



**CORPORATE STANDARD OF INTEGRATED MANAGEMENT SYSTEM OF
KAZAKH-BRITISH TECHNICAL UNIVERSITY JOINT-STOCK COMPANY**

**Approved
by Decision of the Management
Board of KBTU JSC dated
_____, 2018
No _____**

**QUALITY MANAGEMENT SYSTEM
ACADEMIC POLICY
OF KAZAKH-BRITISH TECHNICAL UNIVERSITY JOINT-STOCK
COMPANY
ORGANIZATION AND UNDERGOING OF PROFESSIONAL PRACTICE**

PP KBTU 14-19/2018

Almaty

Content

1	Normative references	3
2	Used abbreviations, terms and definitions	4
3	General	8
4	Types of Practices	9
5	Practice Program and Syllabus	9
6	Practice organization	10
7	Obligations of the Parties participating in organization of the Practice	12
8	Final provisions	13

1 NORMATIVE REFERENCES

Table 1 – List of normative and other documents, references to which are present in the document

No	Document name	Short name
1	Law of the Republic of Kazakhstan “On Education” dated July 27, 2007	Law of RK “On Education”
2	Rules of organization of the academic process upon the Credit Education approved by the Order No 152 of the Ministry of Education and Science of the Republic of Kazakhstan dated April 20, 2011	Credit Education Rules approved by MES
3	Typical Rules of activity of educational organizations implementing educational programs of higher and (or) postgraduate education (Appendix 5 to Order No 595 of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018)	Typical Rules of Higher Education Establishments’ Activity
4	Rules of awarding, payment and amounts of state scholarships to students at educational organizations approved by Decree No 116 of the Government of the Republic of Kazakhstan dated February 7, 2008	Rules of State Scholarship Awarding
5	Rules of awarding the educational grant for payment of higher education approved by Decree No 58 of the Government of the Republic of Kazakhstan dated January 23, 2008	Rules of SEG awarding
6	State General Compulsory Standard of Higher Education (Appendix 7 to Order No 604 of the Ministry of Education and Science of the Republic of Kazakhstan dated October 31)	GGCSHE
7	Normative Documents of KBTU	

2 USED ABBREVIATIONS, TERMS AND DEFINITIONS

Table 2 - Abbreviations

Abbreviation	Full name
GPA	Grade Point Average
IC	Individual curriculum
KBTU, University	Kazakh-British Technical University Joint-stock Company
MES of RK	Ministry of Education and Science of the Republic of Kazakhstan
EP	Educational Program
SIW	Student's Independent Work
Office-hours (SIWT)	Student's independent work under the teacher's supervision
OR	Office of the Registrar
KNA	Kazakhstan Naval Academy
TCSWK	Training, certification of seamen and watch keeping
EDC	Elective Discipline Catalogue

Table 3 – Terms and definitions

Terms	Definition
Academic Degree	To be conferred on the graduates of the higher education establishment upon results of the final academic assessment
Academic Calendar	Calendar of holding academic and control events, and professional practices during an academic year with indication of days of rest (holidays and public holidays)
Academic Term	Period of theoretical training: semester with duration of 15 (fifteen) weeks
Academic Transcript	Standard document containing the list of taken disciplines for the relevant period of study with indication of quantity of credits, grades and grade point average
Academic hour	A unit of measurement of the volume of academic classes or other kinds of academic work, an academic hour is equal to 50 minutes, is used in making the Academic Calendar, schedule of classes, in planning and accounting of the passed material, and also in planning of the pedagogic load and accounting of the work of a teacher.
Academic credit	A unified unit of measurement of the volume of research and (or) academic work (load) of a student and (or) of a teacher

Terms	Definition
Appeal	Procedure held for revealing and elimination of factors having impact on unfair assessment of knowledge of a student
Academic mobility	Transfer of students or research teachers for training or holding researches for a certain academic period (semester or academic year) to another organization of higher and (or) postgraduate education (within the country or abroad) with compulsory transfer of mastered academic programs and disciplines in the form of academic credits received at the own organization of higher and (or) postgraduate education, or for continuation of study at another organization of higher and (or) postgraduate education
Bachelor's course	Level of higher education directed to preparation of specialists with conferral of the bachelor degree under relevant educational program, with compulsory mastering of not less than 240 academic credits
Bachelor	Degree awarded to persons having mastered educational programs of higher education
Elective Courses	Included to the higher education establishment's component and the elective component within the framework of the established academic credits and introduced by the educational organization, reflecting the individual preparation of a student, taking into account the specificity of socio-economic development and needs of a certain region, and existing scientific schools
Descriptors	Description of the level and volume of knowledge, abilities, skills, and competences obtained by students / cadets on completion of the educational program of each level (stage) of higher and postgraduate education based on results of training, formed competences and academic credits
European Credit Transfer and Accumulation System (ECTS)	A method of transfer of credits received by a student abroad to credits which are taken into account for receiving degrees on coming back to its own organization, and also for accumulation of credits within the framework of the educational program
Enrollment	Procedure of registration of a student for academic disciplines

Terms	Definition
Individual curriculum	Curriculum of a student independently formed by it for each semester and (or) academic year with the help of the adviser on the basis of educational program and elective discipline catalogue
Qualification Examination	Procedure held for the purpose of determination of the degree of mastering the volume of academic disciplines and (or) modules, and other kinds of academic activities provided for by educational program, in accordance with the state general compulsory standard of relevant level of education
Final Examination	Check of academic achievements of a student, to be held in the form of examination after completion of study of discipline within the period of interim assessment
Competences	Ability of practical use of knowledge, abilities, and skills obtained in the process of training, in professional activity
Credit Education	Training on the basis of a student's selection and independent planning of succession of study of disciplines and (or) modules with accumulation of academic credits
Students (students / cadets)	Persons studying upon the bachelor's program
Cadets	Persons studying upon the program of the bachelor's course of Kazakhstan Naval Academy
Core Subjects	Disciplines compulsorily studied by all students / cadets
Office of the Registrar	A service engaged in registration of students for disciplines to be taught, registration of all their academic achievements during the whole period of training, providing organization of midterm and final control of knowledge and estimation of the academic rating
Retake	Repeated taking of disciplines in case of receipt of the final grade "bad" ("F")
Retake of final control (examination)	In case of receipt of the grade "Bad" to be relevant to the mark "FX", a student has an opportunity to retake the final control without repeated taking the program of the academic discipline / module

Terms	Definition
Prerequisites / Postrequisites	Disciplines and (or) modules and other kinds of academic work the study of which demands knowledge, abilities, skills and competences obtained on completion of the study of a certain discipline and (or) module / discipline compulsory for mastering after the studied discipline
AIS of KBTU	Automated Information System of KBTU for the educational process implemented by means of Internet technologies
Proctor	An observer of the course of holding an examination
Syllabus	An academic program which includes the description of the studied discipline, goals and tasks of the discipline, brief content of the discipline, topics and duration of each class, tasks for independent work, time of office-hours, requirements of the teacher, assessment criteria, schedule of submission of works, and list of used literature
Curriculum	A document developed by KBTU on the basis of the typical curriculum and elective discipline catalogue of the educational program. It contains the full list of academic disciplines of the compulsory component, higher education establishment's component and elective component with indication of the quantity of credits, succession of study of disciplines, types of classes and forms of control
Elective discipline catalogue (EDC)	provides the students with an opportunity of alternate choice of elective disciplines for formation of the individual educational trajectory
Midterm	Check of academic achievements of the students on completion of a section (module) of the academic discipline. To be held by the teacher of a certain discipline on the 8 th week of the semester
GPA (Grade Point Average)	Average weighted assessment of the level of achievements of a student under the selected program for the academic period (ratio of the sum of credit hours multiplied by the digital equivalent of points of assessment in the final control upon the discipline to the total quantity of credits for the current period of study)
Discipline	The combination of requirements and norms established by these Rules and other internal documents of the University for students as related to the academic process

Terms	Definition
Advisor	A teacher performing functions of the academic supervisor upon the relevant educational program, assisting a student in selection of the trajectory of study and in mastering of the educational program within the period of study
On-the-job training of KNA	A compulsory internship in the sea
Electronic log	An official document reflecting the students' attendance of classes and their progress.

3 General

3.1 The practice of the students is the essential component of the higher education program directed to formation of practical skills of professional activity of the students.

Types, terms and content of the professional practice shall be defined by academic programs and curriculums approved by the University.

3.1 In accordance with the state standards, working curriculums and normative documents of KBTU, documents regulating organization and holding the practice of the students are being developed and approved taking into account the specificity of training: program of the practice (syllabuses of the practice), methodic instructions to the practice, etc.

3.1 Financial issues for passing the practice shall be regulated by Rules of indemnification of business trip costs and costs on undergoing the practice by a student of KBTU JSC as approved by the KBTU Rector.

4 Types of practices

4.1 The Professional Practice is a compulsory component of the educational program for training specialists.

The Professional Practice is divided into academic, pedagogic, on-the-job and pre-diploma practices.

4.2 The Academic Practice includes academic and academic-and-familiarization practice (Introduction to specialty).

The Academic Practice is held for the students upon all educational programs depending on the specificity of a certain subject area and professional competence of a future specialist.

On-The-Job Practice shall be organized after completion of study of the special disciplines or theoretical training on the whole.

Pre-Diploma Practice for students, for which in accordance with educational programs the Diploma Project and Report are provided for, shall be held on the final

year upon specialties (qualifications). The content of the Pre-Diploma Practice shall be defined by the theme of the Diploma Project.

4.3 The sending of the students to all types of practices shall be covered by the Order of the Rector with indication of terms of undergoing the Practice, Practice Base and the Head of the Practice.

4.4 The cadets of KNA shall undergo the Practice in international waters, and also in waters of Caspian during the 4 years of training. The total duration of Practices is 365 calendar days. The undergoing of the Practice is the essential condition for transfer to the following year of study for all cadets of KNA and for receipt of the certificate on assignment of qualification from Naval Administration (Ministry of Industry and Infrastructural Development of the Republic of Kazakhstan).

5 Practice Program and Syllabus

5.1 The program of the Practice shall be developed by the Faculty taking into account the profile of the specialty, nature of the enterprise, organization - object of the Practice and is to be approved by the Board of the Faculty.

5.2 The program of the Practice is a normative and methodic document reflecting the justified succession of formation of students' abilities and skills in accordance with the future specialty. The program of the practice shall be developed in accordance with Methodic Recommendations on organization and holding of the Practice at KBTU JSC.

5.3 The syllabus of the Practice shall be drawn up by the Head of the Practice from the University for the current academic year and shall be approved by the Dean of the Faculty. In the syllabus, general issues of organization of the Practice, certain terms of its holding and submission of Reports on the Practice shall be stated; recommendations on the content and keeping of the diary, on forms of control of work of trainees, on contact between the Head and a trainee, on the procedure of making and acceptance of Reports on the Practice and on assignment of grades shall be given.

6 Practice Organization

6.1 Organization of the Practice at all stages is to be directed to provision of continuance and succession of students' mastering of professional skills in accordance with requirements to level of training of a graduate.

6.2 For organization and holding of the Practice of the students, Heads of the Practice from the University shall be appointed by the Order of the Rector from among professors and experienced teachers knowing the specificity of the profession and activity of Bases for Practices.

6.3 The Academic Practice of students can be held in the academic divisions of the University or at the enterprises, entities, and organizations. The On-The-Job Practice including the Pre-Diploma Practice of students shall be held, as a rule, at enterprises, entities, and organizations being the Bases for Practices.

The list of enterprises (organizations) shall be defined from the list of accredited associations and branch associations being in the Register of the Specialist Certification Centers of the National Chamber of Entrepreneurs of the Republic of Kazakhstan Atameken, and (or) from the list of enterprises (organizations) presented by the students. Enterprises (organizations), which statutory activity complies with the profile of training of specialists and requirements of the educational program, and provided with qualified staff for execution of the management of the Professional Practice and having good material-and-technical facilities shall be defined as Bases for Practices.

6.4 The Faculty shall assign the Academic Practice to the Heads who execute training of specialists on a certain specialty.

6.5. The program of the Academic Practice shall be developed in accordance with standards, working curriculums, and programs.

6.6 The duration of the working day for the students on the Academic Practice is 6 academic hours, at the enterprises (organization) – in accordance with the current labor legislation, for relevant categories of employees depending on the age and production conditions.

6.7 On completion of the academic practice, a grade shall be assigned to a student on the basis of examination works in accordance with the scale of grades adopted at KBTU.

6.8 The On-The-Job and Pre-Diploma Practices (upon the relevant specialty) shall be held at enterprises (at organizations).

6.9 Before the beginning of the undergoing of the on-the-job and pre-diploma practices, at the base of enterprise (organization), the Briefing on purposes, tasks, rules, program of professional practice, and safety labor conditions shall be held for the students.

6.10 Management of the Pre-Diploma Practice shall be executed by the scientific supervisor of the Diploma Project or by the teachers of the job training, having theoretical and practical knowledge and skills in a certain specialty (qualifications). With the students' undergoing the Practice at outside organizations, the enterprise being the Base for Practice shall additionally appoint the Head of the Practice from the enterprise.

6.11 The terms of holding the Practice shall be established by the University in accordance with the curriculum of the specialty and Academic Calendar, taking into account possibilities of the academic-and-production base of the University and organizations being the Bases for Practice, and level of the theoretical preparedness of the students.

Academic and On-The-Job Practices can be executed both by uninterrupted cycle and by way of alternation with theoretical classes upon certain days (weeks) subject to provision of contact between the theoretical study and job content of the Practice.

6.12 The curriculums of specialties shall define the quantity of credits complying with each type of the Practice. The students shall register for relevant type of the Practice and shall include it into their individual curriculums.

6.13 Upon results of the On-The-Job Practice, a student shall submit a written Report in any form on performance of the program of the Professional Practice and the Reporting Diary on undergoing the Professional Practice in the form approved by the University.

Results of the Pre-Diploma Practice shall be summarized at the preliminary defense of the Diploma Project and Report, to be organized by the Faculty, and shall be covered by the minutes.

6.14 The final grade upon the Practice shall be made equivalent to grades on theoretical training and shall be taken into account in calculation of a student's total GPA.

Defense of Reports on Practice shall be held according to the schedule of Reports' defense.

Defense of Reports on Academic-and-Familiarization and Academic-and-On-The-Job Practices shall be held, as a rule, within one week after completion of the Practice, the final grade shall be entered in the electronic sheet, and a paper counterpart of the sheet shall be submitted to the Office of the Registrar within 48 hours after defense.

Defense of Reports on On-The-Job Practice shall be held within the first month of the fall semester, the final grade shall be entered in the electronic sheet, and a paper counterpart of the sheet shall be submitted to the Office of the Registrar until the 1st of October of the current year.

6.15 With availability of a student's practical experience complying with the profile of the Practice, or with combination of the study with the job complying with the profile of the specialty, upon agreement with the Faculty, such job experience can be taken into account as the Practice for the student.

6.16 the Agreement on holding the Professional Practice shall be concluded with the enterprise (organization) defined as the Base for the Practice, in accordance with Typical Agreement for holding the Professional Practice approved by the University.

The Agreement with Bases of the Professional Practice of students shall be concluded by the educational organization not later than one month prior to the beginning of the Professional Practice.

7 Obligations of the parties participating in organization of the Practice

7.1 The University shall:

- provide the holding of the Practice of students in the academic divisions of the University or outside organizations;
- conclude Agreements with enterprises, entities, and organizations for their appointment as the Bases for Practice, and prior to the beginning of the academic year shall agree programs and calendar schedules of the Practices with the Bases for the Practices;
- provide financial security of the Practice in the amount and in the procedure defined by these Rules;

- organize, in required cases, medical examination of the students sent to the Practice.

7.2 The Division of KBTU engaged in organization of the Practice for students shall:

- establish contacts with the enterprises and organizations for holding the Practices at their production bases, shall hold work on conclusion of Agreements with enterprises being the Bases for the Practices;
- jointly with the Heads of the Practices from the University shall establish contacts with the Heads of the Practices from the organization and shall distribute students upon places of undergoing the Practice according to the Practice Programs provided for by the Faculty;
- provide the Faculties with the Practice Diaries;
- provide enterprises being the Bases for the Practices with the Practice Programs;
- execute control over organization and holding the Practice, observation of its terms and content.

7.3 The Head of the Practice from the University shall:

- prior to the beginning of the Practice, shall organize preparation of trainee students, shall hold the required briefing with them against signatures;
- develop the themes of individual tasks;
- hold consulting for students in accordance with the curriculum and program;
- participate in distribution of students upon work places or their transfer upon types of work;
- provide students with the Practice Diaries and Practice Syllabuses;
- execute control over provision of the trainee students with normal labor conditions and conveniences by the enterprise, entity, or organization, over holding compulsory briefings on occupational health and safety for the trainee students, and over performance of the internal labor procedures by the trainee students;
- render methodical assistance to the trainee students in their performance of individual tasks and collection of materials to the final (qualification) work;
- consider Reports on the Practice of the trainee students, give responses to their works, and submit a written report to the Dean regarding the holding of the Practice, with comments and suggestions on improvement of the practical preparedness of the students;
- assess results of performance of the Practice Program by the students, participate in the work of the University Commission for Acceptance and Assessment of Reports on the Practice.

7.4 Students shall:

- undergo the Practice according to the schedule and allocation as provided for by the Faculty;
- perform the Practice Program;

- keep the Practice Diaries;
- observe rules of labor procedures at the places of undergoing the Practice;
- study and observe Safety Rules, Occupational Safety Rules and Production Sanitary Rules;
- submit a Report on the Practice and written Diary signed by the Head of the enterprise to the Head of the Practice from the University;
- defend the Report on the Practice within the established terms.

8 FINAL PROVISIONS

Issues not covered by these Rules shall be regulated in accordance with the current legislation of the Republic of Kazakhstan and normative documents of the University.

Approval sheet

Title	Full name	Signature
Rector of Academic Issues	Shakulikova G.T.	
Prorector of Science and Innovations	Gabdullin M.T.	
Financial Director	Abilov A.Zh.	
Head of the Academic and Methodic Center	Dossumova A.A.	
Head of the Office of the Registrar	Nurgaliyeva A.U.	
Director of legal department	Stamkulova L.U.	
Dean of Base Faculty	Dzhumasseitova A.K.	
Dean of Energy and Oil Industry Faculty	Kuralkhanov D.K.	
Dean of Geology and Geologic Exploration Faculty	Bekmukhametova Z.A.	
Dean of Information Technology Faculty	Gadzhiev F.A.	
Dean of Business School	Amirbekova D.K.	
Head of Research and Educational Chemical Engineering Center	Dzhamansariyeva K.U.	
Head of Research and Engineering Mathematics and Cybernetics Center	Issakhov A.A.	
Dean of Kazakhstan Naval Academy	Kovtunenکو D.N.	
Dean of International School of Economics	Kretchmar G.L.	

