

DEAR STUDENTS!

The reference guide contains information about the Kazakh National Pedagogical University named after Abay, academic and student calendars, information on the organization of the educational process on credit technology of education, rules for using the library.

You can get additional information and descriptions of training courses at the specialized department of the university or on the website: www.kaznpu.kz, www.abaiuniversity.edu.kz .



Phones for information:

Department of Academic Affairs	291-13-71
Student office	291-16-65
Registrar's Office	291-18-53
TsTSOS "Shapagat"	291-64-97
Financial and Economic Department, Student Settlement Department	291-37-54
Department for educational, social work and youth policy	291-83-82
Youth Committee	291-90-14
Department of International Cooperation	291-36-92
Institute of Arts, Culture and Sports	293-81-44
Institute of Natural Science and Geography	291-64-57
Institute of Mathematics, Physics and Informatics	261-15-76
Institute of Pedagogy and Psychology	291-84-09
Institute of History and Law	291-47-89
Institute of Philology and Multilingual Education	291-18-35



Abai Kazakh National Pedagogical University. Short history

- September 1, 1928 - the foundation of the Kazakh State University.
- 1930 - Kazakh State University was transformed into the Kazakh Pedagogical Institute (KazPI).
- • 1935 - The Kazakh Pedagogical Institute was named after the great Kazakh educator Abai.
- • 1990 – Kazakh Pedagogical Institute named after Abay was transformed into the Kazakh State Pedagogical University named after Abai.
- • On November 24, 1992, by the Decree of the Cabinet of Ministers of the Republic of Kazakhstan, KazPI named after Abay was transformed into Almaty State University named after Abay.
- • 1993 - transition to a multi-level system of personnel training according to the "4 + 2" model of two-stage education.
 - 2000 - By the Decree of the Government of the Republic of Kazakhstan, ASU named after Abay was transformed into a closed joint stock company "Almaty University named after Abay".
 - December 2003 - in accordance with the Decree of the President of the Republic of Kazakhstan dated September 26, 2003 No. 1201, the university received the status of a national university and was transformed into the Republican State Enterprise "Kazakh National Pedagogical University named after Abay" on the right of economic management of the Ministry of Education and Science of the Republic of Kazakhstan (KazNPU named after Abai).
 - 2006 - KazNPU named after Abay is defined as a university, which is the base of the experiment of the Ministry of Education and Science of the Republic of Kazakhstan on the introduction of credit technology of education.



Today, Abai University is the first institution of higher education in the country with more than 90 years of history. Abai University is a major center of education, science and culture, one of the leading universities and a leader in teacher education in Kazakhstan.

The university has 30 departments, including 3 university-wide departments (Military Department, UNESCO Department of Pedagogy, Department of the Assembly of the People of Kazakhstan).

Mission of the university: “We train teachers who anticipate the needs of modern education based on advanced methods, national heritage and global approaches.

We raise the prestige of the teaching profession and act as a driver for the development of human capital.”

The international ranking is an indicator of the university's competitiveness at the national and global levels.

In the QS World University Rankings - 2023, Abai University took a position of 511 - 520, up 40 points compared to the result of last year.

QS Stars Rating System [DB2]: Received a high rating of 4 out of 5 stars for the first time with a score of 752 out of 1000. Received 5 stars in Teaching, Online Learning, Employability and Inclusiveness.

QS WUR by Subject 2022: ranked 62 in the world in the subject category Education and Training.

Times Higher Education (THE) Impact Rankings-2022: ranked 601-800, improving its last year result by 200 points and ranked first among Kazakhstani universities.

Webometrics Ranking of World Universities-2022: among 132 universities of the Republic of Kazakhstan, the university website entered the TOP-7 best universities in the country (January 2022 - 10th place).

QS Graduate Employability Rankings-2022: Top 501+ for the first time.

QS EECA University Rankings - 2022: Moved up to 70th (2021 - 82nd).

Times Higher Education World University Rankings-2022: first participated and marked with a new status - Reporter.

RankPro Worldwide Professional University Rankings: Ranked in the top 1000 global university rankings at 917.

UI GreenMetric World University Rankings-2021: ranked 659th.

In the national rankings of universities and educational programs, Abai University occupies a leading position among the country's pedagogical universities. In 2022, he took 1st place in the Institutional Ranking in the direction of "Pedagogical Sciences" (NAOKO), in the TOP-3 program rating included 13 EP (NAOKO) and 12 EP (KAZSEE), in the TOP-3 Ranking of Educational Programs (IAAR) includes 43 educational programs, 37 of which are pedagogical. In the National ranking of the demand for universities of the Republic of Kazakhstan-2021 IAAR, the University took 4th place among 20 universities of the Republic of Kazakhstan.

In accordance with international standards, a three-stage model of professional education (bachelor's degree - master's degree - doctoral PhD) is being implemented, based on the credit technology of education. Abai University provides training in three languages for 95 educational programs of undergraduate, 79 master's, 43 Ph.D., of which 91 educational programs of a pedagogical profile: bachelor's degree - 51, master's degree - 26, Ph.D. – 14. 76 educational programs of the University, including 57 EPs in education, are accredited by accreditation agencies ASIIN, ACQUIN (Germany); NAAR, NAOKO (Kazakhstan). In 2019, the university passed institutional accreditation at the NAOKO agency for a period of 5 years.

Since the 2017/2018 academic year, specialists have been trained in English in the following specialties: 5B011100-Physics, 5B011100-Informatics, 5B011200-Chemistry, 5B011300-Biology.

One of the important activities of the university is the deepening of the internationalization of education, the joint training of specialists with partner universities in 12 double-degree programs, including: bachelor's degree - 4, master's degree - 8: Moscow State Pedagogical University (Russia) - 1 EP; Pomeranian Academy in Slupsk (Poland) - 4 EP; Universities of INALCO, Poitiers, Lorraine, Strasbourg (France) - 7 OP.

Abai University is a collective member of 11 international organizations and associations. The university cooperates with 140+ universities from 33 countries of the world, including 20 universities from the TOP-500 of the Academic Ranking of World Universities (ARWU). Abai University implements 10 international scientific and educational projects Erasmus +, DAAD, GEKAVOC, Mevlana, etc. To promote the Kazakh culture and the heritage of the great Abai, 6 international educational Abai Centers were opened at the universities of China, Vietnam, Turkey, Russia, Poland.

Abai University has implemented a corporate governance system, there are UMO project management groups in the direction of training "6B01-7M01-8D01 Pedagogical Sciences" of the RUMS MN and HE of the RK, as well as the regional Council of Rectors.

14 scientific journals are published, 5 of them are included in the list recommended by CQAES MES and VO RK and included in the Kazakhstan citation base. There are 13 dissertation councils for awarding the degree of Doctor of Philosophy Ph.D., the Council of Young Scientists.

In order to individualize educational work, since the 2008/2009 academic year, a mentoring institution has been introduced instead of the traditional supervisory system. The "Code of Ethics for students and undergraduates of KazNPU named after Abai" was developed and adopted.

Abai University was the first among the universities of Kazakhstan to receive the international anti-corruption certificate ISO 37001-2016, the Anti-Corruption Council and the Parasat Center were established. The Abai University project "Accelerator of Kindness - Izgilik elshysi" has acquired the scale of a national volunteer movement, student youth from 17 universities of the republic participate in it.

For the patriotic, spiritual, moral, cultural and aesthetic education of students, lectures are given as part of the cycle "The Legacy of Great Personalities", meetings, debates, tournaments, events to improve medical literacy with the involvement of specialists from medical institutions are held in the main areas of educational work and youth policy. legal literacy. There is a psychological help office for students.

The infrastructure of the university, consisting of 15 educational buildings (374 classrooms, 65 educational and scientific laboratories and workshops, 52 specialized rooms, 37 computer classes, 9 language laboratories), 5 student hostels, a health center, food points, a sports complex named after M.Auezov, UPC "Ustaz", makes it possible to ensure the full implementation of the educational process, scientific research and cultural events. The library fund is about 1 million 725 thousand copies of literature. A university information and communication corporate network with Internet access has been created. The University has a permanent representation in the Internet space - a web portal under a third-level domain name: <https://abaiuniversity.edu.kz>.

Academic calendar 2022/2023 academic year
(this academic calendar is available on the Abay KazNPU website)

Courses	1 course SE	2 course SE, 1 course SPE	3 course SE 2 course SPE	3 course SPE	4 course SE
All institutes (pedagogical specialties, full-time)					
Fall semester					
orientation week	29.08-03.09.22	22.08 - 29.08.22 29.08-03.09.22	22.08 - 29.08.22	22.08- 29.08.22	22.08 - 29.08.22
Fall semester	05.09-17.12.22 (15 week.)	01.09 -10.12.22 (15 week.) 05.09-17.12.22 (15 week.)	03.10 -10.12.22 (10 week.)	01.09 -22.10.22 (8 week.)	01.09 -22.10.22 (8 week.)
Middle term control-1	24.10-29.10.22 (8 week.)	17.10-22.10.22 (8 week.) 24.10-29.10.22 (8 week.)	31.10-05.11.22 (5-я week.)	19.09-24.09.22	19.09-24.09.22
Middle term control -2	12.12-17.12.22 (15 week.)	05.12-10.12.22 (15-week.) 12.12-17.12.22 (15-week.)	05.12-10.12.22 (10-я week.)	17.10-22.10.22	17.10-22.10.22
Intermediate certification	19.12-31.12.22 (2 week.)	12.12 -31.12.22 (3 week.) 19.12-31.12.22 (2 week.)	12.12 -31.12.22 (3 week.)	24.10 -05.11.22 (2 week.)	24.10 -05.11.22 (2 week.)
Winter holiday	01.01-21.01.23 (3 week.)	01.01-21.01.23 (3 week.)	01.01-21.01.23 (3 week.)	26.12.22- 07.01.23 (2 week.)	26.12.22-07.01.23 (2 week.)
Practice	10.04.-22.04.23 (2 week.) ¹ 29.05-10.06.23 (2 week.)	01.09-10.12.22 (15 week.) ² 23.01-06.05.23 (15 week.) ³ 29.05-10.06.23 (2 week.)	01.09-01.10.22 (4 week.) 23.01-18.02.23 (4 week.) 20.02-25.02.23 (submission of reports)	12.09.-15.10.22 (5 week. . at university)) 07.11.-24.12.2022 (7 week) <hr/> 06.03.-29.04.23 (8 week.)	12.09.-15.10.22 (5 week. at university) 07.11.-24.12.2022 (7 week) <hr/> 27.02.-23.04.23 (8 week.)
Spring semester					
Spring semester	23.01-06.05.23 (15 week.)	23.01-06.05.23 (15 week.)	27.02-06.05.23 (10 week.)	09.01-25.02.23 (7 week.)	09.01-25.02.23 (7 week.)
Middle term control-1	13.03-18.03.23 (8 week.)	13.03-18.03.23 (8 week.)	27.03-01.04.23 (5-я week.)	23.01.-28.01.23	23.01.-28.01.23
Registration for 2022/2023 academic year	20.03-01.04.23 (2 week.)	20.03-01.04.23 (2 week.)	20.03-01.04.23 (2 week.)		
Middle term control-2	02.05-06.05.23 (15 week.)	02.05-06.05.23 (15 week.)	02.05-06.05.23 (10 week.)	20.02.-25.02.23	20.02.-25.02.23
Intermediate certification	10.05-27.05.23 (3 week.)	10.05-27.05.23 (3 week.)	10.05-27.05.23 (3 week.)	27.02.-04.03.23 (1 week.)	27.02.-04.03.23 (1 week.)
final examination				08.05-24.06.23 (7 week.) 19.12.22- 01.02.23 (7 week.)	08.05-24.06.23 (7 week.) 19.12.22-01.02.23 (7 week.)

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Writing a diploma / project				08.05 -03.06.23 (4 week.) 19.12.22- 14.01.23 (4 week.)	08.05 -03.06.23 (4 week.) 19.12.22-04.01.23 (4 week.)
Graduation project diploma				05.06-24.06.23 (3 week.) 16.01-01.02.23 (3 week.)	05.06-24.06.23 (3 week.) 16.01-01.02.23 (3 week.)
Summer semester	05.06-15.07.23 (6 week.)	05.06-15.07.23 (6 week.)	05.06-15.07.23 (6 week.)		
Summer holidays	01.07-21.08.23	01.07-21.08.23	01.07-21.08.23		

¹ Practice (1 week without interruption + 1 week with a break from classes)

² Practice (5 days of theoretical training, 1 day of educational practice)

³ Practice (5 days of theoretical training, 1 day of practical training)¹

Academic calendar 2022/2023 academic year

Courses	1,2 course SE, 1 course SPE	3,4 ¹ course SE, 2 course SPE	4,5 ² course SE 3 course SPE
Барлық институттар (педагогикалық емес мамандықтар, күндізгі оқу бөлімі)/ Все институты (непедагогические специальности, очная форма)			
Күзгі семестр/ Осенний семестр			
orientation week	29.08-03.09.22 22.08 - 29.08.22	22.08 - 29.08.22	22.08 - 29.08.22
Fall semester	05.09-17.12.22 (15 week.) 01.09 -10.12.22 (15 week.)	01.09 -10.12.22 (15 week.)	01.09 -10.12.22 (15 week.)
Middle term control-1	24.10-29.10.22 (8-я week.) 17.10-22.10.22 (8-я week.)	17.10-22.10.22 (8-я week.)	17.10-22.10.22 (8-я week.)
Middle term control -2	12.12-17.12.22 (15-я week.) 05.12-10.12.22 (15-я week.)	05.12-10.12.22 (15-я week.)	05.12-10.12.22 (15-я week.)
Intermediate certification	19.12-31.12.22 (2 week.) 12.12 -31.12.22 (3 week.)	12.12 -31.12.22 (3 week.)	12.12 -31.12.22 (3 week.)
Winter holiday	01.01-21.01.23 (3 week.)	01.01-21.01.23 (3 week.)	01.01-14.01.23 (2 week.)
Көктемгі семестр/ Весенний семестр			
Spring semester	23.01-06.05.23 (15 week.)	23.01-06.05.23 (15 week.)	
Practice		29.05-10.06.23 (2 week.)	16.01-08.04.23 (12 week.)
Middle term control-1	13.03-18.03.23 (8-я week.)	13.03-18.03.23 (8-я week.)	
Registration for 2022/2023 academic year	20.03-01.04.23 (2 week.)	20.03-01.04.23 (2 week.)	
Middle term control-2	02.05-06.05.23 (15-я week.)	02.05-06.05.23 (15-я week.)	
Intermediate certification	10.05-27.05.23 (3 week.)	10.05-27.05.23 (3 week.)	
final examination			08.05-24.06.23 (7 week.) 19.12.22-01.02.23 (7 week.)

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Writing a diploma / project			08.05 -03.06.23 (4 week.) 19.12.22-04.01.23 (4 week.)
Graduation project diploma			05.06-24.06.23 (3 week.) 16.01-01.02.23 (3 week.)
Summer semester	05.06-15.07.23 (6 week.)	05.06-15.07.23 (6 week.)	
Summer holidays	01.07-21.08.23	01.07-21.08.23	

¹ 4 course of specialties 5B042100-Design, 5B041400- Graphics, 5B041300-Painting

² 5 course of specialties 5B042100-Design, 5B041400- Graphics, 5B041300-Painting

Student calendar 2022/2023 academic year

Event	
Solemn event "Day of Knowledge"	September
Dedication to the students of "Menin tandauym - Abai University"	October
Festive event "Ұстаздық еткен zhalyқpas..."	October
Sports competitions "Sport densaulyk kepili"	Monthly
National festival of youth creativity "Abay alemi"	October
Student week "Students week" (competitions, sports competitions, e-sports, KVN, etc.)	November
"Choice of the Year - 2022" solemn event	November December
Tournament for the Rector's Cup in volleyball "Abai university cup" among schoolchildren in Almaty	January
Winter Spartakiad among employees "Health - 2023"	January
Competition of creative ideas "Start Project"	February
Republican aitys of young akyns "Menin pirim-Suyinbay"	February
Republican Debate Tournament for Rector's Cup	February
Ethnoexcursion "Studtour - Kasietti Zhol"	March, April
Gala evening dedicated to the International Women's Day "Ayel - Alem Anasy"	March
Historical and educational excursion "Uly Zhibek zholyment"	March, April
Festival "Students Spring"	April
Festive event "Az - Nauryz Abai Auylynda"	April
Championship in kazaksha kures among the universities of Almaty "Tuye paluan"	May
Competition of artworks "Uzdik plener"	May
Charity event "Abay uni"	May
Graduation ceremony "Bilimmen - bolashakka"	June
Summer labor work in the ranks of the labor detachment "Zhasyl el" and the Student construction detachment"	June August



Features of the organization of the educational process on credit technology of education

Credit technology of education – is an educational technology aimed at increasing the level of self-education and of self-education and creative development of knowledge based on individualization,

selectivity of the educational trajectory and accounting for the amount of mastered educational material in the form of loans.

Credit is a unified unit for measuring the volume of a student's/teacher's academic work.

The main tasks of organizing the educational process using credit technology are: унификация объема знаний;

- 1) creation of conditions for maximum individualization of education;
- 2) strengthening the role and effectiveness of students' independent work;
- 3) identification of real educational achievements of students on the basis of an effective procedure for their control.

Credit training technology includes:

- 1) introduction of a system of credits for assessing the labor costs of students and teachers in each discipline;
- 2) freedom of choice by students of the disciplines included in the QED, ensuring their direct participation in the choice of an individual educational trajectory;
- 3) freedom of choice by students of a teacher;
- 4) involvement in the educational process of advisors who assist students in choosing an educational trajectory;
- 5) use of interactive teaching methods;
- 6) use of a point-rating system for assessing the educational achievements of students in each academic discipline.

The task of the credit technology of education is to develop students' abilities for self-organization and self-education.

ORGANIZATION OF THE EDUCATIONAL PROCESS

Academic year 36 weeks		
<p>30 weeks theoretical training 15 weeks - autumn semester 15 weeks - spring semester</p>	<p>6 WEEKS final control (1-3 weeks each semester)</p>	<p>HOLIDAY winter - 2 or 3 weeks summer - 6 weeks</p>
<p>ACADEMIC PERIOD 1 semester - 15 weeks During the academic year 2 semesters: autumn and spring, (summer semester - optional)</p>	<p>2 APPROVALS 8th week (mid term) 15-week (end-of-semester)</p>	<p>1 FINAL control/exam (final)</p>

The educational process using credit technology of education is organized through the *following training and control activities*:

- • *classroom lessons*: lectures, practical (seminars), laboratory classes. Training sessions are conducted mainly in active creative forms (case studies, business games, trainings, debates, round tables, seminars).
- • *extracurricular activities*: student's independent work, individual consultations. The independent work of the student is divided into two parts: SROP (under the guidance of a teacher) and the SRO itself, which is performed completely independently. The entire volume of SRO is confirmed by tasks that require the student to daily work independently. SROP is carried out according to a separate schedule, which is not included in the general schedule of training sessions. The SROP includes consultations on the most complex issues of the curriculum, homework, term papers (projects), control of semester work, reports, etc.
 - *conducting educational and professional practices*, research work, preparation of a thesis.
 - *control of educational achievements of students*: current and midterm control (survey in the classroom, testing on the topics of the academic discipline, tests, defense of laboratory work, term papers, discussions, trainings, etc.), intermediate certification / final control (testing in sections of the academic discipline, exam, defense of reports on practices), final state certification (thesis defense, state interdisciplinary exam).

The study load of students is determined by the duration of an academic hour (50 minutes) and the volume of additional academic hours accompanying academic hours for various types of educational work, except for physical education classes.

The total teaching load, in addition to the classroom one, includes the following types of independent study work of the student: essays, abstracts, term papers (projects), laboratory work, preparation for various types of current, intermediate and final control, collection of materials and writing a thesis (project).

The volume of the study load of students is measured in credits mastered during the academic year for each academic discipline. For the entire period of study at the university, the student must master the required number of credits. A prerequisite for completing undergraduate studies is the student's mastering at least 240 credits of theoretical training, credits by type of practice, and final certification. As a rule, the development of the required credits for undergraduate programs is carried out in four academic years.



Students' choice of educational trajectory. Student's individual curriculum

The student, with the help of an academic mentor-adviser, forms an individual learning trajectory.

The basis for access to registration is:

- 1) passing all the prerequisites required for the study of a particular discipline;
- 2) the absence of financial debt for tuition fees;
- 3) passing by students of a comprehensive medical examination (at least once per academic year).

The student, on the basis of the educational program and QED, must choose compulsory and elective disciplines, which are reflected in the individual curriculum.

The choice of disciplines should be carried out with the ***obligatory consideration of the logical sequence of their study***. A student cannot be registered for a discipline if in the previous semester he did not master the prerequisites necessary for studying it.

The choice of basic disciplines is carried out taking into account the professional orientation of the student, but the IEP, at the request of the student, may include the disciplines declared in the block of basic disciplines in other specialties.

The student must register for a certain number of credits provided for in the standard curriculum of the specialty. Based on the educational program and the Catalog of elective disciplines of KazNPU named after Abai, the student chooses compulsory and elective disciplines, taking into account the required number of credits, which are reflected in the individual curriculum.

Students on a paid basis, depending on solvency, form of education, individual abilities, can form their own ISP with fewer credits than established for mastering the educational program of the corresponding level, but at the same time, the period of study increases.

If the student refuses to pass the discipline of the compulsory component provided for by the state compulsory standard of education, then he is obliged to register for this discipline in another semester for an additional fee. This condition also applies to students on a state educational grant.

Individual curriculum (IC), which determines the educational trajectory of each student separately, is formed according to the established form for each academic year personally by the student with the help of an advisor.

When compiling an ISP, the student must:

- get acquainted with the rules of organizing the educational process on credit technology of education;
- comply with the terms of registration for academic disciplines and changes in the ISP established by the Academic Calendar;
- enroll for at least the prescribed number of credits in the academic year to master the educational program of the appropriate level.

The student is responsible for compiling the ISP and the completeness of mastering the course of study in accordance with the requirements of the standard curriculum of the specialty.

ISP is approved by the director of the institute in triplicate: one is kept at the department and serves as the basis for monitoring the implementation and mastering of the professional curriculum by the student, the second is transferred to the registration department for organizing intermediate certification, the third is handed to the student.

A student within the framework of academic mobility has the right to study certain disciplines in other universities, including abroad.

In the case of studying individual disciplines in other universities, the student submits to the registration department of the university a transcript on these disciplines indicating the grades of the intermediate certification and the number of credits mastered for the subsequent registration of educational achievements.



The order of registration of students

In order to form an individual curriculum, the student must register.

Registration of students for the study of disciplines is organized by the registration department with methodological and advisory assistance from departments and advisers.

Registration for academic disciplines is carried out by students after a detailed discussion of their individual learning trajectory with an advisor, who provides explanations on the choice of disciplines in accordance with the standard curriculum and the Catalog of elective disciplines.

Registration of new applicants to Abai University is carried out before the start of the first semester during the orientation week. For this category of students, the basis for access to registration is an order to enroll in the number of university students and payment for a semester (if the training is paid).

During the orientation week, the terms of which are indicated in the Academic calendar, for new students to the university, a general acquaintance with the credit system of education, the procedure for registering for disciplines is carried out. During this period, meetings are held with representatives of the administration, directors of institutes, heads of departments, advisors. After consultation with the adviser, the newly enrolled in the university enrolls in the selected disciplines with an indication of the academic period of their study and thereby forms their individual curriculum for the upcoming academic year.

During the orientation week, the terms of which are indicated in the Academic calendar, for new students to the university, a general acquaintance with the credit system of education, the procedure for registering for disciplines is carried out. During this period, meetings are held with representatives of the administration, directors of institutes, heads of departments, advisors. After consultation with the adviser, the newly enrolled in the university enrolls in the selected disciplines with an indication of the academic period of their study and thereby forms their individual curriculum for the upcoming academic year.

The basis for access to registration is:

- passing all the prerequisites required for the study of a particular discipline;
- absence of financial arrears in tuition fees;
- passing by students of a comprehensive medical examination (at least once per academic year).

In the event that the number of students registered for this discipline during the registration period is less than the minimum established, then the discipline is not opened and is not included in the working curriculum, which is announced on the information stand and the educational portal of the university. Students who enroll in this discipline must submit an application for changes to the ISP by August 30th.

If a student who was transferred to the next course did not register for academic disciplines within the prescribed period and did not form his ISP, then the working curriculum of this course is taken as the basis for his training.

A student of the second year and older has the right to make changes to the ISP within the framework of the working curriculum of the specialty in the amount of no more than 10% of the total number of credits before the start of the theoretical training semester. ***The deadline for submitting the ISP to the registration department is the 1st week of the semester.***

Registration for the re-study of the discipline is carried out within the established terms of the general registration, but provides for an advance payment for tuition, since the re-study of the discipline is carried out only on a paid basis.

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Control and grading of educational achievements of students

The educational achievements of students in all types of training assignments and assignments are evaluated *according to the number-letter grading system for assessing knowledge:*

Grading by letter system	Number equivalent of grading	% equivalent of grading	Grading according to the traditional system
A	4,0	95-100	«Excellent»
A–	3,67	90-94	
B+	3,33	85-89	«Good»
B	3,0	80-84	
B–	2,67	75-79	
C+	2,33	70-74	
C	2,0	65-69	«Satisfactory»
C–	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	
FX	0,5	25-49	«Unsatisfactory»
F	0	0-49	

To check the educational achievements of students, the following **types of control of students' knowledge** are provided:

- ongoing monitoring of progress;
- intermediate examination;
- final examination.

Ongoing control of progress, intermediate and final certification of students are carried out in accordance with the approved terms of the Academic calendar.

The Ongoing control of students' progress is carried out on each topic of the academic discipline and includes the control of knowledge in classroom and extracurricular classes.

The assessment of the ongoing control (the assessment of the admission rating) is made up of the assessments of the current control in the classroom and the assessments of the midterm control (extracurricular activities).

The curriculum of the discipline defines various types of current monitoring of students' progress: oral survey, written control, combined control, presentation of homework, discussions, trainings, round tables, case studies, tests, etc.

The applied criteria and methods for assessing the educational achievements of students should be brought to their attention **at the first lesson in the academic discipline**.

The ongoing control of students' progress is carried out **on each topic of the academic discipline and includes the control of knowledge in the classroom (seminars and practical classes, for completed laboratory work) and extracurricular activities (homework, assignments for self-study)**.

Coursework, settlement-graphic and other types of work provided for by the curriculum must be defended before the start of the examination session and serve as admission to the exam in this discipline. *Grading for these types of work must necessarily be taken into account when calculating the rating (that is, when summing up the rating control) admission in the discipline.*

With the current monitoring of progress, the educational achievements of students are evaluated on a **100-point** scale for each completed task (answer in current classes, homework, self-study, midterm control). A similar approach is used in assessing the educational achievements of students during the period of intermediate and final certification.

The current control of the progress of students of distance learning is carried out both before the start and during the training and examination session, which is carried out in accordance with the Academic calendar. At the same time, a distance learning student, before the start of the educational and examination session, submits all types of control and settlement and graphic works, term papers (projects), as well as certain types of homework, SIW, midterm control in accordance with the curriculum of the discipline.

When conducting training sessions in the distance learning format, attendance is taken into account by the teacher based on the video broadcast of the stream from the account of each of the students, as well as data (logs) on the actions of the participants in the online session, regardless of the platform and service used (UNIVER, LMS MOODLE, ZOOM etc) .

In the absence of constant visual contact with the student using the platform or service used, the teacher fixes the absence of the lesson by the student for an unexcused reason. If there are technical problems that make it impossible to broadcast the video stream, confirmation of the actual participation of the student in the lesson is the responsibility of the teacher (periodic voice survey, content survey for engagement, etc.).

When conducting training sessions (broadcasting a video stream) in the distance learning format, teachers and students are required to observe visual and speech etiquette, namely: to comply with the requirements for a neat appearance, not to allow the demonstration of open parts of the body, obscene, provocative or violating the norms of the legislation of the Republic of Kazakhstan images, including on clothing and background, not to involve in the broadcast of persons who are not students of this course, not to show pets, not to perform any other actions that may lead to distraction or disruption of the normal course of the lesson or other academic event. If the student violates these requirements, the teacher or any other person with academic administrative authority must terminate or block the student's access to this lesson/event and fix the fact of missing the lesson without a good reason. Depending on the nature of violations of these rules, the university administration, teachers and students have the right to apply to the relevant committee of the higher school in order to bring the violator to disciplinary responsibility.

Intermediate examination in the format of distance learning using proctoring technology takes place strictly according to the approved schedule. All exams are held only on the official information and educational platforms of the university: UNIVER, LMS MOODLE.

Records on the results of current monitoring and assessment of knowledge are maintained through regular registration of educational achievements of students.

Midterm examination – is the control of educational achievements, carried out upon completion of a section (module) of one academic discipline.

It is held at least twice (*on the 8th and 15th weeks of theoretical training*) during one academic period within one academic discipline.

The form of current and boundary control, depending on the specifics of the discipline, is established by the teaching teacher.

Thus, current and boundary control can be carried out in the form of colloquia, computer or blank testing, written tests, assessment of students' participation in disputes, round tables, business games, solving situational problems, etc.

Detailed information about the forms of conducting current and midterm control of educational achievements, types of tasks, deadlines for their implementation and distribution of rating points by discipline is included in the discipline syllabus and brought to the attention of students in *the first week of the semester*.

If, according to the curriculum, only the term paper (project) is defined as the form of control for the discipline, then the assessment for the defense of the term paper (project) is the final grade for the discipline as a whole.

For the current control of students' knowledge, the validity and objectivity of the assessment of midterm control is the responsibility of the teacher conducting the classes

Changes in the results of current and midterm control of knowledge in order to improve them are not allowed.

According to the results of the rating of students provided by the registration department, ***the director of the institute can inform parents about absenteeism or poor progress of students, i.e. take preventive measures.***

When calculating the rating of admission, the assessments for the protection of settlement-graphic, term papers provided for by the curriculum are ***necessarily taken into account***

The assessment of the rating of admission to the midterm examination (exam) is ***cumulative*** and consists of the assessments of the current progress control and the assessments of the midterm control (2 midterm controls during the semester). ***The final result of the current monitoring of progress (evaluation of the admission rating) is summed up by calculating the arithmetic mean of all marks received during the academic period.***

The assessment of the midterm control of students is entered by the teaching staff into the statement in the UNIVER system ***no later than the Monday following the attestation week.***

Students who do not have a positive rating score (less than 50%) are not allowed to interim certification in the relevant discipline.

Students who have not defended term papers (projects) ***are not allowed to interim certification in the relevant discipline.***

Intermediate attestation of students is carried out during the winter / summer examination session.

Control and evaluation of educational achievements of students are carried out in accordance with the internal regulatory documents of KazNPU named after Abay: ***Instructions for the preparation and execution of test tasks, Instructions for organizing and conducting testing of students, Instructions for organizing and conducting written exams***, which are posted on the website www.kaznpu.kz

The organization and conduct of the intermediate attestation of university students is entrusted to the Registration Department.

Forms of intermediate certification:

- testing;
- oral exam;

- a written exam.

Examinations serve as a form of checking the educational achievements of students throughout the professional curriculum of the discipline and aim to evaluate educational achievements for the academic period.

The form and procedure for conducting the exam for each academic discipline is established ***no later than one month from the beginning of the academic period.***

Various types of students' learning achievement meters are used: control questions, tickets, tests (open, closed, combined, for compliance, essays, etc.), tasks of laboratory, calculation-graphic, term papers and other works corresponding to the curriculum of the discipline.

Control, assessment of knowledge of full-time and distance learning students is carried out on the basis of ***common meters.***

Cards are developed on the basis of control questions and should provide an opportunity to evaluate the educational achievements of students in the entire discipline as a whole. The ticket, as a rule, includes three or four questions from different sections (modules) of the discipline. If the discipline has a practical orientation, then one of the questions should be formulated to identify skills in solving a problem, performing calculations, etc.

Tests are developed on the basis of test items. One test, as a rule, includes 20 test items.

With a ***test form***, it is allowed to establish a comprehensive exam in two or more disciplines in compliance with the principle of their profile and affinity.

Testing is carried out in the form of interactive testing. Interactive testing is carried out using a computer, based on the "Hardware and software complex" UNIVER ".

In the oral form of the examination, it is not allowed to pass two or more exams on the same day.

To conduct an oral exam, as well as to check written examination papers, a chairman and members of the commission are appointed from among leading professors, associate professors who have qualifications corresponding to the profile of a given academic discipline, and, as a rule, ***did not conduct training sessions in this academic group (line).***

The frequency and duration of the intermediate certification (at least 1 week) is determined by the Academic calendar. Based on the Academic Calendar, an exam schedule is compiled, which is approved by the Vice-Rector for Academic Affairs and brought to the attention of students and teachers ***no later than 2 weeks before the start of the examination session.***

Admission to the examination session is carried out in two stages:

at the first stage, by the general order of the director of the institute, students are admitted to the examination session who **do not have arrears in tuition fees, academic debts on prerequisites, who are not on academic leave or on long-term treatment**;

at the second stage, the registration department carries out automatic admission to the exam in the discipline based **on the assessment of the admission rating**, determined by the results of the current and boundary control of progress.

Students must pass all exams in strict accordance with the individual curriculum according to the approved curriculum of disciplines, the same for all forms of education.

In some cases (due to illness, family and work circumstances), the student is allowed to pass the session according to **an individual schedule**.

Passing an examination session on an individual schedule is **allowed if a confirming certificate is provided**: on illness, in connection with the birth of a child, with the death of close relatives, in connection with a business or study trip.

If the student, who completed the discipline program in full, did not appear for the exam, in the examination sheet, opposite his surname, the mark **“did not appear”** is made. If there is a **good reason** for this student, an **individual exam schedule** is established. In the absence of a valid reason, failure to appear for the exam is equated to an **“unsatisfactory”** grade.

To obtain a positive assessment, a student **on a paid basis in the next academic period or in the summer semester** again attends all types of training sessions provided for by the working curriculum for this discipline, receives admission and passes the final control. In this case, the student again goes through the procedure for enrolling in an academic discipline.

A positive assessment of the intermediate certification (exam) (“excellent”: A-, A; “good”: C +, B-, B, B +, “satisfactory”: D, D +, C-, C) is recorded in the examination sheet on the academic discipline and the student's record book indicating the credits earned. Grade F "unsatisfactory" is recorded only in the examination sheet.

A student who does not agree with the result of the final control has the right to file an application online for an **appeal** no later than the next working day after the exam in the name of the chairman of the appeal commission (director of the institute).

The appeal is initiated by the student in the following cases:

- test tasks or examination questions are worded incorrectly;
- test tasks contain several correct answers;
- test tasks do not contain the correct answer;
- test items include the same questions;

- Test items or exam questions are outside the scope of the typical curriculum.

The Appeal Commission may consider the student's application for an appeal without his participation, according to his application.

The Appeal Commission, within 24 hours after the submission of the appeal, must make an appropriate decision on revising the assessment or maintaining the original assessment.

The decision of the Appeals Commission is made on the basis of a repeated commission consideration of the results of the examination.

The decision is approved by a majority vote of the members of the Appeal Commission, is final and is not subject to revision. The results of the appeal are recorded in the minutes.

Based on the decision of the Appeal Commission, the registration department compiles an individual examination sheet for the student (including the appeal), which is attached to the main examination sheet.

After completing the exam in each discipline, the student is given a **final grade**, which serves as an assessment of his educational achievements.

The final grade is calculated by the formula:

$$И = \frac{P1 + P2}{2} \times 0,6 + \Xi \times 0,4 \quad (\text{for full-time education})$$

$$И = P \times 0,6 + \Xi \times 0,4 \quad (\text{for distance learning), where}$$

И – final grade in the discipline;

P – evaluating the admission rating of a part-time student;

P1 – assessment of the first admission rating of a full-time student;

P2 – evaluation of the second admission rating of a full-time student;

Ξ – examination grade in the discipline.

The final grade for the discipline includes the grades of the admission rating (arithmetic mean of the grades based on the results of the current and intermediate controls) and the final control.

The assessment of the current progress control (admission rating) is **at least 60%** of the final grade of knowledge in the discipline, and the exam grade is **at least 40%** of the final grade of knowledge in the discipline.

A positive final grade serves as the basis for supplementing the mastered credits with a set number of credits in the relevant discipline and is recorded in the student's transcript.

When a student receives an “unsatisfactory” grade for an intermediate attestation (exam), ***the final grade for the discipline is not calculated.***

Documents submitted on the state of health after receiving an unsatisfactory examination mark are not considered.

It is ***not allowed to retake a positive assessment in the final control*** in order to increase it during the same period of intermediate certification.

Retaking a positive assessment of the final control is carried out *on a paid basis in the next academic period or in the summer semester*.

In case of receiving an F grade, the student has the right to repeat the discipline (Retake), but not more than three times. Re-passing the discipline is carried out only on a paid basis.

A student who has received an unsatisfactory grade *in an elective discipline* has the right to re-study the same discipline in the prescribed manner or replace it with another elective discipline. The change of discipline must be agreed with the adviser.

To retake the exam from an “unsatisfactory” grade to a positive one, a student in the next academic period or in the summer semester re-attends all types of training sessions provided for by the working curriculum for this discipline, receives admission and passes the final control.

In this case, the student again goes through the procedure for enrolling in an academic discipline.

At the end of the academic year, *taking into account the results of the summer semester*, the registration department calculates *the student's average score (GPA)* as a weighted average of the student's level of educational achievement (the ratio of the sum of the products of credits and the final grade in the discipline in digital terms to the sum of credits for the current academic period). GPA is fixed in the student's transcript.

GPA is calculated using the formula:

$$GPA = \frac{Uy1 * K1 + Uy2 * K1 + \dots Uy_n * Kn}{K1 + K2 + \dots Kn}$$

Uy1 – final grades in disciplines in digital terms;

K1..... – volumes of disciplines studied in credits;

n – the number of disciplines studied for the entire period of study.

GPA Calculation Example:

Discipline	Amount of credits	Grading by letter system	Numeral equivalent
History of Kazakhstan	3	A	4,00
Sociology	2	B	3,00
Physics	3	F	0,00

History of Kazakhstan 4,00 x 3 = 12

Sociology 3,00 x 2 = 6

Physics 0,00 x 3 = 0

Sum of works = 12 + 6 + 0 = 18

Total number of credits = 3+2+3 = 8

GPA = Sum of works / total number of credits = 18 / 8 = 2,25.

There is a ***GPA calculator*** on the page of the Registration Department of the Abai KazNPU website www.kaznpu.kz, with the help of which a university student can independently calculate the current GPA of the examination session.

At the end of the academic year, based on the results of the examination sessions, students are transferred from course to course. Students who have scored the minimum level of the transfer score, on the basis of the presentation of the director of the institute, by order of the rector, are transferred to the next course.

A student who has not scored a transfer score at the end of the academic year, taking into account the results of the summer semester, remains for a second course of study.

The value of the minimum transfer score for transferring from course to course in the context of courses of study is established by the Academic Council.

The following minimum transferable GPA score has been approved for this academic year:

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- ***from the 1st course to the 2nd – 2,00;***
- ***from the 2nd course to the 3rd – 2,20;***
- ***from 3rd year to 4th – 2,30;***
- ***from the 4th course to the 5th – 2,40***

A student who has completed the course program in full, but has not scored the minimum transfer score, in order to improve his grade point average (GPA), is given the opportunity in the summer semester to re-study certain disciplines on a paid basis (***with the exception of the discipline "History of Kazakhstan", in which pass the state exam***) and retake the exams on them.

With a positive result of re-passing the exam, the final grade is recalculated, which is recorded in the examination sheet and transcript. ***When calculating the GPA, the latest grades in the academic discipline are taken into account.***

The transcript records all the final grades of the student, including the positive results of re-passing exams.

A student who has gained the minimum level of a transfer score and transferred to the next course of study, ***if there is an academic debt***, re-studies the relevant disciplines on a paid basis and eliminates academic debts.

A student left for a ***repetition course of study*** can study according to a previously adopted individual curriculum or form a new individual curriculum.

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A student on a state educational grant who has scored a transferable GPA score, but is transferred to the next course of study with academic debts, does ***not lose the educational grant***.

In this case, the student must, on a paid basis, re-study the disciplines in which he has debts and pass exams on them.

A student on a state educational grant, left for a repited course of study, is deprived of a state educational grant for a further period of study.

To complete the training within the standard training period, the trainee is recommended to comply with the requirements for transferring from course to course. The course status changes regardless of the year of study if the student gains:

for 2nd year status - from 60 to 90 credits;

for 3rd year status - from 120 credits to 180 credits;

for the status of the 4th course - from 180 credits.

Academic debt disciplines are not prerequisites for disciplines studied in the next semester.

The registration office maintains a history of student learning achievements throughout the entire period of study, which is reflected in the transcript. ***The transcript is issued at the request of the student for any period of his training.***

Based on the results of the intermediate certification, the Registration Department compiles the ***academic rating of students***.

Elimination of academic debt



A student's academic debt arises as a result of a low rating in a discipline, receiving an unsatisfactory grade in an exam, or failing to appear for an exam.

In this case, the student does not collect the number of credits necessary to complete the current academic period.

The registration department sends to the directorate of the institute summary statements with the final results of the assessment of students' knowledge, by which students with academic debts are identified.

In case of missing classes during the semester, teachers send the student to the directorate for admission. In the directorate, on this occasion, an entry is made in the Journal of issuing admissions to classes. The student receives an explanatory note in writing or a certificate confirming the absence from classes for a good reason. After establishing the reason for the absence of classes, the directorate of the institute makes a decision on issuing or not issuing admission to classes.

The Directorate issues admission to classes on the basis of:

- submitted explanatory;
- submitted objective evidence of a good reason for missing classes (for example, a summons to the military registration and enlistment office).

With a significant number of missed classes for an unexcused reason (more than 40 hours), the directorate has the right to submit a submission for the expulsion of the student or deprive the student of scholarships.

The expulsion of a student is formalized by order of the rector of the university.

If the student missed a ***non-critical number of classes for objective reasons*** (for example, due to illness), then he is given the opportunity to master the educational material of the missed classes on his own.

SIW for studying the educational material of missed classes is controlled by the teacher in the form of tests, tests, abstracts, essays, reports, etc.

In the case when a student has absenteeism for an ***unexcused reason***, additional measures of an educational nature may be applied to him:

- calling the student's parents;
- interview with a mentor.

Educational activities should be aimed at establishing the reasons for absenteeism. If there are problems related to social conditions, the mentor can submit a request to the Directorate for the improvement of these conditions as a corrective action.

In case of receiving an unsatisfactory grade based on the results of control and assessment of knowledge:

- students with grades below the admission rating in the academic discipline are not allowed to take intermediate attestation (exam);
- students who have not passed term papers are not allowed to take the exam in the relevant discipline;

- in some cases (due to illness, family and work circumstances, subject to the provision of a confirming certificate, a certificate of incapacity for work - for working students of distance learning), the student is allowed to take an examination session according to an individual schedule, upon presentation of supporting documents: (certificates, travel sheets, etc.); d.);

- in order to retake the exam from an “unsatisfactory” to a positive grade, the student is given the opportunity in the next academic period or in the summer semester to study the relevant disciplines on a paid basis after re-enrollment, fulfill the requirements of the current, boundary control, obtain admission and pass the final control of knowledge.

Based on the results of the current, midterm and final control of knowledge, the ***mentor of the group*** finds out the reasons that caused the absence of classes by the student or his poor progress.

The mentor, together with the directorate, the council of mentors of the institute, organizes the necessary assistance to students who do not have time for a good reason.

In the future, ***the mentor monitors the implementation of the planned activities and their effectiveness.***

The teacher who conducts the training sessions also controls the process of eliminating academic debts by the student. To this end, the teacher:

- appoints, if necessary, time for consultations;
- organizes the reception of detentions, if necessary;
- sets the deadline for passing the intermediate certification according to an individual schedule (in the case of providing students with a confirming certificate of a good reason for not attending the exam);
 - conducts repeated intermediate certification;
 - maintains the necessary records (journal, statements of boundary control, intermediate certification).

On an ongoing basis, the ***analysis of records*** (lists of midterm control, intermediate certification) is carried out in order to identify the causes of debts. This work is carried out by the Directorate.

If a ***student on a state educational grant*** has not collected the required number of credits provided for by the working curriculum, he has the right to re-study the relevant disciplines ***on a paid basis.***

Students with academic debts are not subject to expulsion.

A student who has received an unsatisfactory grade in ***the final state attestation*** is expelled from the university with the issuance of a Certificate as having not completed higher education.

A student who has not passed the final certification, by order of the rector of the university, is allowed to *re-final certification of the next academic year*.

Repeated final attestation is carried out *only for those forms for which students received an unsatisfactory grade in the previous final attestation*.

On an ongoing basis, the **analysis of records** (lists of midterm control, intermediate certification) is carried out in order to identify the causes of debts. This work is carried out by the Directorate.

Organization and passage of the summer semester



The summer semester is organized at the initiative of the student to meet the needs for additional training, adjusting the individual curriculum, eliminating academic debt or differences in curricula.

The duration of the summer semester (at least 6 weeks) is determined by the Academic calendar of the educational process in the context of specialties and courses.

The following students are eligible for the summer semester:

- those who achieve "good" and "excellent" grades (for additional accelerated training, including students from other universities);
- not admitted to interim certification based on the results of rating control;
- having academic debts for past academic periods;
- those who completed the course program in full, but did not score the minimum transferable score, in order to increase the average grade point (GPA) by re-studying certain disciplines (with the exception of the discipline "History of Kazakhstan", for which the state exam is taken);
- having an academic difference during restoration, transfer, return from academic leave;
- students from other universities as part of academic mobility.

Students of disciplines can be both students of KazNPU named after Abai, and persons who are not enrolled in the number of students at the university, but who have paid for training in this discipline.

Before the start of the summer examination session, the student submits to the Registrar's office a reasoned statement of intent to participate in the summer semester. A student can register for a **maximum of 27 ECTS credits**.

Financing of education in the summer semester is carried out only at the expense of the student, regardless of the form of education (paid or grant).

In the summer semester, all types of control of educational achievements are used: current, milestone control of progress, intermediate certification by the decision of the university administration.

The educational achievements of students in the summer semester are evaluated according to the ***point-rating letter system of knowledge assessment***.

The results of exams in the disciplines of the curriculum of the specialty, mastered during the summer semester, are taken into account when calculating the transfer score (GPA) ***for the course completed in the current academic year***.

Students from other higher educational institutions who have completed training in the summer semester of KazNPU named after Abai as part of the academic mobility of students are ***given a transcript to re-credit credits in mastered disciplines***.



Organization and internship

Professional practice is a mandatory component of the higher education curriculum. It is divided into educational, pedagogical, industrial. The total volume of all types of practices is at least 8 ECTS, in the specialties of the Education group - from 8 to 24 ECTS, in the specialties of the Engineering Science and Technology group - from 8 to 20 ECTS.

All types of professional practices of students are carried out in accordance with the approved Academic calendar (taking into account the capabilities of the educational and production base of the university and organizations - bases of practice) and an individual work plan in the amount established by the State Educational Standard of Higher and Postgraduate Education and the educational program.

The bases of educational and educational practices are educational workshops, laboratories, other educational and auxiliary units of the university, as well as organizations corresponding to future professional activities.

The bases of pedagogical practice are educational organizations that provide secondary general education, primary vocational education, and secondary vocational education.

The production practice of students is carried out, as a rule, in institutions and organizations, at enterprises that are the bases of practices corresponding to the profile of the specialty, in accordance with existing contracts for the provision of a practice base.

Students are provided with a **syllabus** containing the basic requirements for internship. The program is developed by the graduating department, taking into account the profile of the specialty, the nature of the organization, the enterprise, and is approved by the council of the institute. The syllabus of practice is compiled by the head of practice from the institute for the current academic year and is approved by the director of the institute.

During the internship, the student must:

- fully fulfill the schedule of individual tasks of the department, the practice program, keep a diary of practice in the form established by the university;
- comply with the internal regulations in force on the relevant basis of practice;
- study and strictly follow the rules of labor protection, safety and industrial

sanitation;

- participate in operational work on the instructions of the relevant department;
- submit to the head of the practice in the prescribed form a written report, a diary signed by the head of the base of practice on the completion of all tasks.

Before the start of the practice, the head of practice organizes the necessary preparation of students for practice, conducts consultations in accordance with the program of practice, monitors the progress of the practice, checks the reports of students in practice, submits a written review of the practice to the department, and receives the defense of practice reports.

The undergraduate educational program includes various types of professional practices: educational and introductory, educational computational, psychological and pedagogical, special, continuous pedagogical, industrial, etc.

The purpose of the educational practice is to familiarize the student with the activities of the university, the educational programs being implemented, the specialty being taught, the types of functions and tasks of future professional activity.

Students of pedagogical specialties, in accordance with the concluded agreements, after completing the study of a cycle of special disciplines for which pedagogical practice is provided, or a theoretical course of study as a whole, undergo pedagogical practice.

The purpose of pedagogical practice is to consolidate and deepen knowledge in general scientific, cultural, psychological and pedagogical, methodological and special disciplines, as well as to form pedagogical skills and competencies based on theoretical knowledge.

Pedagogical practice is aimed at combining general scientific, didactic, methodological, subject and psychological-pedagogical training.

Pedagogical practice programs are developed and approved by the graduating department or specialized department.

Industrial practice in the final year is organized after the completion of theoretical training.

The purpose of the internship is to consolidate key competencies, acquire practical skills and professional experience in the specialty being trained.

Organization and conduct of the state exam on the History of Kazakhstan



A mandatory requirement for all academic undergraduate programs at Abai University is the study of the course "History of Kazakhstan".

The state exam in the discipline "History of Kazakhstan" is held upon completion of its study in the same semester during the period of intermediate certification, according to the Academic calendar.

Students enrolled in shortened educational programs with an accelerated period of study on the basis of secondary vocational education study the discipline "History of Kazakhstan" and pass the state exam in this discipline.

To take the state exam in the discipline "History of Kazakhstan" for the calendar year, the State Examination Commission (SEC) is formed, consisting of the chairman and members of the commission.

Meetings of the SEC are drawn up in a personal protocol for each student and signed by the chairman and members of the commission who participated in the meeting.

If the student did not appear at the meeting of the SEC, then in the protocol opposite his surname a note "did not appear" is made.

The results of the state exam are evaluated according to the point-rating letter system for assessing the knowledge of students.

A student who disagrees with the result of the state exam can file an appeal no later than the next day after the SEC.



Transfer and restoration of students

Translation of university students is carried out from course to course, from one form of education to another, from one language department to another, from one specialty to another, also from other educational organizations that have passed state certification.

Applications of full-time students for transfer and restoration are considered by the rector of the university during the summer and winter holidays within five working days before the start of the next academic period.

Applications of distance learning students for transfer and restoration are considered by the rector of the university within one month, but no later than five days before the start of the next examination session.

During the transfer and restoration of students, the academic difference in the disciplines of the working curricula studied by them in previous academic periods is determined. The academic difference in the disciplines of working curricula is determined on the basis of the list of studied disciplines, their programs and volumes in academic hours or credits reflected in the transcript, or a certificate issued to persons who have not completed their education (hereinafter referred to as the Certificate).

When transferring and reinstating a student from a foreign educational organization, a document on mastered curricula (academic certificate, transcript), as well as a document on completion of the previous level of education, which must undergo the nostrification procedure in the Republic of Kazakhstan in the prescribed manner, is submitted.

To eliminate the academic difference in the disciplines of the working curriculum, the student registers for the study of the relevant disciplines, attends all types of training sessions during the academic period, passes all types of current control, and receives admission to the final control.

If the disciplines of academic difference are not included in the schedule of studies of the current academic period, the student enrolls in them in the summer semester.

The academic difference in the disciplines of the working curriculum, not eliminated within the prescribed period, is further accounted for as an academic debt.

A prerequisite for the transfer of a student from course to course is the student's achievement of a grade point average (GPA) not lower than the transfer score established by the protocol decision of the Academic Council of Abay University.

Students can transfer or recover after expulsion if they have completed the

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first academic period of the program being mastered in accordance with the individual curriculum. At the same time, the student can be transferred or reinstated to any form of education, to any specialty and to any university, regardless of the terms of expulsion upon restoration.

When transferring and restoring students, the course of study is determined taking into account prerequisites. The recalculation of disbursed loans is made according to the educational trajectory required for the development of the relevant educational program.

When determining the difference in the disciplines, the difference in the forms of the final control is not taken into account. The credit is equated to the letter system for assessing the educational achievements of a student in the range from the minimum D (1.0; 50-54%) to the maximum A (4.0; 95-100%).

The transfer of students from course to course is made out by order of the rector following the results of the summer examination session (intermediate certification), taking into account the results of the summer semester and the achieved transfer score.

A student on an educational grant who has scored the established transfer score and is transferred to the next course if there is an academic debt, liquidates it on a paid basis, while retaining the educational grant.

A student on an educational grant, left for a second course of study, loses the grant and studies on a paid basis.

A student studying on an educational grant can transfer to another university while retaining the educational grant.

Students who entered the target places on an educational grant approved for Abai University, as well as pedagogical specialties within the allocated quota, can be transferred to another university only on a fee basis. The transfer of students and undergraduates from other universities to Abai University, which has the status of a national university, is carried out only on a paid basis. At the same time, the student must have excellent and good academic performance, as well as a certificate of unified national testing or comprehensive testing not lower than the established scores.

When transferring and reinstating a student from a foreign educational organization, a document on mastered curricula (academic certificate, transcript), as well as a document on completion of the previous level of education, which must undergo the nostrification procedure in the Republic of Kazakhstan in the prescribed manner, is submitted.

In the absence of a certificate of a unified national testing or comprehensive testing, the student, before issuing an order for transfer, passes a comprehensive testing.

The transfer of doctoral students and undergraduates teaching under the state educational order is allowed by redistributing the Ministry of Science and Higher Education of the Republic of Kazakhstan of the state educational order.

When transferring to Abai KazNPU, the student must submit the following documents:

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- a copy of the application addressed to the rector of the university where he studied, with a visa on consent to the transfer, sealed;
- an application addressed to the rector of the university for a transfer indicating the difference in curricula, course, semester of study with visas of the Vice-Rector for Academic Affairs, the Director of the Institute, the Director of the Department for Academic Affairs, the head of the Registrar's office;
- a transcript confirming excellent and good academic performance;
- a copy of the license of the university where he studied, to conduct educational activities in this specialty;
- a copy of the certificate of passing the UNT or CT with a score not lower than that established for the national university;
- a copy of the educational grant holder's certificate.

The procedure for transferring a student to Abai KazNPU is carried out in the following order:

- the director of the institute, on the basis of the submitted documents, determines the difference in the disciplines in the curricula and, in accordance with the mastered prerequisites, establishes the course of study, re-credits the mastered credits in accordance with the educational program and approves the individual curriculum of the student in agreement with the office of the Registrar;
- in accordance with the visas of the vice-rector for academic affairs, the director of the institute, the director of the department for academic affairs, the head of the Registrar's office, the rector of the university issues an order to transfer the student.

The rector of Abai KazNPU, within three working days from the date of issue of the order, sends a written request to the university where the student previously studied, about sending his personal file. A copy of the order on enrolling the student by transfer is attached to the request.

The head of the university where the student previously studied, after receiving such a request, issues an expulsion order with the wording “expelled in connection with the transfer to Abai KazNPU” and within three working days from the date of issuance of the expulsion order sends the student’s personal file to the address of the university.

The transfer of a student at another university on an educational grant to the Abai KazNPU to the course below is possible only on a paid basis. The transfer of a student from one specialty to another, from one form of education to another is carried out only on a paid basis.

The transfer of a student on a paid basis from one specialty and form of study to another within the university is formalized by order of the rector and is accompanied by the introduction of appropriate amendments to the contract.

The procedure and terms for eliminating the academic difference in the disciplines of the curricula are drawn up by order of the director of the institute for the current academic year and are included in the student's individual curriculum.

A student on a paid basis, expelled for non-payment of tuition fees, in case of repayment of this debt, can be restored within four weeks from the date of

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expulsion.

Restoration in the number of students and the elimination of the difference in disciplines in the curricula is carried out only on a paid basis.

The recovery procedure is carried out in the following order:

- the student submits an application for reinstatement addressed to the Rector of the University. Certificate (original) is attached to the application for restoration;

- the director of the institute, on the basis of the submitted certificate, determines the difference in the disciplines of the curricula and, in accordance with the mastered prerequisites, establishes the course of study, re-credits the mastered credits in accordance with the educational program and approves the student's individual curriculum in agreement with the registration department;

- in accordance with the visas of the vice-rector for academic affairs, the director of the institute, the director of the department for academic affairs, the head of the Registrar's office, the rector of the university issues an order to reinstate the student.

A student on an educational grant who has a conclusion of a medical advisory commission on the prohibition to study in this specialty as a result of a disease acquired during the training period is transferred from one specialty to another to an existing vacant place on an educational grant. All applications for transfer and restoration are submitted to the “Shapagat”.



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Expulsion of students

A student of Abai KazNPU can be expelled:

- *for academic failure;*
- *for violating the principles of the Academic Integrity Code;*

- *for violation of the Internal Regulations and the Charter of the university (including the systematic absence of classes without a valid reason for more than 40 hours);*
- *for violation of the terms of the contract for the provision of educational services, including for non-payment of tuition fees);*
- *at your own request.*

Valid reasons for missing classes may be medical indications, confirmed by a certificate from a student clinic (for full-time students), a certificate of incapacity for work (for working students of part-time education), provided within 3 days after the illness, departure on a business trip abroad, participation in sports and other events of the republican level with the consent of the university administration, as well as force majeure.

Students, holders of educational grants, expelled from the university, lose their educational grant.

Students who have not concluded the Agreement for the Provision of Educational Services for Compensation within the prescribed period (before September 10 of the current year) are subject to expulsion for violation of academic discipline (non-payment of tuition).

A person expelled from the university is given a transcript.

Academic leave and academic break



Academic leave is a period for which students in educational institutions temporarily interrupt their studies for medical reasons and in other exceptional cases.

When an academic leave is granted to a person studying on the basis of a state educational order, the right to further education on the basis of a state educational order remains with him, and the financing of his education is interrupted (with the exception of the financing of expenses provided for the payment of scholarships in the prescribed manner to grant holders who are in academic vacation on the basis of the conclusion of the medical advisory commission in accordance with paragraph 14 of the Decree of the Government of the Republic of Kazakhstan dated February 7, 2008 No. 116) for the period of academic leave granted, which is renewed after its completion.

When an academic leave is granted to a student on a paid basis, tuition fees are suspended for the period of academic leave. To apply for an academic leave, the student submits an application addressed to the rector of the university and submits documents confirming the validity of the interruption of studies.

Academic leave for medical reasons is granted to the student on the basis of:

- the conclusions of the medical advisory commission at the outpatient organization lasting from 6 to 12 months due to illness;
 - conclusions of the central medical advisory commission at the anti-tuberculosis medical organization in case of tuberculosis.
- Academic leave may also be granted on the basis of:
- summons for conscription into the ranks of the Armed Forces of the Republic of Kazakhstan for the period of conscription for military service;
 - in cases established by law;
 - birth, adoption or adoption of a child up to 3 years, in cases established by law;
 - in other cases stipulated by the legislation.

Based on the submitted documents, the Rector of the University within 3 working days issues an order to grant the student an academic leave, indicating its start and end dates.

A student who has returned from an academic leave, before the start of the next academic period, submits an application addressed to the rector of the university and submits a certificate of the outpatient organization on the state of health from the medical organization that observed the patient, with a conclusion on the possibility of continuing education in this specialty - if the student is on

academic leave due to with illness.

The director of the institute, on the basis of the submitted documents, determines the difference in disciplines in WEP, the course of study and approves the IEP of the student in agreement with the office of the Registrar.

The course of study is determined taking into account prerequisites according to the same rules as in the case of transfer or restoration of students.

Based on the submitted documents, the Rector of the University within 3 working days issues an order to withdraw the student from academic leave, indicating the specialty, course and group.

If the date of leaving academic leave or going on academic leave does not coincide with the beginning or end of the academic period, then the student on an individual schedule completes all academic tasks and gains the points necessary for the admission rating, or enrolls in the summer semester for disciplines in which there was a difference.

To eliminate the difference, the student, in parallel with the current training sessions, during the academic period, attends all types of training sessions, passes all types of current and boundary control provided by the WEP in these disciplines, receives admission and passes the final control during the period of intermediate certification of students according to the Academic calendar.

Students - holders of an educational grant after academic leave are re-trained free of charge (one times), students-contractors - on a paid basis.

The procedure for the appointment and payment of state scholarships



Appointment and payment of state scholarships to students of Abai University is carried out in accordance with the Law of the Republic of Kazakhstan "On Education", the regulatory documents of the Government of the Republic of Kazakhstan and the Ministry of Health and Education of the Republic of Kazakhstan.

State scholarships are awarded to students studying under the state educational order, as well as those transferred to study under the state educational order, who received the equivalent of grades according to the results of the examination session, corresponding to the grades "excellent" and "good" and are paid monthly from the first day of the month following the examination session, inclusive until the end of the month in which the semester ends.

Students enrolled in the first year on the basis of the state educational order are assigned a state scholarship in the first semester and paid monthly during the first semester. In the following semesters, state scholarships are assigned to students and paid based on the results of the examination session for the previous semester.

Visually impaired, hearing impaired, orphans and children left without parental care and under guardianship (guardianship), studying under the state educational order, the state scholarship is paid in the absence of academic debt based on the results of the examination session or unsatisfactory grades based on the results of intermediate certification students.

Students who are presented for a state scholarship based on the results of the summer examination session, the state scholarship for the summer vacation period is paid in total for two months (July, August).

Students who did not pass the exams within the time limits set by the Academic calendar of Absai University, for good reasons (illness, family circumstances, natural disasters), after the submission of supporting documents to students, individual deadlines for passing exams are set, after which they are assigned a state scholarship in the prescribed manner.

During the period of professional practice, summer vacations, as well as during the period of work at workplaces and in positions with the payment of wages to students, the state scholarship is paid in the prescribed manner.

Students transferred to KazNPU named after Abay from other universities, the state scholarship is assigned and paid in the prescribed manner after the elimination of the academic difference in the curricula.

During the period of academic leave, the state scholarship is not paid, with the exception of academic holidays granted on the basis of a medical report (conclusion of the medical advisory commission).

For students who are on academic leave on the basis of a medical certificate, for the period of academic leave, the state scholarship is set at a rate of 50% (for

the disabled - 75%), respectively, of the size of the state scholarship.

For students who have returned from academic leave, the appointment and payment of a state scholarship is carried out in the prescribed manner based on the results of the upcoming (regular) examination session, provided there is no academic difference in the curricula.

For students left for a second year of study due to illness, a state scholarship is assigned and paid in the prescribed manner before the results of the next examination session, based on the results of the previous semester in which the curriculum was completed.

For students with tuberculosis, in the presence of an appropriate medical certificate, a state scholarship is established and paid for the period of incapacity for work, but not more than ten months from the date of incapacity for work.

For the period of maternity leave, students are paid a state scholarship in the amount established before going on maternity leave, for the entire period established by the current legislation of the Republic of Kazakhstan.

When submitting a certificate of temporary disability due to pregnancy and childbirth during academic leave, academic leave is interrupted and maternity leave is issued.

During the period when students are on leave to care for a child until they reach the age of three years, a state scholarship is not assigned.

The appointment of scholarships is made by order of the rector of the university on the basis of the presentation of the director of the institute.

Scholarships are paid by crediting their amounts to a current bank account.

Tuition fees

The cost of education at Abai KazNPU is determined based on the real costs of providing the scientific and educational process for each academic year separately, taking into account inflation and other factors affecting pricing in the educational services market, and is approved by the rector of the university. Tuition fees are regulated in accordance with the Agreement on the provision of educational services on a paid basis. Accounting for accrual and payment is made by the financial and economic department.

In the event of a change in the amount of tuition fees, an additional agreement is drawn up to the Agreement on the provision of educational services on a paid basis.

The form of payment is the transfer of the relevant tuition fees to the settlement account of Abai KazNPU.

Students enrolled by transfer from other educational institutions pay tuition fees in accordance with the Agreement on the provision of educational services on a paid basis after the issuance of an order for admission to classes.

Contractual obligations to pay tuition remain until the date of issuance of the order to expel the student.

In the event of the formation of financial debt for education, students are not allowed to the next session, registration for disciplines in the additional semester and are expelled from the university. Formed financial debt for training is collected in the manner prescribed by the legislation of the Republic of Kazakhstan.

Transfer from a paid form of education to an educational grant is carried out during the holidays if there are vacancies at competitive basis by decision of the Republican Competition Commission.

When conducting a competition for vacant educational grants, in the case of the same average performance score, students who have only “excellent” and “good” grades (A, A-, B+, B, B-, C+) for the entire period of study. Vacant educational grants remaining after the competitive award of educational grants are awarded by the Commission on a competitive basis within the direction of specialty training with high average academic scores. Based on the decision of the commission, an order of the Ministry of Science and Higher Education of the Republic of Kazakhstan is issued on the award of educational grants.

Rules for using the information resources of the library

The scientific library of Abai University is one of the largest pedagogical libraries of the republic.

The library has a rich universal fund of over 1,750,000 items of information carriers: books (textbooks, monographs, teaching aids, scientific, fiction, rare books of the 17th-19th centuries, etc.), periodicals (newspapers and magazines). At the service of readers there is an electronic catalog of the library containing full-text databases. Library readers have the opportunity to use the global information network Internet and the information bank of legislative acts of the Republic of Kazakhstan "Paragraph" in the state and Russian languages. The university library is represented on the Internet, has its own website.

The library organizes the issuance of books, newspapers, magazines and other documents to readers for temporary use.

Issuance of literature at home is made by subscriptions. The last or only copy is not subject to home delivery. Reading rooms provide literature for use without the right to take it out.

The registration of readers in the library is made upon presentation of a document certifying the reader's belonging to the university, and two photographs. The reader's form is filled in and a reader's card is issued.

A library card is a single document that gives the right to use all subscriptions and reading rooms of the library. The library card is valid until the end of the university. When enrolling in the library, readers are introduced to its rules and confirm the obligation to comply with them by signing in the reader's form.

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