



**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
TRANSFER/RE-ENROLMENT/EXPULSION OF STUDENTS.
ACADEMIC LEAVE**

PP KBTU 14-19/2018

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	

1 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 TRANSFER, RE-ENROLMENT, EXPULSION TO/FROM KBTU

Rules and procedure of transfer and re-enrolment to/from KBTU

3.1 A student has the right for transfer from KBTU to another higher education establishment, from another higher education establishment to KBTU, from one educational program to another educational program within KBTU.

Students can transfer or can be re-enrolled after expulsion if they have successfully completed **the first academic period** of the program to be mastered, according to the individual curriculum.

Whereon a student can transfer to or can be re-enrolled to any educational program irrespective of the lapse of time from expulsion as of the moment of re-enrolment.

3.2. A student's application on transfer and re-enrolment shall be considered within the summer and winter holidays.

3.3 Acceptance of applications shall end five days prior to the beginning of the next academic period.

3.4 With transfer and re-enrolment of the students the individual educational trajectory at KBTU shall be defined taking into account the disciplines of the working curriculums studied by them for the previous academic periods.

The educational trajectory shall be defined on the basis of the list of studied disciplines, their programs and volumes in academic hours or credits reflected in the transcript or certificate to be issued to the persons having not completed education and working curriculums of KBTU upon the relevant educational program taking into account prerequisites.

The persons previously studied at other educational organizations can be enrolled to KBTU.

A student expelled from another higher education establishment, with transfer or re-enrolment, shall be admitted to the first year of study at KBTU, whereon the term of study shall depend on the quantity of credits which the student is to accumulate for completion of the program of study.

A student having previously studied at KBTU, with transfer / re-enrolment shall be admitted to the *next year of study from which it was expelled from KBTU*,

whereon the term of study shall depend on the quantity of credits which the student is to accumulate for completion of the program of study.

3.5 With transfer of mastered credits upon academic disciplines, the difference in the forms of the final control shall not be taken into account.

A passed control shall be acknowledged to be equivalent to the alphabetic system of assessment of a student's academic achievements in the range from the minimum D (1,0; 50-54%) to the maximum A (4,0; 95-100%).

3.6 If a student is transferred/re-enrolled to KBTU from another higher education establishment, then the quantity of credits which will be accumulated by it during the study at KBTU for receiving the diploma of KBTU is to be **not less than 60%** of the total quantity of credits which the student is to master for receiving the relevant level of education.

3.7 A student studying at the expense of a legal entity (Customer of training) is, beforehand prior to submission of the relevant application to the University, to notify the Customer of its intent to transfer to another higher education establishment / to other education program / to studying at the expense of the state educational grant / to KBTU grant. The student shall hold the responsibility for timely notification of the Customer on transfer / expulsion.

3.8 With re-enrolment or transfer of a student from a foreign educational organization, a document on the mastered academic program (academic certificate, transcript) and also a document on completion of the previous level of education, which is to be subjected to the nostrification procedure in the Republic of Kazakhstan in the established procedure, are to be presented.

Procedure of a student's transfer to KBTU from another higher education establishment

3.9 Procedure of transfer:

1) A student shall submit an application on transfer to the name of the rector of the higher education establishment where it is studying, and having received a written consent for transfer under seal affixed shall apply with an application to the KBTU Rector.

2) To the application on transfer to the name of the KBTU Rector the following documents shall be attached:

- an official transcript under seal affixed;
- a copy of the certificate of Unified National Test or complex test;
- a copy of the certificate of the holder of the educational grant (if it is such a person);
- an original of the application on transfer to the name of the head of the higher education establishment where it has studied (signed by the head and under seal affixed).

3) The Dean of the Faculty / school shall:

- form the academic trajectory of the relevant educational program;
- carry out the transfer of mastered credits in accordance with the educational program;

- approve the individual curriculum for the current academic year upon agreement with the Office of the Registrar;

- define the student's GPA.

4) On the basis of approval of the Dean of the Faculty/school and the Head of the Office of the Registrar, the Order of the Rector on transfer of the student to KBTU from another higher education establishment shall be issued.

3.10 After issue of the Order of the Rector, of the Office of the Registrar shall, within the three day term, send a request to the higher education establishment, in which the student/cadet has previously studied, on sending the student's dossier. A copy of the Order on enrolment of the student through transfer to KBTU shall be attached to the request.

The head of the higher education establishment shall, after such request, issue the order on expulsion, and within three working days from the day of issue of the order on expulsion shall send the student's dossier to the address of KBTU.

3.11 The transfer of students/cadets from other higher education establishments to KBTU shall be executed only to the paid department (except for students of the 2018 admission, students of higher education establishments where the cost of the state educational grant is the same as at KBTU).

3.12 The students of KBTU of 2018 admission studying upon the state educational grant have the right to transfer to another higher education establishment with preservation of the educational grant, if the cost of the state educational grant at the other higher education establishment is the same as at KBTU.

3.13 The students/cadet having been admitted to target places upon the state educational grant can be transferred to/from KBTU only on the paid basis.

3.14 Transfer of students from a foreign higher education establishment to KBTU shall be executed only on paid basis. Whereon a student shall submit the following documents:

1) an academic certificate or official transcript;

2) a document on completion of the previous level of education which is to be subjected to nostrification according to the procedure established by the legislation of the Republic of Kazakhstan.

3) results of the enrollment tests taken for admission to the foreign higher education establishment.

Transfer of students from one educational program to the other educational program within KBTU

3.15 Transfer of a student from one educational program to the other education program shall be executed only to the paid department according to the following procedure:

1) a student shall submit the application on transfer from one educational program to another one to the name of the KBTU Rector to be signed by the Dean of the Faculty/school where to student is studying. An unofficial academic transcript certified by the Head of the Office of the Registrar shall be attached to the application;

2) the Dean of the accepting Faculty shall, on the basis of the submitted documents, form the educational trajectory of the student/cadet taking into account the transfer of mastered credits, shall approve the individual curriculum of the student for the current academic year, upon agreement with the Office of the Registrar.

3) if in transfer from one specialty to another one the student has grades F upon disciplines which are not provided for in curriculums of the specialty, to which it is transferred, then the students /cadet is not to retake these disciplines.

4) in accordance with approvals of the Dean of the Faculty and Head of the Office of the Registrar, the Order of the Rector shall be issued regarding the transfer of the student from one educational program to the other one within KBTU.

3.16 A student studying on the educational grant and having the conclusion of the medical consultation commission on prohibition to study upon the educational program as a result of illness acquired during the period of study shall be transferred from one educational program to another one, to available vacant place upon the educational grant.

Transfer to studying upon the state educational grant.

3.17 A student shall, on the paid basis, have the right to transfer to a vacant place of the educational grant upon the relevant group of educational programs, on the competitive basis, in the procedure established at KBTU.

A vacant place of the state educational grant, having been released in the process of training, can be claimed by the following categories of students:

- students/cadets studying on the paid basis and having grades from A, A- to B+, B, B- and C+ (Good) and GPA 3.5 and higher for the whole period of study (without retaking disciplines);
- persons studying upon the internal grant of KBTU;
- persons studying at other higher education establishment and having GPA 3.5 and higher

In case of similar indices of the Grade Point Average in the contest for the receipt of vacant educational grants, the students having grades only A, A- (Excellent), then grades from A, A- to B+, B, B- (Good) for the whole period of study shall have the right of priority.

3.18 Announcement on opening the contest shall be placed on the KBTU site (educational portal) with indication of the quantity of vacant educational grants in view of groups of educational programs and the year of study.

The contest shall be held by the Commission of the Ministry of Education and Science of the Republic of Kazakhstan upon results of the examination session with issue of the certificate on awarding the educational grant.

3.19 The awarding of the vacant educational grants released in the process of receiving the higher education shall be executed within the period of summer and winter holidays for available vacant places on the competitive basis in the following procedure:

- 1) a student shall, on the paid basis, submit the following documents to the Office of the Registrar:

- an application to the name of the Rector on transfer to studying upon the state educational grant;

- the official transcript for the whole period of study.

2) The submitted applications shall be considered at the meeting of the Academic Board of KBTU;

3) KBTU shall, on the basis of the Decision of the Academic Board, within the term until August 5 and January 15 of the current year, submit the list of candidates to the Ministry of Education and Science of the Republic of Kazakhstan for making a decision. The official transcript, a copy of the identity document as well as the educational grant holder's certificate (original) of the student expelled from KBTU shall be attached to the application of the student;

4) On the basis of the certificate on awarding the educational grant issued by the Ministry of Education and Science, the Order of KBTU shall be issued regarding further study of the student/cadet under the state educational grant.

Rules of re-enrolment for study at KBTU

3.20 A student shall have the right to re-enrolment irrespective of the lapse of time from the expulsion, subject to observation of the following conditions: availability of the completed first academic period without academic arrears.

The quantity of credits mastered by a student until the moment of expulsion, shall be taken into account by the University in full volume.

3.21 A student can be re-enrolled to any educational program.

Re-enrolment shall be executed only to the paid department.

3.22 The procedure of re-enrolment shall be executed as follows:

1) a student shall submit an application on re-enrolment to the name of the Rector. A standard academic certificate shall be attached to the application on re-enrolment.

2) the Dean of the Faculty / school shall, on the basis of submitted documents, form the individual educational trajectory of the student taking into account the transfer of mastered credits, shall approve the individual curriculum of the student for the current academic year, upon agreement with the Office of the Registrar;

3) in accordance with approvals of the Dean of the Faculty and the Head of the Office of the Registrar, the Rector's order on re-enrolment of the student shall be issued.

3.23 The head of the higher education establishment where previously the student / cadet studied, shall, on the basis of the written request of KBTU, send the dossier of the student having left with itself a copy of the certificate, academic card, student's book, student's card and a list of sent documents.

3.24 Issues of re-enrolment of the students expelled from KBTU due to commitment of disciplinary violations shall be considered at the meeting of the Disciplinary Committee.

Transfer of students from one year of study to the other year of study

3.25 The transfer of a student to the following year of study shall be executed upon results of the academic year (taking into account the summer semester) and shall be covered by the Order of the KBTU Rector.

Expulsion from KBTU

3.26 A student can be expelled from KBTU:

- 1) on its own wish (including in connection with transfer to another higher education establishment, upon medical grounds, upon family circumstances, etc.);
- 2) for academic failure, in cases of:
 - earning the grade F upon all disciplines for the academic year (including summer semester);
 - more than four times of earning the grade F upon the same discipline.
- 2) for failure to perform conditions of the tuition agreement (financial indebtedness);
- 3) for violation of the academic discipline (absence from classes during the semester without reasonable excuse, violation of the Ethic Code of students, principles of Academic Honesty, etc.);
- 5) if the term of a student's study exceeds the maximum term established at KBTU (7 years);
- 6) due to other reasons provided for by these Rules, other internal documents of the University and/or legislation of the Republic of Kazakhstan.

3.27 A student willing to be expelled from KBTU is to write an application to the name of the KBTU Rector with the request to expel it, and to submit the application to the Dean's Office of the Faculty / school. The application on expulsion shall be submitted by the student immediately after its making a decision on expulsion from KBTU. In case of untimely submission of the application for expulsion on its own wish, with cessation of attendance of classes at KBTU by a student/cadet, the student can be expelled upon results of the examination session (academic year) for academic failure and/or violation of academic discipline. In this case monies paid for study shall not be returned.

The students studying at the expense of a legal entity (Customer) are obliged to beforehand notify the Customer on its intent to be expelled from the University.

3.28 In case of absence of registration for disciplines and/or non-attendance of classes by students, or students' non-submission of any documents confirming the reasonable excuse of absence, the Dean's Office of the Faculty/school shall take required measures for clarification of reasons of absence of registration for disciplines/non-attendance.

In case if within 1 month from the beginning of non-attendance of classes, despite of the mentioned measures, a student/cadet does not proceed to classes, does not submit any information and documents confirming the reason of absence from classes, the Dean's Office of the faculty shall submit data for issue of the Order on expulsion of the student.

3.29 The students having studied on the paid basis and expelled from KBTU during a semester for non-payment of tuition, shall have the right to be re-enrolled within four weeks from the moment of expulsion in case of discharge indebtedness in

payment. In this case, the student shall submit an application for re-enrolment to the name of the KBTU Rector, with the attached payment receipt. The quantity of points upon disciplines received by the student prior to the moment of expulsion shall be taken into account in full in case of re-enrolment.

3.30 A student expelled from the University shall be issued the standard academic certificate and official academic transcript.

4 GRANTING OF ACADEMIC LEAVE

4.1 An academic leave is a period for which students temporarily interrupt their study due to certain reasons.

4.2 The procedure of submission and execution of academic leaves shall be regulated by these Rules.

4.3 With the granting of an academic leave to a student on the basis of the state educational order, the right for further study on the basis of the state educational order shall be reserved by the student, whereon the financing of its study shall be interrupted for the period of the granted academic leave (except for cases of financing of the costs for scholarships) and shall be renewed after its completion.

4.4 With the granting of an academic leave to a student studying on the paid basis, payment for study shall be suspended for the period of the academic leave.

4.5 For execution of the academic leave a student shall submit an application to the name of the KBTU Rector (Chairman of the Board) and shall submit documents confirming the reasonableness of the temporary interruption of the study. The student shall submit the application for execution of the academic leave beforehand prior to the beginning of the examination session.

4.6 An academic leave shall be granted to a student due to:

- *medical indications:*

1) conclusion of the Medical Consultation Commission (MCC) under the Outpatient Organization (Students' Outpatient Department) – with duration of 6 to 12 months due to illness;

2) conclusion of the Central Medical Consultation Commission under the Antituberculosis Medical Organization in case of tuberculosis.

- *in connection with conscription into the Armed Forces:*

1) an alerting order on conscription into the Armed Forces of the Republic of Kazakhstan, for the period of conscription into the Armed Forces, in cases established by the legislation.

- *other cases:*

1) childbirth, child adoption with duration of up to 3 years, in cases established by the legislation;

2) due to financial and other reasons (only students studying on the paid basis).

4.7 Documents confirming the reasons for granting the academic leave (standard medical conclusion certified and registered at the Medical Center of KBTU, an alerting order on conscription into the Armed Forces of the Republic of

Kazakhstan, Birth Certificate, Child Adoption Certificate, etc.) shall be attached to the application.

On the basis of the submitted documents, within three working days, the Rector's order on granting the academic leave to the student with indication of the term of the beginning and completion shall be issued.

4.8 Within three working days, the Office of the Registrar shall submit a copy of the order on granting the academic leave, to the Ministry of Education and Science of the Republic of Kazakhstan, for adjustment of the relevant amount and terms of financing.

4.9 After coming back from the academic leave, a student shall submit an application to the name of the KBTU Rector.

4.10 If a student has executed the academic leave upon medical indications, then to the application on coming back from the academic leave, the student shall attach the MCC certificate on health from the treatment organization having observed the student with conclusion on possibility to continue study upon the educational program – in case of the student's being on the academic leave in connection with illness. The certificate is to be certified and registered at the Medical Center of KBTU.

4.11 If a student/cadet has executed the academic leave in connection with conscription into the Armed Forces, then to the application on coming back from the academic leave to study, the student shall attach a copy of the military identity card.

4.12 An academic leave can be granted to a student studying on the paid basis, according to its application, by the Rector's order, subject to availability of circumstances impeding to its further study at KBTU (difficult family or financial circumstances, etc.).

4.13 A student coming back from the academic leave is to submit the application to the name of the Rector prior to the next semester.

On the basis of the application, the Rector's order on the student's coming back from the academic leave shall be issued.

4.14 The Dean of the Faculty shall make the individual educational trajectory taking into account prerequisites and shall approve the individual curriculum of the student having come back from the academic leave, in coordination with the Office of the Registrar.

4.15 On the basis of the submitted documents, within three working days, the order on the students' coming back from the academic leave shall be issued.

4.16 In case of a student on the state educational grant coming back from the academic leave, within three working days, a copy of the order shall be submitted to the Ministry of Education and Science of the Republic of Kazakhstan for adjustment of the relevant amount and terms of financing of this program.

4.17 In case if the date of coming back from the academic leave does not coincide with the beginning and completion of the academic period, then a student shall perform all academic tasks upon the individual schedule and shall accumulate points required for rating of access to the final examination.

5 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.	
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Director of legal department	Stamkulova L.U.	
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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.	

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