modules included in the QED, which ensures their direct participation in the formation of IEP;

3)   students ' freedom to choose a teacher when registering for a course;

4)   involvement of advisors in the educational process to help students choose their educational path;

5)   use of interactive teaching methods;

6)	activation of independent work of students in the development of the educational program;

7)	academic freedom of the faculty (institute) and departments in the organization of the educational process, the formation of educational programs;

8)	academic freedom of the teacher in organizing the educational process;

9)	providing the educational process with the necessary educational and methodological materials;

10)	effective methods of monitoring students ' academic achievements;

11)	using a point-rating system for evaluating students ' academic achievements in each academic discipline and other types of academic work.

4.5	KTO is carried out on the basis of students ' choice and independent planning of an individual educational trajectory aimed at achieving learning outcomes.

5   Educational programs and curricula for credit technology
training sessions

5.1	Training programs for all levels of training are built on a modular basis, developed in accordance with the National Qualification Framework, the industry qualification Framework and professional standards, taking into account the recommendations of employers, and are focused on the learning outcome.

5.2	OP provides undergraduate students with the opportunity to master additional OP (Minor) along with the main OP (Major).

5.3	The content of the Major program of higher education consists of three cycles of subjects: general education subjects (OD), basic subjects (DB), and profile subjects (PD). The OD cycle includes subjects of the mandatory component (OK) and the elective component (KV).

5.4	DB and PD cycles include disciplines of the university component (VC) and elective component (CV).

5.5	Each academic discipline must have one non-repeating name, with the exception of the disciplines of the OED cycle "Physical Culture", "Foreign language", "Kazakh (Russian) language".

5.6	Disciplines should be interdisciplinary and multidisciplinary in nature, providing training at the intersection of a number of areas of knowledge.

5.7	Teaching of foreign, Kazakh, and Russian languages is conducted in accordance with the level model. The level and description of language proficiency correspond to the pan-European competence of foreign language proficiency (A1, A2, B1, B2, C1, C2).

5.8	In order to inform students about the content of elective subjects for each OP of higher and postgraduate education, a Catalog of elective subjects (CED) is developed, which is a structural element of the OP. The QED includes all the disciplines of the KV cycles of OOD, DB and PD and provides students with an alternative choice of elective academic disciplines for the formation of an individual educational trajectory.

5.9	The scope of disciplines of higher education OP VC and KV cycles of OOD, DB, PD is determined independently within each OP.

5.10	Curricula are developed in two forms: individual curricula (hereinafter referred to as IEP) and working curricula (hereinafter referred to as RUP).

5.11	Recognition of learning outcomes obtained by adults through non-formal education is carried out in accordance with the Rules for Recognition of Learning Outcomes Obtained by Adults through Non-formal education provided by organizations included in the list of recognized organizations Providing Non-formal education, approved in accordance with subparagraph 38-3) of Article 5 of the Law "On Education".

5.12   Students of educational programs with a reduced period of study on the basis of technical and professional, or post-secondary, or higher education:

1) forms its own individual curriculum depending on the achieved learning outcomes, mastered prerequisites at the previous level of education, which must be recalculated by the Institute and included in its transcript;

2) the student has individual terms of study and the scope of the educational program, which are determined on the basis of the current educational program.

5.13   The form and order of formation of QED, IUP, and RUP are determined by the parameters of the Platonus IC.

5.14   In cases when a student plans to study for an additional academic period of the current year, reflecting their choice in the IUPE, the RUP should be adjusted, taking into account the choice of the teacher by December 1 of the current year. At the same time, the academic load of teaching staff in the selected subjects of the additional semester should be adjusted by the head of the department no later than two weeks before the beginning of the spring (second) semester of the current academic year.

5.15   Each academic discipline must have one non-repeating name, with the exception of physical culture and languages.

5.16   The content of academic disciplines is determined by standard curricula and (or) working curricula (syllabuses).

5.17   Standard study programs (hereinafter referred to as TUP) are developed in the disciplines of the mandatory component of the OED cycle in the bachelor's degree in accordance with subparagraph 5-2) of Article 5 of the Law "On Education".

5.18   Working curricula (syllabuses) are developed in all disciplines of the educational program of the Institute's teaching staff.

5.19   The form, structure, and procedure for developing and approving working training programs (syllabuses) are determined by the SRT QMS-4.2.3-04-2019 General requirements for the development and design of the UMCD.

5.20   The volume of one module can include two or more academic disciplines or in combination of one or more disciplines with other types of academic work.

5.21   Professional practices, theses (projects) are included in the corresponding modules of the educational program.

5.22   The content of all types of professional practices is determined by the training programs of the practices.

5.23   As a base for conducting professional practice of students, organizations are defined whose statutory activities correspond to the profile of personnel training and the requirements of the educational program, which have qualified personnel for managing professional practice and material and technical base.

5.24   In case of implementation of the main educational program (Major) (major) and additional educational program (minor) (minor), the practice base is determined by the organization (enterprise) corresponding to the profile of the main educational program (Major) (major).

6   KTO training process

6.1   The academic year in higher education institutions begins on the first of September and ends according to the academic calendar.

6.2   The organization of the educational process within one academic year is carried out on the basis of the academic calendar, which is approved by the decision of the Academic Council of the Institute.

6.3   The academic calendar reflects the periods of training sessions, intermediate and final attestation, professional practices and other types of academic work during the academic year, rest days (vacations and holidays).

6.4   Each academic period ends with a period of intermediate certification of students.

6.5   Holidays are granted to students at least 2 times during the academic year, the total duration of which should be at least 7 weeks, with the exception of the final year.

6.6   Professional practice is a mandatory type of academic work of the student.

6.7   When organizing the educational process, it is allowed to introduce professional practice both separately from the academic period, and in parallel with the academic period. The results of professional practice are taken into account when summing up the results of intermediate certification.

6.8   The duration of internships is determined in weeks based on the standard working time of the student in practice during the week, equal to 30 hours (6 hours per day with a 5-day working week).

6.9   It is allowed to introduce a summer semester (with the exception of the final year) lasting at least 6 weeks to meet the needs for additional training, eliminate academic debt or differences in curricula, study academic disciplines and master credits for students in other educational organizations with mandatory re-crediting in their organization of higher and (or) postgraduate education, increase the average score academic achievement (GPA), development of a related or additional educational program, including in the framework of a two-degree education.

6.10   When planning the amount of academic work, it is assumed that one academic credit is equal to 30 academic hours for all its types. One academic hour for all types of academic work is equal to 50 minutes.

6.11   Labor intensity of one Kazakhstan academic credit (30 academic hours) corresponds to 1 ECTS credit (25-30 academic hours).

6.12   With the credit technology of training, independent work of students (SRO) is divided into two parts: independent work that is performed under the guidance of a teacher (SRSP), and that part that is performed completely independently (SRS – SRO itself). The entire amount of SRO is confirmed by tasks that require the student to work independently on a daily basis.

6.13   The ratio of time between the student's contact work with the teacher and the SRO for all types of educational activities is determined by the departments themselves. At the same time, the volume of classroom work is not less than 30% of the volume of each discipline, which is presented in Table 1.

Table 1 - Volume of classroom work for all types of educational activities

Akadem. credits (ECTS)	Total academies. hours	of them		SRSP	SRS
		Classroom			
		Total number in ak.hours	by class type (L,PZ,LZ)		
1	30	15		5	10
2	60	30		15	15
3	90	30		15	45
4	120	45		15	60
5	150	45		15	90
6	180	60		15	105
7	210	75		15	120
8	240	75		15	150

6.14 Planning of theoretical training and intermediate attestation is carried out in a single volume of credits, i.e. the total number of credits for each discipline includes both its study and preparation, and passing the forms of intermediate attestation in this discipline.

6.15 In the context of a pandemic, emergency, or quarantine, the educational process is carried out using distance learning technologies. The main system of distance education is the Distance Learning Portal, which uses the system of organizing distance and full-time training for educational institutions "Online Education System" with support for proctoring and webinars from OES LLP (https://oes.kz Technical specifications: 2000 Gbt of space, webinar for up to 1000 people (100 MBT/s guaranteed channel width), hosted in the data center, backups, chats, file sharing, assignments, testing, exams with proctoring function, mailing lists, 100% support for mobile platforms.

In addition to OES.kz Institute supports other educational technologies: Zoom, BigBlueButton, Google Classroom, via YouTube channels.

Necessary technical means for distance learning: availability of a personal computer, laptop, tablet or smartphone; availability of a camera and headphones; access to the Internet; access to LMS OES.kz (current username and password).

6.16 Each academic discipline is studied in one academic period and ends with the final control.

6.17 The student has the right to choose the language of instruction in certain disciplines, other than the language of instruction.

6.18 Training sessions are held in accordance with the schedule. The schedule of training sessions is drawn up for each semester of the academic year and approved by the Vice-rector for UMR.

6.19 The schedule of training sessions is drawn up in accordance with the working curricula of the OP on the principle of "Discipline – Teacher".

6.20 The class schedule is a document that is subject to unconditional implementation by both teachers and students.

6.21 Training sessions are conducted by teaching staff of the relevant departments: professors, associate professors, senior teachers, teachers, experienced specialists involved in production.

6.22 Lectures are provided by teachers who have the academic degree of Doctor of Sciences and (or) Candidate of Sciences, the degree of Doctor of Philosophy (PhD) and (or) doctor of science in the profile, academic titles (associate professor (associate professor), professor), as well as with master's degrees in the relevant sciences and (or) senior teachers who have no more than less than three years as a teacher or at least five years of practical experience in the profile.

Researchers, honored workers of culture, art, sports, members of creative unions or experienced specialists who meet the 8th level of the National Qualifications Framework may be involved in giving lectures and / or conducting other types of training sessions.

6.23 All types of written works (term papers, theses) of students are checked for plagiarism. The rules and procedure for conducting a plagiarism check are determined by the QMS-P-7.2.2-05-2022 Anti-Plagiarism Regulations.

6.24 The head of the department is responsible for providing students with working academic programs (syllabuses) of disciplines, practical training programs, the program of a comprehensive exam of final certification, methodological recommendations of professional practice, methodological recommendations for the implementation of theses (projects).

6.25 Teaching staff develops teaching materials (textbooks, teaching aids, manuals, guidelines and recommendations, courses of lectures, tests, e-learning publications, etc.) in accordance with approved individual teacher plans and other internal regulatory documents.

6.26 To implement the educational and methodological support of the DOT educational process, electronic educational and methodological complexes of disciplines are being developed.

6.27   The teacher of the Institute independently chooses teaching methods, methods and forms of organizing and conducting training sessions based on the educational program and working curricula (syllabuses).

6.28   Planning of the teaching load of the teaching staff is carried out in academic hours and/or credits. At the same time, the teaching load in classroom classes is calculated based on the norm that 1 academic hour is equal to 50 minutes.

6.29   Academic streams and groups are formed based on the principle of a sufficient number of students enrolled in a given discipline and teacher, and achieving a sufficient level of profitability. The academic flow and group occupancy rate is determined by the actual number of enrolled students.

6.30   Registration of students for academic disciplines (Enrollment) is organized by the office Registrar. At the same time, student support services and advisors are involved in conducting organizational, methodological and consulting work with students.

6.31   The student, when determining the individual learning path within the university component and the elective component, chooses:: a) disciplines in the main educational program; b) disciplines in the supplementary educational program.

6.32   The procedure for selecting and mastering subjects in the main educational program is carried out taking into account the presence of prerequisites.

6.33   The procedure for selecting and mastering disciplines in an additional educational program is carried out to obtain additional competencies in related or specialized OP, as well as to meet the personal needs of the student.

6.34   In the process of registering for academic disciplines, students form their own IEP, which is developed by students, in accordance with clause 8, Section 2, Chapter 2, Paragraph 1 of the Standard Rules: based on the educational program and QED with the consulting support of advisors, and determines the individual educational trajectory of each student separately. The IEP includes disciplines and types of educational activities (practical training, research/experimental research work, forms of final certification) of the mandatory component(OK), the university component (VC) and the elective component (CV). However, they are:

1) get acquainted with the rules of organization of the educational process on credit technology of training;

2) comply with the established deadlines for registering for academic subjects and making changes to the PPI;

3) enroll in disciplines based on the prerequisites they have mastered.

The Institute's IEP form is given in Appendix 1.

6.35   Academic achievements (knowledge, skills, abilities and competencies) of students are evaluated in points on a 100-point scale, corresponding to the letter system with a digital equivalent adopted in international practice (positive grades, in descending order, from "A" to "D", and "unsatisfactory" – "FX", "F",) and estimates based on the traditional system.

In case of receiving a grade "unsatisfactory" corresponding to the sign "FX", the student has the opportunity to retake the final control without re-passing the program of the academic discipline / module.

If the student receives an "unsatisfactory" grade corresponding to the "F" sign, he/she is re-enrolled in this academic discipline / module, attends all types of training sessions, performs all types of academic work according to the program, and retakes the final control.

6.36   Heads of departments during the semester control the conduct of teaching staff training sessions, mutual visits, organize replacement of training sessions in case of temporary disability or business trips of teaching staff.

6.37   Students who have completed the entire amount of academic load and do not have absences to attend classes in certain disciplines can receive the result of intermediate certification by the method of summary assessment by the teacher, who submits this issue to the department

meeting. With a positive conclusion of the department, the student is released from passing the current exam.

6.38   The Dean's Office controls the conduct of teaching staff training sessions, attendance at training sessions by students, the current academic performance of students and the results of the admission rating, the results of intermediate and final certification, the procedure for conducting intermediate and final certification.

6.39   In order to improve the quality of the implementation of the educational program and ensure the objectivity of the assessment of students ' academic achievements, the processes of training and final control are separated.

6.40   The Registrar's office constantly monitors the results of students ' intermediate assessment and analyzes them in accordance with the assessment table, which reflects the actual percentage distribution of absolute grades above the passing level in groups of students. The report is provided to the management of the Institute based on the results of each boundary control and examination session and/or at the request of the management.

6.41   Academic credits are awarded to students in academic disciplines (modules) and other types of academic work, as well as upon completion of the study of the OP as a whole, with a positive assessment of the learning outcomes achieved by them.

6.42   The achieved learning outcomes and positive grades obtained by the student at previous levels of study and in other formal education institutions are recognized with the transfer of academic credits.

6.43   When transferring, restoring the achieved learning outcomes, the student's positive grades are recognized with the transfer of academic credits from one OP to another, from one educational organization to another educational organization.

6.44   All academic credits and achieved learning outcomes obtained by students in formal and non-formal education are accumulated over the course of a lifetime.

6.45   A student in a higher education program who has passed exams with grades A, A - "excellent", B -, B, B+, C+ "good" and has an average academic achievement score (GPA) of at least 3.5, as well as who has passed a comprehensive exam or defended a thesis (project) with grades A, A - "excellent", a diploma with honors is issued (without taking into account grades for additional types of training).

6.46   Appendix 3 presents students 'academic achievements in all types of control (current control, intermediate and final certification), which are evaluated according to the point-rating letter system for evaluating students' academic achievements with translation to the traditional assessment scale and ECTS (isitses), as well as students ' academic achievements in languages (Kazakh, foreign, Russian), which are evaluated in accordance with the point-rating letter system for evaluating students ' academic achievements in foreign languages in accordance with the level model and translation into ECTS (isitps) and the traditional scale.

7 Organization of academic mobility, including international credit mobility of students

7.1   To ensure academic mobility, students study certain disciplines in other educational institutions, including abroad. At the same time, a bilateral agreement is concluded between educational organizations.

7.2   In order to benefit from the diverse educational experience of other educational institutions, the "mobility windows" determine the time frame, academic disciplines and the amount of credits that a student learns at another university.

7.3   Referral for participation in academic mobility within state-funded programs is carried out in accordance with the Rules of Referral for Studying Abroad, including within the framework of academic mobility, approved by Order No. 613 of the Minister of Education and Science of the Republic of Kazakhstan dated November 19, 2008.

7.4   To participate in international credit mobility, you need to know a foreign language at the level provided by the host educational organization.

7.5   The final document confirming the student's education under the mobility program is a transcript or its equivalent in the host country. The transcript contains information about the training program: the names of disciplines (modules), grades, and the number of academic credits completed.

7.6   The results of training that are fully mastered by students within the framework of academic mobility and confirmed by a transcript are recalculated by the Institute without fail.

8 Procedure for the development and implementation of two-degree and joint educational programs

8.1   Double degree programs are programs that are based on the comparability and synchronization of educational programs of a partner organization of higher and / or postgraduate education and are characterized by the parties ' acceptance of common obligations on such issues as determining the goals and content of the program, organizing the educational process, awarding degrees or qualifications.

8.2   Two-degree programs are developed on the basis of an agreement between two partner universities. At the same time, mandatory conditions for the implementation of two-degree education programs are:

1)   development and approval of coordinated educational programs;

2)   students enrolled in a two-degree program can complete a part of an educational program in a partner organization of higher and / or postgraduate education.

3)   mandatory recognition and automatic transfer of training periods and results based on agreements, general principles and quality assurance standards;

4)   involvement of teachers in two-degree education, joint development of the educational program, teaching, participation in general admission and attestation commissions;

5)   students who have fully completed two-degree programs are awarded the degree of each partner organization of higher and / or postgraduate education, or one joint degree on the basis of agreements.

8.3   Inclusion of a student in the program of two-degree education is carried out on the basis of his application and in accordance with the concluded agreement (contract) with the partner university. The student goes through enrollment procedures at a partner university.

8.4   Foreign students included in the two-degree program undergo similar enrollment procedures in the general student body with a special mark "included education" and an indication of the period, duration of study, number of disciplines and volume of credits to be mastered.

8.5   The individual curriculum of a student includes a list of academic disciplines, their labor intensity (in credits and hours), distribution by semester, organizations of higher and (or) postgraduate education - partners where they will be mastered, and the order of transfer.

8.6   The educational program of two-degree education takes into account the requirements of the state mandatory standards of higher and postgraduate education of the Republic of Kazakhstan and the requirements of the organization of a partner university.

8.7   The list of disciplines in the educational programs of both parties is taken into account when drawing up the individual curriculum of the student. Also, the student fully passes all types of internships and final certification.

8.8   When studying under two-degree programs, it is possible to use various learning technologies, including distance learning.

8.9   At the end of each academic year, the partner university that implements the corresponding module of the program issues a transcript to the student.

8.10   Upon completion of the training and fulfillment of all the requirements for each of the programs, the student is issued two diplomas of established academic degree awards and two transcripts or one joint diploma on the basis of agreements.

Appendix 1
Individual Student Curriculum Form

QMS-PR–7.2.2–05–2019/ F. 5-45

APPROVING IT:
Dean of the Faculty
of Engineering and Economics"
_____Full name

_____
(signature)
"___" _____ 20 _____G.
M. P.

Individual curriculum

Академик Қ. Сәтбаев атындағы Екібастұз инженерлік-техникалық институты

Екибастузский инженерно-технический институт имени академика К. FromAtpayev

Student _____
last name first name patronymic
Academic degree Bachelor's Degree
Transcript number
Group of educational programs _____(____)
Name of the educational program group (code)
Thesis topic
Form of study on the basis of secondary specialized technical education under a reduced full-time program, 3 years.
Names, number of years of study
Course_____
Language of instruction_____ _
20___-20___ academic year

No	OK/VK/ KV/ DVO/ UPP	Discipline code	Name	Number of credits	Class type	Hours	Form of control	Assessment
1 Course of study 20_ _ -20__ academic year								
Additional academic period								
1	KV				Lectures		Exam	
					Practices And Seminars			
					Independent work of students and teachers			
Total number of credits								
1 Semester								
2	approx				Practices And Seminars		Exam	

					Independent work of a student and a teacher			
3	OK				Lectures		Exam	
					Practices And Seminars			
					Independent work of students and teachers			
.	.	.	.	.	.	.	.	....
9	VK				Lectures		Exam	
					Practices And Seminars			
					Independent work of students and teachers			
10	.	.	....	…	Practice Sessions, Seminars		and Exams	
					Independent work of students and teachers			
	Total number of credits							
2 Semester								
11	approx				Lectures		Exam	
					Practices And Seminars			
					Independent work of students and teachers			
12	OK				Lectures		Exam	
					Practices And Seminars			
					Independent work of students and teachers			
.	.	.	....	…	Practices And Seminars		Exam	
					Independent work of students and teachers			
17	VK				Lectures		Exam	
					Practices And Seminars			
					Independent work of a student and teacher			
18	VK				Lectures		Exam	
					Practices And Seminars			
					Independent work of student and teacher			
19	KV	.	.....	…	Lectures		Exam	
					Practices And Seminars			
					Independent work of students and teachers			
	Total number of credits							
	Total number of credits per course							

Office Registrar: _____ _____ 20___ city of

Adviser: _____ _____ 20 ___ city of

Student: _____ _____ 20 __ city of

Appendix 2

Letter system for evaluating students ' academic achievements, corresponding to the digital equivalent of a four-point system

Appendix 1
to the Standard Rules for the activities
of organizations of higher and (or)
postgraduate education

A point-rating letter-based system for evaluating academic achievement accounting, students with their transfer to the traditional assessment scale and ECTS (ECTS)

Letter system score	Digital equivalent points	%content	Traditional system score
A	4.0	95-100	Excellent
A-	3.67	90-94	
B+	3.33	85-89	Good
B	3.0	80-84	
B-	2.67	75-79	
C+	2.33	70-74	
C	2.0	65-69	Satisfactory
C-	1.67	60-64	
D+	1.33	55-59	
D	1.0	50-54	
FX	0.5	25-49	Unsatisfactory
F	0	0-24	

Point-rating letter system for evaluating academic achievements of students studying in foreign languages in accordance with the level model and translation to ECTS (ISITES) and the traditional rating scale

Level and description of language proficiency in the Pan - European competence (hereinafter referred to as the JEC)	Letter System	Score ECTS Score (ISITR)	Digital Equivalent points	%content	Traditional grade scale
A1	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory
Level and description of language proficiency in	OEK Letter system	score ECTS score	Digital Equivalent points	%content	Traditional grade scale
A2	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	

Level and description of language proficiency in	OEK Letter system	score ECTS score	Digital Equivalent points	%content	Traditional grading scale
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory
Level and description of language proficiency in	OEK Letter system	score ECTS score	Digital Equivalent points	%content	Traditional grading scale
B1	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory
Level and description of language proficiency in	OEK Letter system	score ECTS score	Digital Equivalent points	%content	Traditional grading scale
B2	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory
Level and description of language proficiency in	OEK Letter system	score ECTS score	Digital Equivalent points	%content	Traditional grading scale
C1	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory
Level and description of language proficiency in	OEK Letter system	score ECTS score	Digital Equivalent points	%content	Traditional grading scale
C2	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory

LIST for registering changes, additions, and revisions to a document

№ Change No-нения	. Date of amendment, addition and conducting events revision	Sheet numbers	Document on the basis of which the changes were made, the audit	was carried out Summary of the change	Signature of the person who made the change
1	2	3	4	5	6