



**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
RULES OF CREDIT TRAINING SYSTEM**

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Almaty

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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 KBTU executes training of specialists under educational programs of higher education (bachelor's programs) upon the Credit Education, the basic task of which is development of students' abilities of self-organization and self-education on the basis of selectivity of the educational trajectory within the framework of regulation of the academic process and taking into account knowledge in the form of credits. Educational programs are developed in accordance with the Dublin Descriptors representing the description of level and volume of knowledge, abilities, skills, and competences, obtained by the students on completion of the educational program of each level (stage) of higher and postgraduate education based on results of training, formed competences, and also on the total quantity of ECTS credit points. (SCSHE. Appendix 7 to Order No 604 of the Ministry of Education and Science of the Republic of Kazakhstan dated 31.10.2018)

3.2 These rules define the procedure of training of the students / cadets at KBTU JSC upon the Credit Education, regulate the procedure of registration of students for disciplines, holding the current, interim and final control, qualification examination, assessment of knowledge of students, etc.

3.3 The Rules have been developed in accordance with normative documents stated in Section 1 of these Rules.

3.4 The volume of the academic load of the students shall be measured in ECTS credits to be mastered during the academic year upon each discipline or module.

3.5 The quantity of disciplines shall be stated in curriculums of the educational program. The volume of academic work of a student upon each discipline shall be as a rule 5 academic credits (more rarely – 3, 4 credits). As a rule, each discipline shall be studied during one semester.

The academic credit within the framework of ECTS is a unit of measurement of a discipline both on classroom classes and during independent work. One ECTS credit is equal to 25-30 academic hours.

3.6 The academic year consists of academic periods (semester), final control (examination session), final assessment (for final year), practices, and holidays.

The academic period at KBTU is one semester with duration of 15 weeks and not less than 2 weeks of examination session (final control).

3.7 The duration of the summer semester is 6 weeks, taking into account the examination session. Examinations are held on completion of the semester.

In summer semester, a student can register for not more than 3 disciplines.

The minimum quantity of students required for opening a discipline in the summer semester is 10 persons.

The summer semester shall be organized in the following cases:

1) for those who wish to study disciplines held by leading scientists and professors invited to the University, including specialists from non-CIS countries, representatives of national and international companies, etc.;

2) for students having bad grades (“F”);

3) for retaking disciplines by those who wish to raise the Grade Point Average;

4) for mastering of associated or additional educational program including within the framework of the two-diploma education;

5) for those willing to shorten the term of study at the University.

3.7.1 The summer semester shall not be organized for cadets of the Kazakhstan Naval Academy.

3.8 The year of study shall be defined by the quantity of accumulated credits of theoretical and practical training, in accordance with the curriculum of the educational program.

The maximum term of study at the University under educational program of the bachelor’s course shall be 7 (seven) years.

3.9 Holidays shall be provided for the student after each academic period. The duration of the holiday time in academic year is to be not less than 7 weeks. If a student studies in the summer period then the duration of the holiday time shall be shortened accordingly.

3.10 The basic criterion of completion of study under the bachelor’s programs is a student’s mastering of not less than 240 academic ECTS credits for the whole period of study, including all kinds of a student’s academic activities.

The term of study under the Bachelor’s programs shall be defined by the volume of mastered academic credits. In case of mastering the established volume of the academic credits and achievement of expected results of training for receiving the bachelor degree, the educational program of higher education shall be considered as fully mastered.

3.11 A student must observe the academic discipline, and attend all kinds of classes. In case of missing classes to immediately inform the Dean’s Office of reasons of missing by any method (telephone, fax, letter, e-mail, etc.) and to submit official justifying documents (certificates, documents from state authorities, etc.) within the shortest term, but not later than 3 working days from the moment of coming back to study.

3.11.1 In case of a student’s missing of more than 20% of classes upon the discipline, the latter shall receive grade “F”. Exclusion shall be provided to cadets of the KNA and to students of technical specialties of the 4th year of study with GPA of not less than 3.0, having employment contracts with companies / organizations and

working upon the specialty of study, for which the possible quantity of missing classes is 30%.

3.11.2 For avoidance of the academic failure, it is recommended to the students / cadets to arrange academic leaves in the procedure established by the legislation of the Republic of Kazakhstan, in case of long missing of classes (more than 20%).

3.12 The students / cadets shall be transferred to the following year of study by Order of the Rector on completion of the academic year (including the summer semester).

3.13 A student having the academic arrear is to retake relevant disciplines **on the paid basis**, except for the cadets of KNA.

3.14 For students studying at foreign higher education establishments on the basis of international exchange student educational programs, or partner programs of KBTU, credits accumulated by them, within the period of training abroad, upon disciplines to be relevant to the curriculum of the educational program, shall be taken into account in the established procedure.

4 PROCEDURE OF SELECTION OF THE EDUCATIONAL TRAJECTORY BY THE STUDENTS

4.1 A student shall on its own build the educational trajectory in the form of individual curriculum made within the framework of the working curriculum of the educational program. For mastering the relevant level of education, a student is to perform its individual curriculum having accumulated the quantity of credits required under the curriculum.

A student shall bear liability for drawing up the individual curriculum and completeness of mastering the course of study in accordance with requirements of the working curriculum of the educational program.

4.2 The individual curriculum shall be formed for each academic period with the help of the adviser. The main task of the adviser is to render assistance to a student in selection of the study trajectory. In case of absence of the adviser, the Faculty Dean shall consult the students on issues of formation of their individual curricula. The list of advisers shall be annually approved by the Decree of the Faculty Dean.

4.3 When drawing up its individual curriculum a student is to:

- get acquainted with the Rules of organization of the educational process on Credit Education at KBTU;
- observe established terms of registration for disciplines.

4.4 The maximum quantity of credits included in an individual curriculum is to be 35 academic ECTS credits per semester (excluding the summer semester).

4.5 The selection of elective disciplines shall be executed taking into account the professional orientation of a student; whereon a student's individual curriculum can also include disciplines stated upon other specialties. The sole requirement at selection of a discipline is availability of prerequisites for the discipline chosen.

4.6 The students having certificates of international examinations upon English language with results to be equivalent to IELTS 5,5 and higher can be released from study of core subjects on English language at the first year of study, and the cadets of the Kazakhstan Naval Academy (KNA) – only in the fall semester of the 1st year of study.

4.7 Dean's Office shall execute transfer of grades on discipline "English language" according to the KBTU accepted system of IELTS point transfer into grades upon KBTU scale.

4.8 The formed individual curriculum shall be signed by electronic signature in the AIS of KBTU by a student and shall be considered by the adviser. In case of absence of remarks, the adviser shall approve the individual curriculum by electronic signature.

The term of signing the individual curriculum is not later than the 4th week of the semester.

The Office of the Registrar shall carry out monitoring of timeliness of the process of signing individual curriculums.

4.9 A student has the right to vary the individual curriculum in its content within the period of the 2nd stage of registration and within the period Add/Drop.

4.10 The faculties are to submit the description of disciplines to the Office of the Registrar before the beginning of the period of registration, and from the first days of classes in each academic period – to place the full academic-and-methodic complex of disciplines (AMCD) in the AIS of the University.

4.11 In conditions of the Credit Education, the big significance is attached to independent work of a student: IWS, IWST. The student is to master skills of independent performance of individual tasks, term papers, other research projects, analysis of cases, etc.

4.12 All kinds of independent work are described in the syllabus of disciplines with indication of certain tasks and criteria of assessment.

In methodic guidelines of all kinds of academic tasks, the tasks and requirements of the teacher for their performance are described with indication of assessment criteria.

The performed academic tasks shall be submitted by the students in writing, on paper and/or in electronic media, unless other form of presentation is not provided for by the syllabus of disciplines.

4.13 IWST shall be held within the framework of office-hours. The schedule of office-hours shall be made by the faculty on the basis of data submitted by the teachers and schedule of the students' classes, in coordination with the students and the Sector of Academic Issues of the Office of the Registrar (for determination / allotment of classrooms), is to be approved by the Dean of the relevant faculty, to be presented on informational stands of the faculties and to be stated in syllabus of the teachers.

Quantity of office-hours: 4 contact hours per week for each teacher (IWS and IWST) upon the full rate.

4.14 In connection with requirements of the International Convention of Training and Certification of Seamen and Watch Keeping (ICTCSWK), in

Kazakhstan Naval Academy the IWS is both out-of-classroom independent preparation of the cadets for classes and classroom-based independent work for performance of received tasks, in this regard office-hours are not provided for at KNA.

5 REGISTRATION TO ACADEMIC DISCIPLINES

5.1 Registration of the students to disciplines of the semester (Enrollment) shall be organized by the Office of the Registrar with methodic and consulting help of advisers and faculties. The terms of performance of registration shall be stated in the Academic Calendar.

5.2 The students are to hold registration for disciplines in online mode on the KBTU site www.kbtu.kz within the terms established by the Academic Calendar.

For registration in the system “UniNet Corporate Database”, the students are to get acquainted with the instruction placed on the KBTU site.

5.3 Prior to the beginning of registration, the students are to apply to the advisers for development of their individual trajectories. The adviser shall consult and give explanations on selection of disciplines according to the educational program.

5.4 Introduction of the students/cadets of the first year of study to the training system of KBTU shall occur within the period of the orientation week, the terms of which shall be stated in the Academic Calendar. At this stage, the general acquaintance with Credit Education, meetings with Deans of faculties, advisers, and representatives of administration are held. Each student / cadet of KBTU shall be assigned the identification number under which it can enter the internal network UNINET.

5.5 Registration shall be held at two stages:

- **1 stage** – *Formation of an individual curriculum of a student/ cadet* – registration for disciplines, where a student/cadet shall have a choice of disciplines, language of training, and it will see the proposed teacher in the description of disciplines.

- **2 stage** – *Formation of the schedule of the students/cadets* – the students/cadets shall be able to form their schedule, where they will have an opportunity to choose a teacher, time and flow, and also to change a discipline within the schedule.

For the students newly admitted to KBTU, the basis for access to the internal network UNINET shall be:

- Order on admission to KBTU;
- payment for the semester (if training is executed on the paid basis).

In the internal network UNINET, the students/cadets of the 1st year of study shall receive a ready schedule for the first semester. For the second and subsequent semesters, registration for disciplines shall be held in the established procedure.

5.6 Other students shall register for disciplines of the following semester and retaking disciplines (retake) at the end of each semester during the period of registration which is indicated in the Academic Calendar.

The basis for access to registration is passing all prerequisites required for study of a certain discipline.

To the beginning of the next semester a student shall form its schedule of classes upon disciplines in UNINET.

5.7 Within the period of re-registration “Add/Drop”, the students are to form the final variant of the schedule. Their attendance of classes within the period “Add/Drop” is strictly compulsory.

On the first week of classes (Add/Drop), a student can change disciplines, time and a teacher. Within the period “Add/Drop»” alteration to the schedule can be made by a student/cadet only through the Office of the Registrar. A student/cadet is to fill in the application for change of a discipline or time of classes (the form of the application is displayed in UNINET) and to submit it to the Office of the Registrar. The application shall be considered and relevant alterations shall be introduced to the schedule of the student.

Applications shall be considered only within the period of re-registration “Add/Drop”.

5.8 The period of late registration is one week after completion of the period “Add/Drop”. Due to late registration, a student shall pay a fine in the amount established by the internal documents of KBTU.

5.9 A student shall register for maximum admissible quantity of credits established at KBTU – 35 academic ECTS credits (including retakes).

For cadets of KNA the average quantity of credits per semester is 41-42 academic ECTS credits.

5.10 Retaking of disciplines (retake) by students having academic arrears shall be executed only on the paid basis, for all specialties and forms of payment for study (state educational grant, KBTU grant, grant from companies and different organizations, payment for study by an individual). Registration for retaking disciplines (retake) shall be executed not later than the period of re-registration “Add/Drop” according to the Academic Calendar.

5.11 Retaking of disciplines is not provided for in the system of the Rules of KNA, that is why a cadet of KNA has no right to continue training under the bachelor’s program of KNA having more than two academic arrears upon naval disciplines, and more than three arrears upon general education disciplines.

5.12 Academic flows of the students/cadets shall be formed upon the principle of sufficient quantity of the students having registered for a certain discipline. The minimum required quantity of the students having registered for disciplines shall be defined by the Rules of Credit Education at KBTU.

5.13 The schedule of classes shall be approved on the 3rd week of the semester.

Before the mentioned term, alterations can be introduced to the schedule of the teachers. The permit for alteration of the schedule of a teacher is to be received from the Dean of the relevant Faculty by the Head of the Office of the Registrar and the students/cadets registered for this discipline.

The schedule of classes shall be agreed with the Dean of the Faculty by Head of the Office of the Registrar and shall be approved by the Prorector of Academic Issues.

6 CONTROL OF ACADEMIC ACHIEVEMENTS OF STUDENTS

6.1 Control of academic achievements of the students shall be made in the form of control tasks of different kinds upon the studied discipline.

6.2 Control shall be divided into the current, midterm and final control.

Current control is systematic check of academic achievements of the students held by the teachers on current classes in accordance with the discipline syllabus.

Midterm control is control executed on the 8th week. The midterm control is compulsory.

Final control (final examination) is check of academic achievements of the student held after completion of study of the discipline within the period of examination session.

Final grade upon the discipline is consists of the current, midterm and final controls and is indicated in the transcript of a student.

6.3 All kinds of the control and relevant assessment of knowledge shall be held by a teacher in accordance with the Academic Calendar and the discipline syllabus.

6.4 Attendance of all kinds of classes by a student is compulsory. A teacher shall hold the control of the students' attendance of classes.

6.5 Not later than 7 days from the day of holding a class, a teacher is to fill in the electronic log of attendance in the AIS with statement of the assessment of the current control and data on attendance.

6.6 Control of timely filling in the electronic log shall be held by the Dean's Office, the Office of the Registrar shall hold the relevant monitoring.

6.7 Points for the current control of progress shall be distributed by a teacher on its own during the semester and shall be reflected in the syllabus.

6.8 The midterm control is compulsory, and to be held on the 8th week of the semester according to the Academic Calendar. The form and contents of the midterm control shall be defined by a teacher teaching a discipline.

6.7 Results of the midterm control (quantity of points accumulated by a student as of the moment of the midterm control, including points for the Midterm) shall be entered in the electronic sheet not later than three days after completion of the midterm control week.

6.8 On the 15th week of the semester according to the Academic Calendar, points of the current control shall be entered, and the access rating of a student for the final control shall be formed.

6.9 The period of the final control of a student shall be called examination session.

At KBTU, the winter and spring examination sessions are established. Not less than 3 weeks are allotted for holding each session.

Periodicity and duration of examination sessions shall be defined in accordance with the Academic Calendar approved by the Academic Board of the University.

In the summer semester, final examinations shall be held on completion of the semester.

6.10 Organization of an examination session shall be held under management of the Office of the Registrar. The Sector of Academic Issues shall draw up a schedule of examinations which shall be approved by the Prorector of Academic Activities not later than 2 weeks prior to the beginning of the examination session.

6.11 The Office of the Registrar shall appoint Prorectors without coordination with the Deans of the Faculties. Whereon on the examination on a certain discipline the Prorectors can be only teachers of those chairs which did not held classes upon the discipline to be under examination, as well as representatives of the managerial staff of the academic and academic-and-methodic divisions of the University and employees of the Security Service. Also depending on the numerical strength of the examination flows, the Office of the Registrar shall appoint additional Prorectors.

6.12 Examinations shall be held in combined form. On discretion of the Dean, examinations can be held in different forms. All forms of the final examination shall be held only during the session, without dividing into different stages in different spans of time. The types of tasks can consist of questions “correct/not correct”, multiple choice, solving tasks, performance of projects, writing essay, etc. The total time of duration of the complex examination (test, writing and oral parts of the examination) shall be defined by the examiner; whereon the duration of the examination is not to exceed three (3) hours.

6.13 The state examination on the discipline Modern History of Kazakhstan shall be held in accordance with the Regulations on organization and holding of state examination on Modern History of Kazakhstan at KBTU JSC.

6.14 The final control upon the discipline Physical Education shall be held on classes during the last week of the semester. Grades on the discipline Physical Education shall be taken into account in calculation of GPA.

6.15 The final control on the practice shall be held (taking into account responses of the Head of the practice from the enterprise/organization, Head of the practice from KBTU) by the faculty commission accepting the defense of reports on the practice.

6.16 The term of submission of reports and entering a final grade in the electronic sheet in the AIS:

- upon the academic practice – within 1 week after completion of the practice;
- upon the on-the-job practice – within 1 months from the beginning of the following academic semester.

6.17 organization and holding of the examination session for students shall be entrusted to the Office of the Registrar.

A paper counterpart of the examination session shall be kept on file at the Office of the Registrar.

6.18 The following students shall be admitted to the examination session:

- not having indebtedness upon tuition;

- not having more than 20% of missing of classes upon the discipline, for the cadets – not more than 30% of missing;
- having accumulated 30 and more points upon the current and midterm control during the semester;
- not being on academic leave.

One day before the beginning of the examination session, Deans of the Faculties shall submit, to the Office of the Registrar, the order on non-admission of the students having more than 20% of missing of classes upon the discipline, of the cadets of KNA – more than 30%, to the examination session.

One working day before the beginning of the examination session, the Accounting, Reporting and Finance Department shall submit lists of the students having financial indebtedness in tuition, to the Security Service, Office of the Registrar and Dean's Offices. On the basis of the presented lists the Security Service of KBTU shall close the access for the students to KBTU building, and the Office of the Registrar shall close access for the students to the AIS of the University.

6.19 A student is, within the established term, without delay, to come to the examination in accordance with the approved schedule, for certifying the identity it is required to produce the Student ID card. A student is to strictly observe Rules of Behavior at the Examination established at the University.

6.20 During the final control, the students can use academic literature and reference literature according to the teacher's permit.

6.21 The students of ISE, in case of non-passing the international examinations APT (*according to rules of ISE, this is earning the grade F for 2 disciplines of the following 3 ones: AP Statistics, AP Economics, AP Calculus*), can be transferred to other faculties of KBTU, to be expelled from ISE on their own wish, or to stay at ISE in order to retake disciplines AP, upon which they earned the grade F within the period of examinations APT, and on completion of the repeated course of study to retake the APT examination upon them.

In case if the students stayed in ISE, they can also take other disciplines not connected with programs of the University of London, in order to shorten the lagging behind, and pay all disciplines upon credits.

In case of coincidence of disciplines of ISE KBTU and the University of London, the grade of the University of London shall be entered in a student's transcript upon the grade scale of KBTU, irrespective of whatever grade the student received previously upon this discipline according to the academic program of KBTU.

In case of coincidence of the disciplines of ISE KBTU and the University of London, a student having been assigned the bad grade "F" at the University of London (external assessment of knowledge at UoL) shall be assigned the grade FX in the transcript of ISE (according to the academic program of KBTU) which gives an opportunity to the student to retake the final examination on the paid basis.

6.22 At Kazakhstan Naval academy, the cadets shall have no right to retake a discipline due to the specificity of the curriculum.

A cadet having not passed the examination and having the grade F upon 3 and more disciplines shall be expelled from the University.

7 ASSESSMENT OF KNOWLEDGE OF STUDENTS. GPA CALCULATION METHOD

7.1 Assessment of knowledge of a student shall be executed upon the point-rating alphabetic system with relevant transfer to the traditional system of grades according to the below scale of assessment of knowledge of a student admitted at KBTU.

7.2 Grades earned by the students upon result of taking examinations shall be put by the teacher in the examination sheet and entered in the AIS database. The examination sheet signed by a teacher (on paper) shall be submitted by the teacher to the Office of the Registrar and thereafter the grades put in the examination sheet cannot be changed. In accounting the academic indices of the students, the examination sheet on paper shall be adopted as the basis.

The students are strictly prohibited to have voluntary (unauthorized) access to the electronic database and other documents of the University (logs, sheets, etc.) for the purpose of raising grades (points), receipt of correct answers to test tasks and for other fraudulent and/or conflicting with the established order purposes. In case of commitment of the disciplinary violation of such kind, a student shall be expelled from the University.

7.3 The final grade upon the discipline shall include grades for the current progress, of midterm control and of final control. A grade for the current progress (access rating) is 60% of the final assessment of knowledge upon the discipline, and a grade of the examination is 40% of the final assessment of knowledge upon the discipline. Thus, a final grade upon each discipline shall be defined as the sum of points accumulated by a student upon results of the current control, including Midterm (access rating is maximum 60 points), and examination (final control is maximum 40 points), and is maximum 100 points in aggregate.

These points shall be distributed by the teacher upon different kinds of works. Each kind of works is to be assessed according to assessment criteria strictly developed and presented in the syllabus.

7.4 A positive final grade is the basis for adding the established quantity of credits upon the relevant discipline to the mastered credits, and is put in the transcript of a student.

7.5 With a student's earning the grade Fail upon the final control (examination), the grade FX shall be assigned to the student, and gives an opportunity to retake the final control one time within the terms established in the Academic Calendar, on paid basis.

7.6 Scale of assessment of knowledge of students accepted at KBTU:

Grade upon alphabetic system	Numerical equivalent of the	Points	Grade upon the traditional system
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	grade		
A	4	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	30-49	Fail
F	0	0-29	Fail
P (Pass)	-	65-100	Pass (<i>not taken into account in GPA calculation</i>)
NP (No Pass)	-	0-64	No Pass (<i>not taken into account in GPA calculation</i>)
W(Withdrawal)	-	-	Withdrawal from discipline (<i>not taken into account in GPA calculation</i>)
AW(Academic Withdrawal)	0	0	Administrative withdrawal of discipline due to academic indices (<i>taken into account in GPA calculation</i>)
AU(Audit)	-	-	Discipline audited (<i>not taken into account in GPA calculation</i>)
I			«Discipline incompleted» (<i>not taken into account in GPA calculation</i>)

7.7 Appearance to the examination by a student is strictly compulsory. If a student having performed the program of the discipline in full was late or did not come to the examination, the mark “Was absent” shall be entered in the Presence Sheet opposite its last name.

7.8 A student who doesn't not agree with the result of the final control shall appeal **within 24 hours from the moment of appearance of the result of the examinations in the AIS.**

For the period of the examination session, by order of the Dean of the Faculty, the appellation commission is created from among teachers which the qualification complying with the profile of the appealed disciplines.

Results of the appeal shall be executed by the minutes, and on the basis of the Decision of the Appeal Commission, the individual examination sheet for the student to be attached to the basic examination sheet shall be drawn up.

7.9 The teacher shall enter results of the examination in the Information System and shall submit examinations sheets on papers to the Office of the Registrar within:

- 5 calendar days for flows of up to 100 students;
- 7 calendar days for flows from 100 and more students after completion of the examination.

7.10 Retaking of the examination without retaking the discipline is permitted only to those students who received positive access rating for the examination and accumulated less than 20 points at the final examination, in this case the grade FX shall be assigned to them.

Retaking shall be permitted to such students only once per period stated in the Academic Calendar before the beginning of the following semester.

7.11 The students having not come to the retaking for correction of the grade FX or having accumulated less than 20 points at the final examination during the retaking, the grade F shall be assigned upon the discipline.

7.12 The students having not received, upon a certain discipline, positive access rating to the examination, **are obliged to** register and retake the study upon such discipline **on the paid basis** in the following academic periods.

In the same procedure, a student can retake certain disciplines for the purpose of improvement of positive grades earned upon them and the total GPA.

7.13 Whereon the initially earned grades shall be entered in the transcript together with the changed grade, GPA shall be calculated upon the grade earned last.

7.14 Grade F (Fail) – fail

7.14.1 The grade F shall be assigned to a student/cadet:

1) in case of missing more than 20% of the total quantity of classroom classes upon the discipline (for the cadets – more than 30%), except for cases provided for in clause 7.11.3;

2) in case if during the semester a student accumulated less than 50% of the total quantity of required semester points (less than 30 points), except for the cadets;

3) in case of use of crib notes at the midterm control and/or examination, and other violations of the Rules of Behavior at the Examination by a student/cadet.

4) in case if a student with the grade FX earned the bad grade in retaking the final control.

7.14.2 In case of a student's missing of more than 20% of classroom classes, a cadet's missing of more than 30% of classroom classes, then upon Order of the Dean of the Faculty the student/cadet shall not be admitted to the examination and shall be assigned the grade F upon the discipline.

7.14.3 The stated norm (on assignment of F in case of missing of more than 20% of classes) is not related to students of technical specialties of the 4th year of

study with GPA of not less than 3.0, having employment contracts with companies / organizations and working upon specialty being studied.

Whereon the students are to perform all requirements of syllabus upon each academic discipline (all kinds of control of knowledge, performance of IWS, etc.) within the established term.

A student complying with the above requirements shall submit to the name of the Dean of its Faculty an application with attached copies of the employment contract, copies of the transcript, and conclusions of the University Service engaged in employment of graduates of KBTU.

The conclusion is to be made on the basis of inspection of the work place of the student and its duties for their compliance to the specialty of training, and for opportunities of qualification upgrade and professional growth of the student.

The permit of the Dean of the Faculty shall be valid only for the current semester of study. In case of decrease of a student's progress upon results of the semester below the established criteria, the Dean's permit shall be cancelled.

7.14.4 If a student/cadet has a crib note, and also in other cases of violation of the Rules of Behavior at the Examination (copies, use of electronic communication means, etc.) by a student/cadet, the student/cadet shall be withdrawn from the examination (this is related to all kinds of control, including the current control during the semester and Midterm). Whereon the student/cadet shall be assigned the final grade F irrespective of the quantity of points accumulated by it during the semester.

With repeated revealing the fact of use of crib notes at the examination, disciplinary punishments shall be applied to the student including expulsion from the University.

7.14.5 In case of receiving the grade F upon the discipline of the compulsory component, a student is to retake the discipline (retake) on the paid basis, except for the cadets of KNA.

A student having received the bad grade upon the elective discipline shall have the right to repeat it or to replace it for another elective discipline. The replacement of the discipline shall be agreed with the adviser.

Retaking the discipline shall be executed against additional payment both for the students of the paid department, and for the students studying at the expense of the state educational grant or KBTU grant.

7.14.6 Registration for retaking the discipline (retake) shall be held in the general procedure through the Office of the Registrar.

7.14.7 At Kazakhstan Naval Academy, the cadets shall not have the right to retaking the discipline due to specificity of the Curriculum.

A cadet having not passed an examination and having the grade F upon 3 and more disciplines shall be expelled from the University.

7.15 Grade FX - fail

7.15.1 In case of a student's earning of the grade Fail upon the final control, the student shall have one opportunity to retake the final control (examination) without

retaking the program of the academic discipline, within the terms stated in the Academic Calendar.

7.15.2 If on retaking the final control a student earns the grade Fail, then the final grade upon the discipline shall be F, and in this case the student is to newly take the discipline (retake) on the paid basis.

7.15.3 If the students/cadets use crib notes in retaking the final examination and in case of other violations of the Rules of Behavior at the Examination, the final grade F (retake) shall be assigned.

7.16 Grade I (Incomplete) – Discipline incompleted

7.16.1 A teacher can assign the grade I to a student, not having appeared at the examination or having come late to the examination due to the following reasons:

- in connection with serious illness (demanding inpatient treatment with duration of more than 5 days);
- in connection with childbirth;
- in connection with death of close relatives (close relatives include parents, children, adopters, full-blood and half-blood brothers and sisters, grandmother and grandfather, guardians of orphan children);
- due to business or academic trip.

All above reasons are to be supported by confirming documents.

Medical certificates are to be presented within 3 working days from the date of discharge from the hospital and certified by the chief doctor of the Service of Medical Control and Prevention of KBTU.

The application shall be considered and endorsed by the teacher of the discipline and by the Dean of the Faculty. If the reason if the missing of classes will be acknowledged to be excusable, the grade I shall be assigned to the student subject to observation of the above requirements.

In other cases, the grade F shall be assigned to the student.

7.16.2 Retaking of the examination for improvement of the grade I by a student and making alterations by a teacher to the standard grade (A, B, C, D, F) upon the discipline shall be executed within 30 days from the beginning of the following semester (fall or spring semester) according to the schedule established by KBTU subject to performance of all requirements of the syllabus

7.16.3 In order to improve the grade I for the standard grade a student is to meet with the teacher and define the volume and kinds of works required for performance. According to the schedule of taking examinations (other works) presented by the teacher, the Office of the Registrar shall issue the examination sheet for taking the examination. The examination sheet is to be signed by the Dean of the Faculty.

The holding of the examination shall be executed by the Commission created at the Faculty. The examination shall be held on the paid basis, the amount of payment shall be established by the internal documents of the University.

7.16.4 If a student did not perform all requirements within the established term, the Office of the Registrar shall replace grade I for F, i.e. Fail, on the basis of the examination sheet signed by the teacher.

7.16.5 In case of absence of the teacher at the University who has previously assigned the grade I, the Dean shall recommend another teacher as a member of the Commission.

7.16.6 If due to some reasons a student is expelled from the University prior to completion of the term established for improvement of the grade I, then this grade shall remain in the transcript without any change.

7.16.7 The grade I shall not be credited and shall not be taken into account in GPA calculation.

7.17 Grade AU (Audit) – Discipline audited

7.17.1 The grade AU shall be assigned to a student willing to audit a discipline without passing the established forms of knowledge control (current, midterm, final) and without earning the final grade. The taking of such disciplines shall be paid according to the cost established at KBTU.

7.17.2 A student registered for a discipline as an auditor is to state this at the Office of the Registrar. The mark AU shall be atomically entered in the examination sheet of such student.

7.17.3 The grade AU shall not be credited and shall not be taken into account in GPA calculation.

7.17.4 Auditors of disciplines can be both students of KBTY and persons not enrolled as students of KBTU.

7.17.5 Students of other higher education establishments can take certain disciplines at KBTU with earning of the final grade upon the discipline, subject to availability of the concluded agreement between KBTU and the relevant educational organization.

7.18 Grade W (Withdrawal) – Withdrawal from discipline

7.18.1 During the semester a student can refuse from the discipline in the following procedure:

1) application to the name of the Dean of the Faculty with justification of reasons of its refusal from the discipline.

2) with positive decision of the issue, the application compulsorily endorsed by the adviser of a student and signed by the Dean of the Faculty shall be transferred to the Office of the Registrar.

3) the original of the application shall be transferred to the Accounting, Reporting and Finance Department, a copy shall be kept on file at the Office of the Registrar.

Within the first four (4) weeks from the beginning of the classes, in case of positive decision, the monies paid for the discipline less the cost of services rendered during the period from the beginning of the semester to the date of submission of the application on refusal from the discipline shall be transferred to the future periods of the student (including summer semester).

In case if a student refuses from a discipline after the 4th week of the semester, monies shall not be returned to it for the discipline.

The grade W shall be entered in the examination sheet of the student upon the discipline. This grade can be changed by the teacher in case of repeated registration and taking of such discipline by the student.

7.18.2 Grade W shall not be taken into account in GPA calculation.

7.19 Grade AW (Academic Withdrawal) – Administrative withdrawal from the discipline (withdrawal from the discipline due to academic reasons)

7.19.1 **AW** is a grade which is assigned to the student/cadet withdrawn from the discipline by the teacher or administration. AW has numerical equivalent of 0 points and is taken into account in GPA calculation.

Reasons of administrative withdrawal from the discipline can be:

- systematic violation of the rules of behavior on the classes;
- failure to fulfill individual tasks, IWS, regular disruption of the schedule of submission of works, and IWS, as well as regular violation of other rules of KBTU.

7.19.2 Administrative withdrawal from the discipline shall be executed by the Order of the Dean of the Faculty against statement of the teacher of the relevant discipline.

7.19.3 A student having earned the grade AW, upon decision of the teacher, shall not be admitted to further taking the discipline and examination upon the relevant discipline.

Payment made for the discipline shall not be returned to the student.

7.19.4 With earning the grade AW for the discipline included in the list of core subjects, a student must repeatedly register for the discipline and retake it on the paid basis.

If the grade AW is assigned to a student upon several disciplines, disciplinary measures shall be applied against such student.

7.19.5 Teachers can state, in syllabuses, additional conditions under which the grade AW shall be assigned for the discipline.

7.20 Method of Grade Point Average (GPA) Calculation

GPA – Grade Point Average is the average weighted grade of the level of academic achievements of a student.

The grade point average (GPA) shall be calculated on the basis of the credit-hour system:

The final value is the product from the sum of numerical grade equivalents multiplied by the quantity of credits assigned to the discipline, to be divided by the total number of credits for which a student has registered.

Example of GPA calculation:

Discipline	Quantity of credits	Grade upon alphabetic system	Numerical equivalent
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Mathematics	3	A	4.00
Informatics	2	B	3.00
Physics	3	F	0

Mathematics $4.00 \times 3 = 12.00$

Informatics $3.00 \times 2 = 6.00$

Physics $0 \times 3 = 0$

Final value $= 12 + 6 + 0 = 18.00$

Total quantity of credits $= 3+2+3 = 8$

$$\text{GPA} = \frac{\text{Final value}}{\text{Total quantity of credits}} = \frac{18.00}{8} = 2,25$$

7 QUALIFICATION EXAMINATION

8.1 The qualification examination of the students is the procedure held for the purpose of determination of the degree of their mastering the volume of academic disciplines provided for by the State General Compulsory Standard of Education for the Bachelor's Course.

8.2 The qualification examination of the students shall be held within the terms provided for in the Academic Calendar.

8.3 Within the framework of the qualification examination, a student is to defend the Diploma Project in accordance with the working curriculums and academic programs and requirements to the diploma projection to be uniform for all forms of training.

8.4 The students having fully completed the educational process in accordance with requirements of the working and individual curricula and working academic programs shall be admitted to the qualification examination. A student having not completed the theoretical training shall not be admitted to the qualification examination.

8.5 The admission to the qualification examination of the students/cadets shall be finalized by Order of the Dean of the Faculty not later than two weeks before the beginning of the qualification examination, upon the list of the students/cadets to be presented to the State Qualification Commission.

8.6 For holding the qualification examination of the students, the State Qualification Commission shall be created upon each educational program. The membership of the SQC (Chairman and members of the Commission) shall be approved by Order of the Rector of KBTU for the calendar year.

8.7 Responsibility for drawing up the schedule of the SQC work shall be entrusted to the Faculty. The schedule of works of the State Qualification Commission shall be approved by the Rector and brought to common attention not later than two weeks prior to the beginning of the SQC work. The duration of sittings of the SQC is not to exceed 6 academic hours per day. Whereon not more than 10 persons are admitted to defense of the Diploma Project.

8.8 Prior to the beginning of holding the state qualification examination (defense of the Diploma Project) the following documents shall be submitted to the SQC:

1) certificate (transcript) on the students' performance of the curriculum, grades earned by them upon all disciplines, their volume, passed course projects (course papers) and types of practices, to be prepared by the Office of the Registrar;

2) the response of the scientific supervisor of the Diploma Project, where well-grounded conclusion "admitted to defense" or "not admitted to defense" is given.;

3) review of a specialist of the relevant practical professional activity, scientific organization or educational organization, where the comprehensive characteristics of the Diploma Project presented for defense and well-grounded conclusion with indication of points and grade (Excellent, Good, Satisfactory or Fail) and possibilities of awarding the academic bachelor's degree are given.

Also materials characterizing the scientific and practical value of the implemented Diploma Project, unofficial responses, written conclusions of organizations executing practical activity upon the profile of the Diploma Project, certificates or acts of introduction of results of the scientific research, layouts, samples of materials and items, collection of minerals, etc. shall be presented to SAC.

8.9 Check of Diploma Projects against plagiarism and compliance of the contents of Diploma Projects with their themes shall be held by the Dean of the Faculty.

8.10 A student/cadet shall defend the Diploma Project subject to availability of a positive response of the scientific supervisor and of one review of a specialist complying with the profile of the project to be defended.

With negative conclusion of the scientific supervisor, the student shall not be admitted to defense of the Diploma Project.

A student shall be admitted to defense of the Diploma Project both with positive and negative conclusion of the reviewer.

8.11 The scientific supervisor of the Diploma Project shall be approved by the Order of the Rector with personal assignment of each student with indication of the themes.

Reviewers of Diploma Projects shall be approved by the Order of the Rector upon general list submitted by the Dean of the Faculty with indication of the place of job, hold title and education (scientific or academic degree upon specialty, basic education upon higher education diploma).

8.12 A student shall have the right, with consent of the KBTU Rector, to pass two state examinations instead of the Diploma Project if the student:

- 1) is on long inpatient treatment (more than one month);
- 2) has a child at the age under 2;
- 3) takes care of ill parents;
- 4) is a handicapped person with restricted capabilities.

A student must attach relevant confirming documents to the application on replacement of the defense of the Diploma Project to the name of the KBTU Rector. In other cases, replacement of the Diploma Project for taking state examinations shall not be permitted.

8.13 Defense of the Diploma Project shall be held on open sitting of SAC.

The duration of defense of one Diploma Project is not to exceed 50 minutes per one student. For defense of the Diploma Project, a student shall speak with the report before SAC not more than 15 minutes.

The final grade for the Diploma Project shall be assigned in accordance with the scale of students' knowledge assessment adopted at KBTU.

8.14 Results of defense of the Diploma Project shall be declared at the day of holding the defense, after signing the minutes of SAC sitting.

A student / cadet who is not agree with results of the qualification examination can appeal not later than the following day after its holding.

For holding an appeal, the appeal commission shall be created from among experienced teachers, which qualification complying with the profile of the educational program, by Order of the Rector.

8.15 A student having passed the state qualification examination and having confirmed the mastering of the educational program of KBTU shall be assigned the academic bachelor's degree by the decision of SAC, and during a month from the day of defense of the Diploma Project, shall be issued the nationally recognized Diploma with Appendix and Academic Transcript.

Issue of the nationally recognized Diploma (from 2021 – own diploma of KBTU) with Appendix shall be executed on the basis of the Rector's Order on Issue.

The Order on students' graduation shall be approved on the basis of data presented by the Chairman of SAC within the term not later than ten working days from the day of completion of the final attestation of students.

Cadets of KNA have the right to subsequently apply to the Ministry of Transport and Communications of the Republic of Kazakhstan for receipt of the Professional Diploma.

8.16 Appendix to Diploma shall be filled in on the basis of the certificate on performance of the individual curriculum by a student/cadet, in accordance with grades earned by it upon all disciplines in the volume provided for by GGCSHE and the working curriculum, and upon all kinds of professional practice and result of the final attestation.

In the Appendix to Diploma, last grades upon each discipline shall be entered upon the point-rating alphabetical system of knowledge assessment with indication of its volume in credits and in academic hours.

In the Academic Transcript, if several examination grades are available upon the same discipline, each grade shall be entered, in a separate line, with indication of the volume of credits.

8.17 A Diploma with Honors shall be issued to a student/cadet having passed examinations and differentiated tests with grades A, A- Excellent, B+, B, B-, C+ Good, and having the Grade Point Average (GPA) for the whole period of study to be not less than 3.5, and also having defended the Diploma Project with grades A, A-Excellent, a Diploma with Honors shall be issued in case of absence of retaken disciplines during the whole period of study (not taking into account the grade upon military training).

A student / cadet having retaken disciplines during the period of study, shall not receive the Diploma with Honors in spite of compliance with mentioned criteria.

8.18 A student, to whom a bad grade F have been assigned at final state attestation, shall be expelled from KBTU by Order of the Rector with issue of the Academic Transcript and with an opportunity of retaking the Final Attestation in the following academic year.

The Order on expulsion of students having not passed the Final Attestation shall be issued on the basis of data presented by the Deans of the Faculties, in coordination with the Office of the Registrar.

8.19 Documents on health submitted to SQC after assignment of the bad grade shall not be considered.

8.20 Students having not appeared at the Final Attestation due to reasonable excuse shall write an application to the name of the Chairman of SQC, and shall submit a document confirming the reasonable excuse, and upon permit of the Chairman of SQC can take the examination or defend the Diploma Project at the other day of the sitting of this Commission.

8.21 In cases when the defense of the Diploma Project is acknowledged to be unsatisfactory, SAC shall establish whether or not the student can present, for repeated defense, the same work with improvements defined by the Commission, or can develop a new theme which shall be defined by the Faculty, and shall define the new period of defense.

8.22 The repeated State Qualification Examination (repeated defense of the Diploma Project) for cadets of KNA shall be permitted within 6 months after completion of the period of the Final Attestation.

8.23 The admission to the Qualification Examination shall be covered by the Order of the KBTU Rector.

8.24 The report on the work of SQC upon specialty shall be signed by the Chairman and Secretary of SQC, shall be discussed at the meeting of the Board of the Faculty, and shall be submitted to the Rector for approval.

9 ACADEMIC TRANSCRIPT

9.1 The Office of the Registrar shall keep the history of academic achievements of the students within the whole period of study, which is to be reflected in the Academic Transcript.

In the Transcript, the address and contact telephones of KBTU, last name, first name, patronymic, identification number of a student, name of the Faculty, specialty, year of study, taken disciplines with codes and indication of the quantity of credits and grades, GPA upon each semester and final GPA, scale of grades and date of issue shall be stated.

9.2 In online mode a student can print out an unofficial transcript from the AIS of KBTU (without signatures of KBTU officials).

9.3 An Official Academic Transcript shall be issued by the Office of the Registrar upon request of a student, for any period of its study.

An Official Academic Transcript shall be signed by the Head of the Office of the Registrar, and by a member of the Rector's Office who supervises the educational process in the relevant academic division, and under the University seal affixed.

An Official Transcript shall be handed over to a student or sent to the address stated in the application of the student.

10 AWARDING AND PAYMENT OF STATE SCHOLARSHIPS

10.1 The procedure of awarding and payment of state scholarships to students on the basis of the state educational grant, amounts of the state scholarship and increments to it shall be defined in accordance with the Rules of payment of state scholarships to certain categories of students at educational organizations approved by the Decree of the Government of the Republic of Kazakhstan and other statutory acts of the Republic of Kazakhstan.

10.2 All students/cadets enrolled for the first year of study upon the state educational grant shall be awarded the state scholarship at the first semester.

10.3 In subsequent semesters of study, awarding and payment of the state scholarship shall be made if upon results of the examination session (including all forms of knowledge control) a student has only grades Good (B+, B, B-, C+) and Excellent (A, A-).

To persons with sight disabilities, persons with hearing disabilities, orphans, and legally free children under guardianship studying upon the state educational order, state scholarship shall be paid in case of absence of academic arrear upon results of the examination session.

10.4 The scholarship shall be paid each month from the first date of a month following the examination session, till the end of the month in which the semester ends. In awarding the state scholarship, only the student's grades but not GPA shall be taken into account.

10.5 Students recommended for the state scholarship upon results of the summer examination session, state scholarship for the period of summer holidays shall be paid totally for two months (July, August) as and when the financing occur.

Within the period of the professional practice, summer holidays, and also within the period of work at work places and in titles with payment of salaries, the scholarship shall be paid in the established procedure.

10.6 For students who did not pass examinations or a test upon disciplines within the established term due to reasonable excuses, the scholarship shall be paid in the established procedure after improvement of the grade I for a standard grade.

The Office of the Registrar, on the basis of the data on results of improvement of the grade I to a standard grade, shall prepare on order on awarding a scholarship.

10.7 For the students transferred from the other educational establishment, the state scholarship shall be awarded and paid in the established procedure.

10.8 For the students/cadets being on the academic leave on the basis of the medical conclusion, for the time of the academic leave, the state scholarship shall be

established at the rate of 50 (fifty) percent (handicapped persons – 75 (seventy five) percent accordingly of the amount of the state scholarship).

10.9 For the students/cadets during the maternity period, state scholarship shall be paid in the amounts established before the going on the maternity leave, during the whole term established by the current legislation of the Republic of Kazakhstan.

On producing the certificate on temporary disability in connection with pregnancy and childbirth within the period of the academic leave, the academic leave shall be interrupted and the maternity leave shall be executed.

During the period of the students'/cadets' being on leave for childcare until their achieving of three years of age, the state scholarship is not awarded.

10.10 For the students/cadets having come back from the academic leave, the awarding and payment of the state scholarship shall be executed in the established procedure upon results of the forthcoming (next) examination session.

10.11 The students/cadets having, upon results of the examination session, only the grades Excellent, shall have the right to receive the enhanced state scholarship. The amounts of increments shall be defined by the Rules of scholarship payment.

10.12 The awarding of scholarships shall be made by Order of the Rector or its deputy on the basis of the official memorandum (data) submitted by the Head of the Office of the Registrar.

10.13 Payments of the scholarships shall be executed by way of transfer of amounts of the scholarship to the current account opened by a student/cadet with a bank.

Payments of the scholarships shall be executed through the KBTU cash office during the period of production of the payment card or opening the current account with the second tier banks.

10.14 Payment of the state scholarship shall be terminated on completion of study, and also in other cases provided for by the legislation of the Republic of Kazakhstan.

Termination of payment of the state scholarship shall be executed by way of issue of the relevant Order by the Rector.

10.15 The procedure of awarding and payment of other scholarships (scholarship of the President of the Republic of Kazakhstan, scholarship of founders, etc.) shall be defined in accordance with the legislation of the Republic of Kazakhstan and internal documents of KBTU.

11 TUITION

11.1 The tuition at the University shall be established by the Decision of the KBTU Rector. Every year the Rector's Office shall define the base (generally established) tuition.

The Decision upon reduced tuition for certain categories of students/cadets shall be made by the Financial Commission of KBTU.

The amount of tuition shall be established in the Agreement for paid educational services, concluded between KBTU and a student prior to the beginning

of study at the University (prior to the academic year). The Party to the agreement can also be a legal entity (or individual entrepreneur) acting as the Customer of the student's training and making payment for its training.

Agreements for training shall be concluded according to typical forms approved by the Order of KBTU Rector.

Without making the Agreement, a student shall not be admitted to classes. An exception from the rules can be valid for students in which relation KBTU has received warranty letters from organizations being the Customers of training, which confirm obligations of the Customer to pay tuition for a student in the current academic year.

11.2 The tuition shall be paid in the procedure and within terms established by concluded Agreement for educational services.

Payment for the summer semester shall be made prior to the beginning of registration for the semester disciplines.

11.3 In case of failure to pay, a student cannot be admitted to classes, to registration for disciplines and/or shall be withdrawn from registration for disciplines (to be regulated by Dean's Office and the Office of the Registrar).

In case of availability of indebtedness in payment, the student also cannot be permitted to enter the building of the University and to use the internal resources of the University (library, Uninet, etc.).

11.4 In case of failure to discharge the indebtedness in tuition prior to the beginning of the current examination session, a student shall not be admitted to taking final examinations. Whereon for the final examination the grade FX shall be assigned, that brings to the retaking of the final examination upon the discipline(s) on the paid basis.

11.5 In case of failure to discharge the indebtedness by the student, the formed debt for training shall be recovered in the procedure established by the legislation of the Republic of Kazakhstan.

11.6 In case of availability of indebtedness in tuition as of the moment of expulsion / graduation from the University, the Diploma and Appendix thereto (original and copies), Official Transcript, Academic Certificate and/or other documents on education shall not be issued until full discharge of indebtedness in tuition.

11.7 The established tuition includes the cost of minimum quantity of credits provided for by the working curriculum of specialty. In case of registration for credits in excess of the established quantity, including retakes, a student shall make additional payment in the amount established by the internal documents of the University to be valid as of the moment of payment.

11.8 In case if due to **unreasonable excuses** a student did not attend classes upon any of the registered disciplines, the amount of the tuition established by the Agreement shall not be subject to alteration, and monies paid under the Agreement for unregistered / missed disciplines shall not be returned.

12 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.	
Acting Financial Director	Kungeibayeva R.T.	
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	Бекмухаметова З.А.	
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.	

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