



Approved by the decision of the Board
NpJSC "Astana Medical University"
№27 of "29" September 2023.

POLICY


ACADEMIC POLICY

NpJSC "MEDICAL UNIVERSITY OF ASTANA"

P-MUA - 17-23

«АСТАНА МЕДИЦИНА УНИВЕРСИТЕТІ» КОММЕРЦІЯЛЫҚ ЕМЕС АКЦИОНЕРЛІК ҚОҒАМЫ САПА МЕНЕДЖМЕНТІ БӨЛІМІ ЖҰМЫС ДАНАСЫ		
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	"Academic Policy"	

PREDICTIONARY

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1 INTRODUCTION

1.1 NpJSC "Astana Medical University" (here in after referred to as the University) training is conducted on higher professional education programs, master's programs, doctoral programs, residency programs and additional education programs.

1.2 The main goal of the University is to train highly qualified specialists of the appropriate level and profile, competitive in the labour market, competent, responsible, morally educated and fluent in their profession and oriented in society, capable of effective work in their specialty at the level of world standards, ready for continuous professional growth, social and professional mobility.

2 APPLICATION AREA

2.1 This Academic Policy (here in after referred to as the Policy) of the University determines the procedure for the organization of training at the University on programs of higher and postgraduate education. The document includes the policy in the field of quality assurance, transfer and reinstatement rules, control of students' academic achievements, rating system for assessing students' academic achievements, final attestation of students, rules for organizing and conducting re-attendance of students, as well as other requirements for the educational process.

2.2 The requirements of this Policy apply to all structural units of the University, collegial bodies (Academic Council, School Council, Academic Council, Academic Council, committees for quality assurance of educational programs (hereinafter - QA), teaching staff and students of the University, and are mandatory.

3 TERMS AND DEFINITIONS

3.1 This University policy uses terms and their corresponding definitions in accordance with regulations.

Table 1: Terms and definitions.

Terms	Definitions
Academic Period (Term)	The period of theoretical training, established independently by the educational organization in one form - semester
Academic credit	Unified unit of measurement of the volume of scientific and (or) academic work (load) of a student and (or) teacher
Academic Calendar	Calendar of training and control activities, professional practices during the academic year with indication of rest days (holidays and holidays)
Academic hour	A unit of measurement of the volume of classes or other types of academic work, 1 academic hour equals 50 minutes. It is used in the preparation of the academic calendar, timetable of academic classes, in planning and accounting for the completed teaching material, as well as in planning the teaching load and accounting for the work of the teacher
Academic mobility	Relocation of students or teaching staff for training or research for a certain academic period (semester or academic year) in another OHPE (within the country or abroad) with mandatory re-credit of mastered study programs, disciplines in the form of academic credits in their own OHPE or to continue their studies in another OHPE
Academic leave of absence	Period for which the learner temporarily interrupts his/her studies for medical reasons and/or other cases
Academic rating of the student (Rating).	Quantitative indicator of the level of mastery of the student curriculum disciplines and (or) modules and other types of learning activities, compiled by the results of interim certification
Point-rating letter system	A system for assessing the level of learning achievements in points, corre-



for assessing learning achievements	sponding to the internationally accepted letter system with a numerical equivalent, and allowing to establish the rating of students
Additional educational programme (Minor)	A set of disciplines and (or) modules and other types of academic work, identified by the student to study for the formation of additional competencies
European credit transfer and accumulation system (ECTS)	A method of converting credits earned by students studying abroad into credits that count towards their degree when they return to their educational organization, as well as the accumulation of credits within educational programs
Enrolment in an academic discipline (Enrolment)	Procedure for registration of students for academic disciplines
Student's Final Attestation (Qualification Examination)	The procedure carried out to determine the degree of mastering the volume of academic disciplines and (or) modules and other types of learning activities provided by the educational program in accordance with the state compulsory standard of Higher and postgraduate education
Individual study plan	Curriculum, formed for each academic year by the student independently with the help of the adviser on the basis of the educational program and the catalogue of elective disciplines and (or) modules
Final control (Exam)	Control of academic achievements of students in order to assess the quality of their mastery of the program of academic discipline, conducted during the period of interim certification in the form of an exam, if the discipline is studied over several academic periods, the final control can be carried out on the part of the discipline studied in this academic period
Evaluation Information System	Automated information platform designed to technically support and conduct assessment of knowledge and skills of students, professional preparedness of graduates and health professionals by providing and maintaining security of information needs of users
Individual calendar and thematic plan	Plan with the list of topics of the discipline and the date of classes for the student
Calendar and thematic plan	Plan listing the topics of the discipline and the date of classes for academic groups
Credit-based learning technology	Learning based on the learner's choice and independent planning of the sequence of disciplines with the use of credit as a unified unit of measurement of the volume of academic work of the learner and the teacher
Module	Autonomous, completed in terms of learning outcomes, a structural element of an educational program with clearly defined knowledge, skills, competences and adequate assessment criteria.
Modular training	A way of organizing the educational process based on the modular construction of the educational program, curriculum and academic disciplines
The learners	Students, interns, master's students, residents, doctoral students
Students with special educational needs	Persons who have permanent or temporary special needs in order to receive education at the appropriate level and additional education
Discipline Program (Syllabus)	Curriculum, including a description of the discipline, goals and objectives of the discipline, a brief summary of its content, topics and duration of their study, assignments of independent work, consultation time, schedule of tests of students' knowledge, requirements of the teacher, criteria for assessing the knowledge of students and a list of references.
Interim certification of students	The procedure carried out during the examination session to assess the quality of students' mastery of the content of part or all of the academic disci-



	pline after the completion of its study.
Postrequisite	Disciplines and (or) modules and other types of academic work, the study of which requires knowledge, skills, skills and competences acquired upon completion of the study of a given discipline and (or) modules
Prerequisite	Disciplines and (or) modules and other types of academic work containing the knowledge, skills, abilities, skills and competences required for mastering the discipline and (or) modules under study
Working curriculum	A training document developed by the HEI independently on the basis of the standard curriculum of educational programs and individual study plans of students
Learning Outcomes	This is a confirmed assessment of the amount of knowledge, skills, abilities, skills, acquired, demonstrated by the student to master the educational program, as well as in the context of the discipline/module
Grade Point Average - GPA	Weighted average assessment of the level of learning achievements of the student for a certain period on the selected program. Ratio of the sum of the product of credits to the digital equivalent of points of the final assessment for all types of academic work to the total number of credits for these types of work for a given period of training).
Independent work of the student under the guidance of the teacher	Work of the student under the guidance of the teacher, conducted on a separate schedule, which is determined by the OHPE or the teacher himself. Depending on the category of students it is divided into: independent work of a student under the guidance of a teacher (hereinafter - IWST), independent work of a master's student under the guidance of a teacher (hereinafter - IWMT) and independent work of a doctoral student under the guidance of a teacher (IWDT)
Independent work of the student (hereinafter - IWS)	Work on a certain list of topics allocated for independent study, provided with educational-methodical literature and methodological recommendations, depending on the category of students it is divided into independent work of the student (hereinafter - IWS); the entire volume of IWS is confirmed by tasks that require the student's daily independent work
Summative assessment	Type of assessment, it is carried out at the end of the academic period, as well as the study of disciplines or module in accordance with the educational program.
Current control of students' progress	Systematic testing of students' knowledge in accordance with the curriculum, conducted by the teacher in classroom and extracurricular activities during the academic period
Model curriculum	A document regulating the list and scope of academic disciplines of the professional education curriculum, the order of their study and forms of control
Transcript	A document containing a list of mastered disciplines and (or) modules, and other types of academic work for the relevant period of study with the indication of credits and grades
Learning achievements of the students	Knowledge, abilities, skills and competences of students, acquired by them in the learning process and reflecting the achieved level of personal development
Formative assessment	Type of assessment, which is carried out during the study of the discipline, module, is a current indicator of students' progress.
Advisor	A teacher who performs the functions of an academic tutor of a student on the relevant educational program, providing assistance in choosing a learning path (formation of an individual educational plan) and mastering the



	educational program during the period of study
Elective disciplines	Educational disciplines included in the university component and elective component within the established academic credits and introduced by HEI, reflecting the individual training of the student, taking into account the specifics of socio-economic development and the needs of a particular region, established scientific schools

4 ABBREVIATIONS AND NOTATIONS

4.1 The following abbreviations and designations have been applied in this University Policy in accordance with Table 2.

Table 2. Abbreviations and designations.

№ s/p	Designations and abbreviations	Full name of the given designations and abbreviations
1	AIS	Automated Information System
2	PRLS	Point-rating letter system
3	HEI	Higher education institution
4	SAC	State Attestation Commission
5	SOSE	State obligatory standard of education
6	SEC	State Examination Commission
7	DET	Distance education technologies
8	UNT	Unified National Testing
9	ICTP	Individual calendar and thematic plan
10	FSC	Final state certification
11	ISP	Individual study plan
12	EIS	Evaluation Information System
13	QAC	Quality Assurance Committee
14	CT	Comprehensive testing
15	CLT	Credit-based learning technology
16	CTP	Calendar and thematic plan
17	CED	Catalogue of elective disciplines



18	MSHE of the Republic of Kazakhstan	Ministry of Science and Higher Education of the Republic of Kazakhstan
19	MH of the Republic of Kazakhstan	Ministry of Health of the Republic of Kazakhstan
20	LEB	Local executive bodies
21	OHPE	Organisation of Higher and Postgraduate Education
22	EFC	Evaluation of the final control
23	GED	General education disciplines
24	EP	Educational programme
25	ARA	Assessment of rating allowance
26	TS	Teaching staff
27	BC	Border control
28	IWS	Independent work of students
29	IWST	Independent work of the student with the teacher
30	IWDT	Independent work of the doctoral student with the teacher
31	IWMT	Independent work of the master' student with the teacher
32	US	University Standard
33	CIC	Centre for International Cooperation
34	ECTS	European Credit Transfer and Accumulation System
35	GPA	Average grade point average

5 REGULATORY REFERENCES

5.1 The following normative documents are referenced in this University Policy:

- Constitution of the Republic of Kazakhstan;
- Law of the Republic of Kazakhstan "On Education";
- Order of the Ministry of Health of the Republic of Kazakhstan dated 20 July 2022 № 2 "On approval of state obligatory standards of higher and postgraduate education;
- Order of the Ministry of Health of the Republic of Kazakhstan dated 4 July 2022 No. KR DSM-63 "On approval of state obligatory standards for levels of education in the field of health care";
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated 30 October 2018, No. 595 "On approval of the Model Rules for the activity of educational organisations of relevant types;



- Order of the Minister of Education and Science of the Republic of Kazakhstan dated 17 June 2015, No. 391 "On approval of qualification requirements for educational activity and the list of documents confirming compliance with them";
- Order of the Minister of Education and Science of the Republic of Kazakhstan from September 27, 2018 № 498 "On approval of the Rules of monitoring the results of the admission of students to the organisations of higher and (or) postgraduate education on educational programmes";
- Order of the Minister of Education and Science of the Republic of Kazakhstan from October 25, 2018 № 590 "On approval of the structure and rules of development of the development programme of the organisation of higher and (or) postgraduate education";
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated 20 April 2011 No. 152 "On approval of the Rules for the organisation of the educational process on credit technology of education", with additions and amendments No. 145 dated 04 April 2023;
- Order of the Acting Ministry of Education and Science of the Republic of Kazakhstan dated 25 August 2023, No. 443 "On Approval of the Rules for Awarding Educational Grants to Pay for Higher or Postgraduate Education with the Degree "Bachelor" or "Master"";
- other normative acts regulating the activities of the organisation of higher and (or) postgraduate education.

6 RESPONSIBILITY AND AUTHORITY

6.1 Responsibility for the development and management of this Policy in accordance with the requirements of the University's internal documents shall be borne by the Head of the Centre for Academic Development, Head of the Office-Registrar, Deans of Schools.

6.2 Responsibility for the implementation of the requirements of this Policy in the activities of the University shall be borne by the responsible persons involved in the educational process organised by credit-based learning technologies (hereinafter - CBL) (Head of the Office-Registrar, Head of the Centre for Academic Development, Deans of Schools).

7 GENERAL PROVISIONS

7.1 Academic Policy is developed in accordance with the current legislation of the Republic of Kazakhstan, normative legal acts of the Ministry of Health of the Republic of Kazakhstan and the Ministry of Higher Education of the Republic of Kazakhstan, internal documents of the University.

7.2 The status of the Academic Policy is fixed in p.p.21, 22 and p.40 of Chapter 2 "Procedure of activity of higher and (or) postgraduate education organisations" of the Order of the Minister of Education and Science of the Republic of Kazakhstan dated 30 October 2018 №595 "On approval of the Standard Rules of activity of educational organisations of relevant types and kinds".

7.3 The Academic Policy may be revised in case of changes in normative legal acts regulating educational activities in the Republic of Kazakhstan, changes in the Charter and Development Programme of the University, as well as on the basis of the decision of the Academic Council and the Board of the University.

7.4. Training is conducted by CLT, contributes to ensuring the continuity of education levels, improving the quality of education, academic mobility of students and teachers.

The main objective is to develop students' abilities to self-organisation and self-education based on the choice of educational path within the framework of the regulation of the educational process and taking into account the volume of knowledge. The University provides equal opportunities for all students to receive quality and accessible education.

7.5 The academic year consists of academic periods (semesters), which include current progress control, interim knowledge control, final knowledge control (examination session), final certification (for the final year), practices and holidays. The duration of a semester of theoretical education is not less than 15 weeks, except for the summer semester.



7.6 It is allowed to introduce a summer semester (except for the final year) of 8 weeks to meet the needs of additional training, elimination of academic arrears or differences in curriculum, mastery of academic disciplines by the student, study of academic disciplines and mastery of credits by the student in other higher education institutions with their mandatory re-credit in their own OHPE, increase the average grade point average (GPA), the development of related or additional educational programme, including in the framework of dual degree education. Duration of training time for students should not exceed 6 hours per day, for residents 7-8 hours, for masters and doctoral students not more than 9 hours per day.

7.7 The duration and terms of each academic year are indicated in the Academic Calendar, which is approved and communicated to students and teachers no later than two months before the beginning of the academic year. To ensure wide awareness of students on the content of elective disciplines (modules) offered by the University, a catalogue of elective disciplines for each educational programme is published.

7.8 Procedures for checking for plagiarism are unified and mandatory for all participants of the educational and scientific process: students, teaching staff, scientific staff and administrative and management staff.

The procedures of checking for plagiarism of thesis, dissertation, appeal works, essays, reports on research works, scientific articles, monographs, textbooks, educational and teaching aids, methodological recommendations and other forms of scientific and educational and methodological developments are carried out by the Centre for the development of research activities, for written examination works are carried out by the departments, for the failure to implement and comply with the procedure of verification is the responsibility of the Centre and the relevant departments.

When executing written works (written answers for intermediate and final knowledge control, essays, abstracts, presentations, thesis and dissertation works) by students, as well as when publishing educational and methodological literature by the teaching staff, the following percentage of uniqueness is allowed:

- for written works (bachelor's and internship - 55%, residency - 60%, master's - 65%, doctoral studies - 70%);
- for thesis and dissertation works (bachelor's degree - 65%, master's degree - 80%, doctoral degree - 80%);
- for educational and methodical literature (textbook, textbook - 70%, monograph, methodical recommendations - 80%);
- for dictionaries, glossary, terminology - at least 30%.

7.9 Types of violation of academic integrity and responsibility of all participants of the educational process are specified in sections 5 and 7 of the Code of Academic Integrity dated 8.10.2020, Minutes No. 29.

In case of violation of academic honesty, an Act on violation of the Code of Academic Integrity is drawn up (Appendix 1).

7.10 Students of the University are directly involved in the formation and maintenance of the reputation and image of the University. In this regard, students of the University as well as staff and other persons are responsible for the formation, distribution, participation in the compilation and dissemination of false and/or unproven information, forming a negative image of the University in the public and condemned by the public opinion of the University staff.

7.11 For persons with special needs a flexible study schedule is provided with the possibility of online mastering of the theoretical part using the automated information system (hereinafter - AIS) of the University (for students who are on treatment for a long time), also under circumstances of force majeure (force majeure) in agreement with the Chairman of the Board - Rector or supervising Vice-Rector.

7.12 A student shall be expelled from the University in the following cases:

- 1) for academic failure;
- 2) for violation of the Code of Academic Honesty;
- 3) for violation of the Code of Ethics of the students and the Charter of the University;



4) for violation of the terms of the agreement on the provision of educational services, including non-payment of tuition fees;

5) at his/her own will;

6) for prolonged absence without valid reasons.

7.13 Learning outcomes of the previous level of formal education in the cycle of general education disciplines (hereinafter - GED) are recognised automatically.

7.14 The discipline "Foreign Language" is re-credited if there is a confirming valid IELTS/TOEFL/SAT certificate according to the gradation: 5-5.5 - 90%, 6.0-6.5 - 95%, 7.0 and above - 100% for bachelor students of all educational programmes, graduates of Nazarbayev Intellectual School (NIS) and international schools in accordance with the annex to the certificate of secondary education. In case of disagreement with the re-credited assessment, the student attends all types of classes and passes the final control.

8 STUDENT-CENTRED LEARNING, TEACHING AND ASSESSMENT

8.1 The University implements the processes of student-centred learning, teaching and assessment: ensures the development of flexible learning trajectories; creates conditions for increasing the motivation and involvement of students in the learning process; ensures consistency and objectivity of assessment of learning outcomes.

8.2 When implementing student-centred (learner-centred) learning and teaching, the University takes into account:

- 1) formation of goals and expected learning outcomes understandable for the learners;
- 2) implementation of active learning methods;
- 3) application of teaching methods and evaluation methods adequate to the final results of learning;
- 4) development of personality-oriented approach;
- 5) formation of individual learning trajectory;
- 6) involvement of students in the development of curriculum;
- 7) strengthening the role of independent work of students;
- 8) application of research approach in teaching;
- 9) showing respect and attention to students and their needs;
- 10) creation of procedures for the consideration of students' complaints;
- 11) strengthening the role of student self-governance;
- 12) creating a favourable learning environment;
- 13) systematic study of feedback from students in order to respond to their needs and requirements in both academic and educational process.

8.3 The University creates conditions for students to choose an individual educational trajectory, which include:

- 1) possibility to choose disciplines of the elective component and learning technologies;
- 2) electronic registration for disciplines;
- 3) formation of an individual study plan;
- 4) organisation of summer semester for repeated study of disciplines, mastering additional types of training.

8.4 The student may study individual disciplines in other educational organisations, including abroad.

8.5 Strengthening the role and motivation of independent work of students is provided by:

- 1) increasing the volume of hours for independent work;
- 2) orientation to active methods of mastering knowledge;



3) creation of conditions for students' participation in creative activities, Olympiads, competitions of scientific research or applied works;

4) using motivating factors of knowledge assessment (accumulative points, rating, tests, non-standard examination procedures);

5) encouraging students for academic and creative achievements (scholarships);

6) individualisation of tasks performed both in and out of the classroom, their constant updating;

7) reflection of evaluation criteria and schedules of independent work of students in the syllabus.

8.6 RPs are implemented using modern and effective teaching methods aimed at active involvement of students in the learning process and increasing their autonomy and responsibility for learning outcomes. Such methods include such methods as problem-based learning (PBL), case-based learning (CBL), team-based learning (TBL) system, case method, business simulation game, discussion, project method, which allow to include the personality in an active position for the disclosure and realisation of his/her potential, to create a creative educational environment, as well as contribute to the prompt influence on the formation of professional qualities of the future specialist.

8.7 Issues of mutual respect between a teacher and a student are regulated by the principles and value-ethical norms defined by the Codex of Corporate Culture and Ethics, Codex of Ethics of the University students.

8.8 Advisors ensure that learners are familiarised with the Learners' Handbook, the Learners' Code of Ethics, the Codex of Academic Integrity at the time of admission to the first year/transfer/reinstatement.

8.9 Taking into account the importance of the assessment of students' academic achievements for their future career, the criteria and methods of assessment of all types of controls are published before the start of training in the syllabus.

8.10 The objectivity of the assessment of students' academic achievements is ensured through the following mechanisms:

1) commissionable acceptance of oral examinations;

2) "blind" verification and encryption of written works;

3) maximum limited access to examination materials;

4) teaching staff (hereinafter - TS) mastering the methods of testing and knowledge verification, continuous improvement of teaching staff competence in this area;

5) registration of the results of knowledge assessment in electronic systems and their availability for students;

6) providing constant feedback between teachers and students on academic performance;

7) the possibility of an appeal procedure for all types of assessment, as well as additional opportunities to pass end-of-term and final controls.

8.11 The principles of academic integrity, rights and responsibilities of members of the University community, types of violations of academic integrity and the procedure for taking administrative action in case of their commission are defined in the Codex of Academic Integrity of the University.

8.12 The University ensures that there is a system for handling student complaints at the level of student representation, the School, the Vice Rector, and the Chairman of the Board - Rector. Consideration of complaints and suggestions is realised through the mail of the Chairman of the Board - Rector, direct line via QR code, established reception hours of the Chairman of the Board - Rector and Vice-Rectors. Regular questionnaires, traditional meetings of the Chairman of the Board - Rector with student activists, the blog of the Chairman of the Board - Rector on the University website, personal reception of the Chairman of the Board - Rector, and a helpline are mechanisms for studying the needs and expectations of students in dialogue with the University's top management.

8.13 Deans of Schools at all levels of education are responsible for the implementation of the principles of student-centred learning.



9 REGULATIONS ON THE RATING SYSTEM FOR ASSESSING THE ACADEMIC ACHIEVEMENTS OF STUDENTS

9.1 General rules and requirements

9.1.1 Assessment of students' academic achievements at the University is carried out to determine the degree of students' mastery of study programmes and the state compulsory standard of higher education;

9.1.2 the University conducts the following types of control of students' academic achievements:

- at the undergraduate level - current control (frequency of current control is determined by the decision of the department, which is registered by the minutes of the department meeting and is necessarily indicated in the Syllabus), boundary control, final control, state attestation;

- at the level of internship, residency, master's and doctoral studies - boundary control (formative assessment of the section), final control - summative assessment (examination and state examination, final attestation);

9.1.3 academic achievements of students in all forms of control are assessed on a 100-point scale for each completed task;

9.1.4 The 100-point scale corresponds to the internationally accepted point-rating letter system of knowledge assessment;

9.1.5 conversion of points into a letter or traditional grading scale shall be made in accordance with Appendix 2 to this Policy;

9.1.6 the student who has not mastered 26% (no more than 16 credits) of the annual academic load, is subject to expulsion without the right to re-attend disciplines;

9.1.7 analysis of the evaluation of learning outcomes and the conformity of grades to the educational programme is based on the analysis of the median and standard deviation of the normal distribution of grades on the results of students' performance and critical analysis of the grades "excellent" and "unsatisfactory" (in the case of their exceeding more than 20%), as well as questionnaires of faculty and students;

9.1.8 the main element of statistical analysis of the quality of teaching and grading is comparison with the normal distribution curve Bell Curve (Appendix 3);

9.1.9 analytical reports on the results of winter and summer interim certification are discussed at meetings of the School Boards and Academic Council twice during the academic year and brought to the attention of the teaching staff.

9.2 Assessment of students' progress

9.2.1 Forms of classes and boundary control for students, the department develops taking into account the specifics of the discipline and prescribed in the syllabus;

9.2.2 evaluation criteria of the end-of-term control are determined in accordance with the evaluation criteria of the PRLS, taking into account the specifics of the discipline/module and prescribed in the syllabus;

9.2.3 the teacher puts the assessment of current control, RK of the student in the electronic journal. The head of the department once in 2 weeks checks the filling of the electronic journal;

9.2.4 at the last session of the discipline/module is counting the ARA of the student;

9.2.5 ARA is made up of assessments of current control in classroom classes, current control of SRT and boundary control, and is calculated according to the formula:

$$ARA = P_{ay\delta} * X + P_{cpo} * Y + P_{pk} * Z,$$

Where: $P_{ay\delta}$ – arithmetic mean of current control scores at classroom sessions and IWST classes and IWST;



- P_{cpo} - arithmetic mean of the current control scores of SROs;
 P_{pk} - arithmetic mean of assessments of end-of-term control;
 X, Y, Z - coefficients reflecting the weight share of the respective assessment, which in total should amount to 1.0.

9.2.6 the value of X, Y, Z determines the significance of each type of control of current academic performance of students, is determined by the department independently in accordance with the discipline policy and is reflected in the syllabus;

9.2.7 in case the decision of the department coefficients reflecting the weight share of the relevant assessment (X, Y, Z) are not provided, the calculation of the rating of admission is made by calculating the arithmetic mean of the sum of assessments of current control in classroom classes, assessments of current control of the SRT and assessments of external control according to the formula:

$$ARA = P_n / n,$$

- где: P_n - arithmetic mean sum of grades of all forms of current and end-of-term control;
 n - the number of grades of all forms of progress control.

9.2.8 The ARA is made up of the marks of the boundary control and is calculated according to the formula:

$$ARA = P_{pk} / n,$$

- Where: P_{pk} - sum of grades of end-of-term control;
 n - number of boundary controls.

9.2.9 for "Medicine" and "Paediatrics" curriculums of Bachelor's degree of 2 years of study, provided that positive grades are received, the calculation of ARAc of modular disciplines is made as an arithmetic average of ARA of disciplines and is calculated according to the formula:

$$ARA_{average} = ARA_n / n,$$

- где: $ARA_{average}$ - average score of the admission rating of modular disciplines;
 ARA_n - sum of grades of admission rating of modular disciplines;
 n - number of assessments of modular disciplines.

9.2.10 ARA is formed in the AIS of the University module "Academic Progress Log". The head of the department ensures the timely filling of grades in the module "Academic Performance Log";

9.2.11 students who have scored 50 points and more, are allowed to the final control;

9.2.12 students who did not score 50 points, are not allowed to the final control and on a paid basis to re-attend the discipline in the summer holidays;

9.2.13 permission to work off classes (admission), missed for a valid reason, is issued by Schools within 5 working days from the date of receipt of the certificate and within 3 working days from the date of receipt of admission, the student begins to work off. The learner is obliged to work out half of the missed classes before the BC and receive admission to the BC.

9.2.14 students who are donors, on the days of blood donation are released from the educational process. Permission to work off BC on the donor certificate and signalling sheet is not issued;



9.2.15 a student who missed classes for an unjustified reason, receives permission to work out the class (admission) and work out on a paid basis within 2 weeks from the day of the missed class, but not later than the next BC.

The student who missed the BC for an unjustified reason, also works out on a paid basis according to the price list (without extension);

9.2.16 the department in the syllabus prescribes the conditions of admission to the boundary and final control, if the student has unworked missed classes;

9.2.17 working off the missed classes is recorded in the AIS of the University module "Academic Performance Log" and the work-off log with the mark "worked off";

9.2.18 the workout of a class missed for a valid reason (medical certificate of illness or extract from the in-patient-ambulatory card, and in other cases (court summons, death of a blood relative, marriage of students, care for a sick parent or child) with the provision of supporting documents) is carried out on the basis of permission to work out the class or the school's official order to extend it;

9.2.19 submission of an electronic application for making up missed classes for a valid/unreasonable reason is carried out through the student's personal account in the AIS of the University module "Academic Record" with the attachment of supporting documents (according to paragraphs 9.2.15, 9.2.18).

In the AIS of the University, the application is coordinated by the dean/deputy dean, senior medical supervisors of schools, after coordination this application is received by the teacher in the module "Academic Record". On the basis of this application the teacher confirms the work off of the missed class and forms an application to the Office-registrar. After the application is confirmed by the Office-registrar, the teacher makes a corresponding mark in the "Gradebook" module;

9.2.20 in case the learner has completed all missed classes before the exam, the learner is allowed to take the exam;

9.2.21 if the learner makes up all missed classes after the examination according to the school/centre's official order, the learner makes up the missed classes and is admitted to the examination. The learner submits an electronic application for the opening of missed classes and exams through the learner's personal account in the AIS of the University module "Academic Record", with the attachment of supporting documents (according to paragraph 9.2.18).

In the AIS of the University, the application is coordinated by the dean/deputy dean, senior methodists of the schools, after coordination this application is received by the teacher in the module "Academic Record". On the basis of this application the teacher confirms the workout of missed classes and exams and forms an application to the Office-registrar. After the application is confirmed by the Office-registrar, the teacher makes a corresponding mark in the "Learning log" module;

9.2.22 Penalties for violation of academic discipline the chair independently prescribes in the syllabus.

9.3 Final assessment of students' academic achievements during the interim certification period

9.3.1 Final assessment of learning achievements of students in the discipline / module includes ARA and EFC. When calculating the final evaluation, the weight share of each component is taken into account: the evaluation of the admission rating is 60%, the evaluation of the final control is 40%;

9.3.2 final control of the discipline is carried out in the form of an exam in accordance with the working curriculum of the curriculum and the academic calendar;

9.3.3 the organisation of intermediate attestation of students is assigned to the departments, the centre of development of academic activity, office-registrar;

9.3.4 the final grade is rounded to a whole number according to the rule of rounding numbers: if the discarded figure is equal to 5 or more, the previous figure is increased by one, and if it is less than 5, the previous figure remains unchanged;



9.3.5 The ARA is entered by the examiner in the University AIS module "Academic Performance Log".

9.4 Procedure for calculating the academic rating of the student

9.4.1 The final grade of the student in the discipline is calculated only if the student has a positive assessment of both the admission rating and the evaluation of the final control. The calculation of the final grade is made by the examiner according to the formula:

$$FG = ARA * 0,6 + EFC * 0,4$$

9.4.2 if the final control is conducted in 2 stages, the exam grades for stage 1 and stage 2 shall be entered in the AIS of the University module "Academic Record" separately in the appropriate columns of the Academic Record and the final grade shall be calculated according to the formula:

$$FG = ARA * 0,6 + (EFC_1 + EFC_2) / 2 * 0,4,$$

where: EFC1 is the first stage of the final control;

EFC2 is the second stage of the final control.

9.4.3 for the curriculum "Medicine" and "Paediatrics" of the Bachelor's degree programme of the 2nd year of study, provided that positive grades are obtained, the calculation of EI is made as the arithmetic mean of the examination grade.

Examination marks for module disciplines are entered in the AIS of the University module "Academic Record" separately in the appropriate columns of the academic record and the final grade is calculated according to the formula:

$$FG_{average} = ARA_{average} * 0,6 + EFC_{average} * 0,4,$$

Where: $FG_{average}$ – final average module grade;

$ARA_{average}$ - the average mark of the admission rating of the module disciplines;

$EFC_{average}$ - average mark of the final control of module disciplines.

9.4.4 for all Bachelor's degree programmes of 1-3 courses of study, provided that the unsatisfactory score at one of the stages of the examination, the learner is allowed to the next stage and the calculation of EFC is made as the arithmetic mean of the examination score;

9.4.5 for students 4-7 courses, masters, doctoral students and residents calculation of FG on the discipline is made on condition of receiving a positive assessment ($ARA \geq 50$ points) for each of the stages of the final control.

If at one of the stages of the final control of the student received 25-49 points, the assessment of "unsatisfactory", corresponding to the sign "FX", the student is allowed to retake the final control.

If at one of the stages of the final control student, except for graduate courses received 0 - 24 points, grade "unsatisfactory", corresponding to the sign "F", the student is re-enrolled in this academic discipline/module on a fee basis, attend all types of classes, perform all types of academic work according to the programme and retake the final control;

9.4.6 the student is allowed to the final control of the discipline at the value of $ARA \geq 50$;

9.4.7 The intern is allowed to the annual attestation of the discipline in the absence of academic debt for the 6th course;

9.4.8 the interns of students of the 6th year of the curriculum "General Medicine" have annual attestation, the form of annual attestation is annually approved by the Academic Council;

9.4.9 in the case of obtaining a one-stage examination of all levels of education at the final control of 25-49 points, the assessment of "unsatisfactory", corresponding to the sign "FX", the student is allowed



to retake the final control. Learners who received an unsatisfactory assessment of 0-49 points on the result of retake the final control, re-attends the discipline on a paid basis;

9.4.10 in case the student did not attend the final control for an unjustified reason, the student is re-enrolled in this academic discipline/module on a paid basis, attends all types of classes, performs all types of academic work according to the programme and retake the final control.

If the student did not attend the final control for a valid reason (availability of medical certificate of illness or discharge from the hospital-ambulatory card, and in other cases with the provision of supporting documents), the student within 5 working days after passing the final control on the cycle training (senior courses) / completion of the examination session (junior courses) provides supporting documents and passes the final control according to the school's official order to extend;

9.4.11 the retake of the final control with the grade "unsatisfactory" corresponding to the mark "FX" is allowed within 1 (one) week (5 working days) after the end of the session/cycle. The application for retake shall be submitted through the University AIS module of the CoE;

9.4.12 in the case of obtaining a student at the final control of 0 - 24 points, the assessment of "unsatisfactory", corresponding to the sign "F", the student is re-enrolled in this academic discipline/module on a paid basis, attend all types of classes, perform all types of academic work according to the programme and retake the final control.

In the transcript recorded all academic disciplines and (or) modules that studied the student, indicating the final grade, including grades "FX" and "F";

9.4.13 students who have a state educational grant is not awarded a scholarship after retaking the final control (regardless of the grade received);

9.4.14 if the student who received a final control score "FX - unsatisfactory", did not attend the retake exam for a valid reason, he has the right to retake the final control within 5 (five) working days;

9.4.15 Calculation of FG during interim certification is made according to the formula:

$$FG = (EFC_1 + EFC_2) / 2,$$

Where: EFC_1 – first stage of the final control;

EFC_2 - second stage of final control;

9.4.16 according to the results of professional practice students submit to the appropriate department a diary, which is checked and evaluated by the head of the department;

9.4.17 the final evaluation of the practice is made, taking into account the evaluation of the head of the practice, the specific weight of which is 100 %;

9.4.18 the value of EI is rounded to integers according to the rule of rounding numbers: if the discarded figure is equal to 5 or more, the previous figure is increased by one, and if less than 5, the previous figure remains unchanged;

9.4.19 the students who have not passed the practice, who have not fulfilled the practice programme, who have received a negative feedback on the work or unsatisfactory assessment when defending the report, are sent again for practice in the summer semester (except for graduates);

9.4.20 when missing classes and not mastering practical skills in one or more blocks of the component of the module, discipline, industrial practice, the student is sent to retake directly on the undeveloped block. Positive assessments received earlier on other blocks are re-credited. In the case of exceeding the academic debt - 15 credits, the student is subject to expulsion or has the right to stay for another year of study;

9.4.21 FG on the discipline is translated into alphabetic, numeric and traditional equivalents. Translation of points is carried out according to Appendix 2;

9.4.22 all final grades (academic rating of the student) is recorded in the statement of academic progress in the academic discipline of the student with an indication of the credits gained;



9.4.23 the statement of academic progress of students is formed by the examiner after the final control (Annex 4, 5);

9.4.24 increase of the academic rating (positive evaluation of the final control) in the same period of interim certification is not allowed.

The student in the summer term on a paid basis again attends all types of classes provided by the working curriculum for the discipline, gets admission and passes the final control;

9.4.25 the record of progress in the disciplines of the difference in the programme with the form of control (exam / foreign control on the module for interns) by the teacher is filled in the AIS of the University module "Journal of progress";

9.4.26 students who have not scored 50 points and have unsatisfactory assessment of disciplines / components of the module, more than 15 credits, are subject to expulsion as having academic arrears, or have the right to a repeat year of study;

9.4.27 students who violated the academic discipline, i.e. who have missed for an unjustified reason for all disciplines in the total amount of 3-credits (90 hours) or more in one semester, are subject to expulsion, without the right to re-attend the disciplines;

Interns who violate the academic discipline, i.e. have unexcused absences of 2 credits or more in one semester, are subject to expulsion.

Residents who violate the academic discipline, i.e. have missed for an unexcused reason the classes of 2 credits or more in one semester, in the cycle of retraining and professional development, are subject to expulsion.

Master's students, doctoral students who have violated the academic discipline, missed for an unjustified reason classes in the amount of 2 credits or academic debt in the amount of 6 credits, are subject to expulsion;

9.4.28 students from the socially vulnerable category (orphans, and children left without parental care, graduates of orphanages, disabled), who received on the final control 0 - 24 points, the grade "unsatisfactory", corresponding to the sign "F" have the right to re-take this academic discipline / module-at no cost.

10 CONTROL OF STUDENTS' LEARNING ACHIEVEMENTS

10.1 The form of carrying out the final control (hereinafter - FC) is approved by the department depending on the specifics of the discipline. Routine controls can be carried out in the form of colloquiums, test surveys, written tests, oral examinations, solving situational tasks, etc. Detailed information about the forms of conducting the final control is included in the syllabus of the discipline and brought to the attention of students.

10.2 The form of the final control for the coming academic year is approved by the Academic Council annually in the first month of the academic year. The final control is the check of students' academic achievements, conducted during the examination session / academic term (cycle classes).

During distance learning, the written final control is conducted on the AIS platform using the proctoring programme.

10.3 The duration of examination sessions and the number of examinations is determined in accordance with the student's FTI and academic calendar. The organisation of the examination session is carried out under the supervision of schools and the Academic Development Centre, Office-Registrar, and accompanied by the staff of the Centre for Transfer of Educational and Distance Technologies during distance learning.

10.4 On the final course is conducted IGA and assessment of knowledge and skills of students, which is carried out in order to assess the quality of educational services and determine the level of mas-



tery of students of academic disciplines provided by the educational programmes of higher and postgraduate education.

During distance learning FSC is conducted on the AIS platform using the proctoring programme.

10.5 Students are obliged to provide themselves with the necessary technical means (Internet, laptop/computer with a webcam and headphones) during online learning format.

11 REGULATIONS ON THE CATALOGUE OF ELECTIVE DISCIPLINES

11.1 Requirements for compiling the catalogue of elective disciplines

11.1.1 Elective disciplines are introduced into the curricula of educational programmes at all levels of education in accordance with the State Educational Standards and curricula, to supplement, expand and deepen the training on the chosen path of study;

11.1.2 the catalogue of elective disciplines is developed in addition to the working curriculum and is a list of disciplines included in the elective component;

11.1.3 the catalogue provides a brief description of each discipline/module (abstract), specifying the prerequisites and post-requisites of the discipline, the number of credits, compliance with the approved competencies and learning outcomes (blueprints) with the indication of the code (e.g. BP1, BP2, etc.) and the declared department;

11.1.4 the list of proposed elective disciplines is determined by the quality assurance committees in accordance with the need for students to fully master the professional competences defined by the state obligatory standards of education;

11.1.5 elective courses proposed to quality assurance committees for study should be presented in the form of certain natural trajectories with the indication of previous disciplines, for understanding of post-requisites;

11.1.6 the proposed courses shall be provided with teaching and learning materials necessary for the students to master the discipline;

11.1.7 The CED must provide students with the opportunity of alternative choice of elective disciplines;

11.1.8 Heads of departments are responsible for the implementation of elective disciplines in the educational process.

Elective disciplines, which do not correspond to the final learning outcomes, are not considered at the curriculum' QAC meetings. The Chairperson of the QAC and the Dean of the School compare the proposed elective disciplines with the competence matrix.

11.2 Procedure of forming the catalogue of elective disciplines

11.2.1 The catalogue of elective disciplines is formed by the registrar's office according to the established form in paper and electronic format (Appendix 6);

11.2.2 at the beginning of the current academic year, but no later than 1 February, the departments submit applications for elective disciplines to the KOC OP in the prescribed form in electronic form (Appendix 7);

11.2.3 the content of elective disciplines must meet the necessary requirements: relevance, scientificity, research character, connection with practice, take into account professional specifics, as well as research activities of teachers;

11.2.4 The QAC, having considered with the participation of heads of departments at the meeting of applications, determine the list of elective disciplines for the next academic year and recommend them for approval at the Academic Council;

11.2.5 the considered list of elective disciplines of the QAC submit to the office-registrar for formation of the general catalogue of elective disciplines not later than April 1 of the current academic year for approval at the Academic Council;



11.2.6 the office-registrar informs students with the approved list of elective disciplines by posting on the University website;

11.2.7 lecturers together with enquirers under the guidance of the Heads of Department conduct presentations of elective disciplines for students before the procedure of enrolment in elective disciplines;

11.2.8 presentations of elective disciplines should be held outside of school hours according to the schedule of the department (February-March), but not later than the date of registration for elective disciplines;

11.2.9 upon completion of registration and selection of elective disciplines at the established time, the OR independently distributes the students who have not chosen elective disciplines in time within 5 working days;

11.2.10 students have the right to equal exchange between groups when forming study groups.

12 APELLATION

12.1 A student who disagrees with the result of the examination session has the right to appeal (Annex 8) to the registrar's office through the AIS module of the CLC within 24 hours to the supervising vice-rector on the day of the announcement of the results, indicating the discipline and the description of the issue requiring a commission review.

A student who does not agree with the result of the final attestation (State Attestation) has the right to appeal to the Registrar's Office via the AIS module of the CLC within 24 hours to the Chairperson of the University Appeal Commission on the day of the announcement of the results with the indication of the discipline and description of the issue requiring commission review.

12.2 In order to conduct an appeal, the School shall, at the beginning of the academic term and/or prior to the examination session, issue an official order on the composition of the Appeal Commission for the disciplines of the course. The main composition of the appeal commission includes an odd number of its members: the supervising vice-rector, the dean of the School, the head of the office-registrar, the head of the group of audit of the quality of the educational process; if there is an application, the appeal commission includes the head of the department and two lecturers, one of whom acts as a technical secretary.

12.3 On the basis of the received application for appeal, the School shall issue an official order on the conduct of the appeal with the indication of the composition and the date of consideration.

12.4 The application shall bear the visas in the following order:

- department head;
- dean of the school;
- head of the audit team for the quality of the educational process;
- head of the office-registrar;
- Chairman of the Appeal Commission.

12.5 The Office-Registrar shall issue the minutes of the Appeal Commission (Annex 9) on the basis of the order of appeal from the Schools.

12.6 The decision of the Appeal Commission shall be formalised in a protocol. The assessment obtained by the results of the appeal is entered by the teacher in the logbook for the student within 48 hours after the meeting of the Appeal Commission.

12.7 The minutes of the Appeal Commission, formed statement with the appeal (Annex 10, 11) are stored in the office-registrar, copies at the department.

12.8 In the case of final attestation and passing the state examination on disciplines, the results of the appeal are formalised by the minutes of the meeting of the SEC / SAC. In this case, the results of the first protocol are cancelled with the inscription "The grade is revised by the protocol № _ from _ on the page " _ " and signed by all present members of the SEC / SAC

12.9 Criteria for appeal:

12.9.1 if the examination is in the form of testing:

- test tasks do not contain a correct answer;



- test tasks contain several correct answers;
 - test tasks are outside the curriculum;
 - test tasks are translated incorrectly (from one language to another);
 - test tasks have incorrect wording;
- 12.9.2 if the examination is oral:

- the questions go beyond the curriculum;
- questions are not translated correctly (from one language to another);
- the wording of the question is not correct;

12.9.3 it is obligatory to have an answer sheet with the signature of the student and the examiner. The application shall not be considered in the absence of the answer sheet signed by the student and the examiner;

12.9.4 if the examination is written:

- the questions go beyond the curriculum;
- the questions are not translated correctly (from one language to another);
- the wording of the question is not correct;

12.9.5 if the examination is an OSCE (objective structured clinical examination):

- incomplete technical provision of the station for the practical skill;

12.9.6 for the period of evaluation of professional preparedness (final attestation) of internship and residency graduates to resolve disputes and protect the rights of graduates, the Republican Appeal Commission is established by the order of the authorised body;

12.9.7 the Republican Appeal Commission consists of an odd number of at least five members. The Republican Appeal Commission shall be composed of scientific and pedagogical staff, employees of practical healthcare, representatives of the assessment organisation, non-governmental organisations;

12.9.8 in case of disagreement with the results of one or two stages of assessment, the internship/residency graduate shall file an appeal within 24 hours after the appealed stage of assessment. The Secretary of the Republican Appeals Committee shall receive and record the appellant's appeal application and evaluation materials, which shall include audio and video recordings of the evaluation, evaluation sheet(s) from the University;

12.9.9 the Republican Appeals Commission shall proceed to consider appeals on the day following the completion of the first and (or) second stages of assessment;

12.9.10 the final protocol of the results of the assessment of professional preparedness considered by the appeals commission shall be provided on the day following the meeting of the appeals commission;

12.9.11 the final results of the professional competence assessment (final attestation), taking into account the appeal, are displayed in the graduate's personal account in the ISO and provided to the University in the form of a consolidated protocol of the assessment results, within 48 hours after the appeal commission meeting.

13 TRANSFER AND REINSTATEMENT RULES

13.1 General rules and requirements



13.1.1 Transfer of students is carried out from one course to another course, from one VLE to another VLE (except for graduation courses), from one language department to another for paid form of education (2-7 courses), from one educational programme to another, from paid basis of education to budgetary form of education (vacant educational grant/state educational order);

13.1.2 transfer of students from one educational programme to another, from one form of education to another is carried out only on a paid basis;

13.1.3 Students of the University can be transferred from one educational programme to another, if they have fully completed the academic period of the programme being mastered, taking into account prerequisites, the difference in the disciplines of the curriculum is not more than 15 credits and the average grade point - GPA is not lower than 3.5.

If the UNT certificate does not correspond to the established passing score of the educational programme for the year of admission, transfer is impossible;

13.1.4 transfer of students from paid basis to training on the state educational grant (state educational order) is carried out by awarding vacant educational grants, released in the process of obtaining higher and postgraduate medical education on a competitive basis.

Students who have no academic arrears, repeated attendance and retake of final control in the current academic period have the right to participate in the competition;

13.1.5 to carry out the procedure of transfer and reinstatement for the period of holiday time, a commission (hereinafter - the Commission) is organised, the composition of which is determined by the University by issuing an appropriate order;

13.1.6 at transfer or reinstatement of students the academic difference in disciplines and hours (with calculation of credits) is determined, which is repaid only on a paid basis.

13.1.7 technical calculation of the academic difference in credits/hours in disciplines is made by the Centre for Academic Development, Schools determine the difference based on the volume of academic hours/credits reflected in the transcript, or certificate, syllabus, issued to persons who have not completed the training (Annex 12). The final decision on re-credit and determination of the academic difference remains with the Commission. On the basis of the extract from the minutes of the Commission meetings, schools form an order on the repayment of the difference;

13.1.8 academic difference is determined as follows:

1) on the total number of credits (for the academic year not less than 60 credits) mastered by the student on general education, basic and profile disciplines;

2) on the mandatory component of the cycle of general education disciplines;

3) on the university component:

- by the list of prerequisites and the total number of mastered credits;

- in case of disciplines' names mismatch, the difference is determined by the discipline content, taking into account the discipline prerequisites and the formed competence of the graduate;

4) for the elective component the difference is not determined, the number of mastered credits is counted;

5) in case of coincidence of learning outcomes, 1 to 2 credits are re-credited;

13.1.9 disciplines of academic difference are distributed for study during the academic year in parallel with current academic classes, taking into account the prerequisites;

13.1.10 when re-crediting the mastered credits of academic disciplines and determining the academic difference, the difference in the forms of final control is not taken into account. If the transcript evaluation of the final control is specified as "credit"/"passed"/"certified"/"passed", it is equated to the



letter system of assessment of learning achievements of the student in accordance with the scale of credit grades:

Evaluation under the traditional system	%	average value
"Excellent."	90 - 100	95
"Good."	70 - 89	80
"Satisfactory."	50 - 69	60
"Pass"/"Passed"		80
"Pass"/"credit"/"certified"/"passed" in case of an honours diploma		90

In case of disagreement with the proposed assessment, the student passes the final control;

13.1.11 when agreeing the curriculum of the University and other medical universities for students of all courses of educational programmes of bachelor's degree, transferred, reinstated and out of academic leave, re-credit the state examination "History of Kazakhstan" to the state examination "Modern History of Kazakhstan", the discipline "Informatics" to the discipline "Information and Communication Technologies", as well as disciplines and educational and industrial practices in accordance with academic credits and hours in the direction of training;

13.1.12 to eliminate the academic difference in disciplines, the student is enrolled in these disciplines, attends during the academic period or summer term all types of training sessions, passes all types of current control, gets admission to the final control.

Academic difference in disciplines, not eliminated during the academic period and summer term, is further considered as an academic debt, except for the block of GED, the elimination of the difference in which can be carried out in any period;

13.1.13 transfer/reinstatement of citizens of the Republic of Kazakhstan and Kandas from foreign universities is carried out during the academic year, except for the period of the examination session. When transferring or restoring a student from a foreign educational organisation is provided:

- document on the mastered study programmes (academic certificate or transcript);
- copies of journals stamped and signed / excerpt from the electronic journal indicating disciplines and current grades (in case of transfer during the academic year);
- Extract from the order on transfer to the next academic course / on expulsion, indicating the reason for expulsion;
- licence of the higher education institution from which he/she is transferred or reinstated or accreditation certificate;

13.1.14 in case of absence of GPA of students, the office-registrar on the basis of the academic certificate (transcript) make calculation of GPA, wishing to transfer/reinstate from foreign universities on the basis of the number of hours and grades on mastered disciplines;

13.1.15 when transferring or reinstating a student, the course of study is determined by the transfer and reinstatement committee, taking into account prerequisites;

13.1.16 on the basis of comparison of educational programmes, the content of the list of mastered disciplines, their volumes is carried out automatic re-crediting of mastered credits/hours with orientation on the results of learning.

Only those disciplines for which the final grade is equal to "excellent", "good", "satisfactory" are re-credited;

13.1.17 transfer and reinstatement to the University is carried out during winter holiday time, provided that the period of holidays (in case of transfer) and summer holiday time coincide, in the period from 15 June to 15 August of the current year (except for reinstatement from academic leave). Transfer and reinstatement of residents is carried out in the period from 1 to 10 August of the current year;

13.1.18 reinstatement to the University is carried out regardless of the terms of expulsion.



A learner expelled from the University for the following reasons: violation of the principles of academic honesty (including submission of forged documents, participation in a hacker attack, subject to confirming facts of participation in this attack), contracts, except for subparagraph 13.2.7 of this Policy and the Charter, is not entitled to reinstatement to the University.

A student expelled from another educational organisation for the following reasons: for academic failure, violation of the principles of academic honesty (including submission of forged documents, participation in a hacker attack subject to confirming the facts of participation in this attack) and Internal Regulations, has no right to reinstatement to the University.

A student expelled from the University for academic arrears has the right to be reinstated to study no more than once for a repeated course;

13.1.19 the University is guided by the principles of academic honesty during transfer and reinstatement;

13.1.20 issues arising during transfer and reinstatement, not reflected in this Policy, are considered individually, taking into account the current legislation of the Republic of Kazakhstan;

13.1.21 the transfer of students to a national university or other institution of higher education is carried out on the condition and in accordance with the academic policy of the University.

13.2 Rules for transferring students from one course to another

13.2.1 A mandatory condition for transferring a student from course to course is the presence of only positive grades (excellent, good, satisfactory) and the absence of financial arrears in accordance with the contract (for persons studying on a paid basis);

13.2.2 the student of the budgetary form (state educational grant, LEB grant) liquidates the academic debt on a paid basis;

13.2.3 the student who has not eliminated the academic debt, remains on a repeated course of study or is subject to expulsion;

13.2.4 the student, the owner of the state educational grant, left for a repeated course, continues to study on a paid basis;

13.2.5 the student left for a repeat course, must attend all disciplines of the educational programme being mastered.

In case of coincidence of disciplines and positive evaluation of the final control (excellent, good, satisfactory) it is possible to transfer grades for the past period of study with the agreement of the relevant school and the office-registrar;

13.2.6 Schools form an order on transfer of students from one course to another with the agreement of the head of the office-registrar, accounting officer, dean of the relevant curriculum and legal support department;

13.2.7 the student of paid form, who has not paid for training within the terms established by the contract, is subject to expulsion. If the student repays the existing debt for training - within 15 working days after the release of the order of expulsion, he is subject to reinstatement;

13.2.8 students during the academic year may not be transferred from one group to another.

13.3 Rules of transfer of students of the University to other OHPEs

13.3.1 Students on educational grants are transferred to another OHPE with the preservation of the state educational grant on condition of transfer to the same educational programme for which the educational grant was issued;

13.3.2 students, who entered on educational grants, approved for individual OHPE, are transferred to another OHPE only on a paid basis;

13.3.3 transfer of students to another curriculum is carried out only on a paid basis. In this case, the student has the right to transfer to another curriculum, where there is no academic discipline (except for general education disciplines), in which the student has an assessment of "unsatisfactory";

13.3.4 the transfer of a student from the University to another OHPE on all forms of education and curriculums is made with the consent of the heads of both OHPE and is formalised by appropriate orders;



13.3.5 the student wishing to transfer to another OHPE, submits an application (signed by the Dean of the School and Vice-Rector for Academic Work) for transfer to the Chairman of the Board-Rector/authorised person of the University, and, having received a written consent to the transfer, sealed, applies to the head of the interested OHPE. The Registrar's Office prepares the learner's transcript on the basis of the submitted application;

13.3.6 the transcript signed by the Chairman of the Board-Rector/authorised person of the University and the Head of the Office-Registrar, sealed; a copy of the working curriculum, a copy of the certificate of UNT or CT (for bachelor's degree), a certificate of state educational grant (for holders of state educational grants); an extract from the order on transfer to the next course, an extract from the order on assignment of scholarship (for holders of state educational grants); an extract from the order on transfer to the next course, an extract from the order on assignment of scholarship (for holders of state educational grants); an extract from the order on assignment of scholarship (for holders of state educational grants); an extract from the order on transfer to the next course, an extract from the order on assignment of scholarship (for holders of state educational grants);

13.3.7 the head of the OHPE, to which the student is transferred, issues an order on enrolment of the student in connection with the transfer and sends a written request to the University to forward the personal file of the student;

13.3.8 on the basis of the order of the Chairman of the Board-Rector/authorised person of the University and a written request of the receiving party, the Centre for monitoring and accounting of students sends the student's/intern's personal file (it is possible to issue "in hand" under the signature and personal responsibility of the student or the representative of the student on a notarised power of attorney);

13.3.9 after expulsion in connection with transfer, the student submits the "bypass sheet" to the Centre for Monitoring and Record of Students.

13.4 Rules for transfer of students from other OHPE institutions

13.4.1 Transfer to the University is possible only from the higher and/or postgraduate education in the direction of "Health care".

Students of budget and paid form of education can transfer to the University;

13.4.2 Students can be transferred from other OHPEs of the Republic of Kazakhstan, including from one curriculum on another, if they have fully completed the first academic period of the programme being mastered, taking into account the prerequisites, UNT certificate with a score not lower than the established threshold score, grade point average - GPA not lower than 2.8.

Students may be transferred from foreign universities (not residents of the Republic of Kazakhstan), if they have fully completed the first academic period of the programme being studied, taking into account prerequisites;

13.4.3 students on the educational grant are transferred to the University with the preservation of the state educational grant on condition of transfer to the same curriculum, for which the educational grant was issued and additional payment by the students of the difference in the cost of the educational grant;

13.4.4 the student submits an application for transfer to the head of the GPA, in which he/she is studying, and having received a written consent to the transfer, sealed, applies to the University;

13.4.5 transfer of a student to the University from another OHPE in all forms of education and curriculum is made with the consent of the heads of both OHPE and is formalised by appropriate orders.

The Commission of the University considers the applications of students for transfer from another OHPE only during the summer and winter holidays.

In this case, in case of introduction of the state of emergency, emergencies of social, natural and technogenic character, wartime, as well as in conditions of armed, military conflicts in the country of study, the transfer of citizens of the Republic of Kazakhstan, Kandas from foreign OHPE is carried out during the academic year;



13.4.6 to the application for transfer addressed to the Chairman of the Board-Rector/authorised person of the University the learner shall attach (Annex 13):

- a transcript signed (electronically digitally signed) by the head/prorector and the office-registrar of the other OHPE, sealed;
- copy of the educational grant certificate (for educational grant holders), UNT certificate (for bachelor's degree) and certificate (extract from the examination record) on passing the entrance examinations (for residency, master's and doctoral programmes);
- original and a copy of the diploma and diploma supplement (for transfer to internship);
- a licence of a foreign OHPE to provide educational services in a particular subject;
- application to the head of the OHPE where he/she studied (signed by the head and stamped by the HEI);
- extracts from the orders on transfer to the next course and scholarship assignment, signed by the supervising department.

For citizens of the Republic of Kazakhstan and Kandas, foreign citizens when transferring from foreign universities, the UNT certificate is not required.

Masters and doctoral students additionally need to provide the following documents:

- diploma of education of the relevant profile (original) with an appendix;
- copy of identity card;
- extracts from the meetings on approval of the thesis topic, scientific supervisors and advisors at all levels;
- conclusion on ethical and moral-legal evaluation (for clinical experimental research);
- 3*4 photo (2 pcs);
- extract from the electronic journal indicating disciplines and current grades;
- agreement of foreign consultant (for doctoral students);

13.4.7 transfer of students from other OHPEs of the Republic of Kazakhstan on the appropriate course is carried out taking into account the final results of learning, the difference in the disciplines of the curriculum is not more than 15 credits and in the presence of at least 60 mastered credits (1800 academic hours) in the academic year.

Students (for citizens of the Republic of Kazakhstan, who studied in the universities of near and far abroad) have the right to repay the academic difference in the disciplines of GED, which are not prerequisites of basic and major disciplines, to the final year of bachelor's degree, according to the individual educational trajectory.

Transfer of students from universities near and far abroad is carried out taking into account the final results of training in the presence of at least 60 mastered credits (1800 academic hours) in the academic year. The difference on GED disciplines is not taken into account when calculating the difference and is repaid during the academic year before the start of the graduation course.

In cases not provided for in this paragraph, transfer students shall be transferred to a lower course;

13.4.8 On the basis of a positive decision of the Commission, the University Schools, within three working days, issue an order on the transfer of a student from another GPA and sends a written request for his/her personal file. The request shall be accompanied by an extract from the order on enrolment of the student by transfer. The Centre for monitoring and accounting of students forms a personal file of transferred students;

13.4.9 the head of the OHPE, where the student previously studied, after receiving the request issues an order of dismissal in connection with the transfer to another HEI and the monitoring centre of the student record within three working days sends the personal file of the student to the University;

13.4.10 when transferring a student - holder of a state educational grant from another OHPE, the University sends to the authorised body in the field of education a copy of the order on enrolment to adjust the financing of OHPEs;



13.4.11 between the transferred student and the University concludes an agreement on the provision of reimbursable educational services, in accordance with which the payment for the subsequent period of training is made.

When transferring students on the grant LEBs, it is necessary to obtain a letter of consent from the IIOE and in the application for transfer the student indicates the consent to pay the difference between the cost of the grant and the established cost of education according to the approved price list of the University. In this case, the price list may be approved annually;

13.4.12 after issuance of the order and conclusion of the contract, the transferred student applies for ID card;

13.4.13 students are re-credited modules / disciplines of compulsory component in the previous academic period, provided in the state compulsory standard, if the number of credits, study hours and the content of disciplines / module;

13.4.14 students are re-credited learnt in the previous academic period modules/disciplines of the university component and the component of choice, academic and industrial practice, regardless of the name and forms of control provided in the working curriculum;

13.4.15 students of budgetary form (state educational grant, LEBs grant), transferred from other medical universities, the scholarship is assigned according to the results of interim certification (examination session), taking into account the equivalent of grades corresponding to grades excellent and good, in the absence of retaking the final control and debts on the curriculum.

13.5 Rules of transfer of students from the paid form of education to vacant educational grants (state educational order), released in the process of obtaining higher and postgraduate education

13.5.1 Transfer to vacant educational grants (state educational order), released in the process of higher and postgraduate education, is carried out on a competitive basis among students of paid form in the context of the curriculum and training courses;

13.5.2 the competition is held at the end of winter and spring-summer interim attestation on the basis of GPA - the average grade point average for the whole period of study;

13.5.3 all students of the University of paid form of education without academic debts take part in the competition.

Students cannot participate in the competition:

- conditionally enrolled in the number of students in the 1st year of study;
- having repeated attendance in the current academic year;
- having a retake of the final control in the current semester;
- who have increased their grade point average in the current summer term;
- deprived of the state educational grant for violation of the rules of conducting UNT, in the current term;
- transferred or reinstated students have the right to participate in the competition if they have completed one academic period at the University and eliminated the difference in the curriculum;
- previously studied at the expense of the state educational grant, except for education received in military, special educational institutions and OHPE under the President of the Republic of Kazakhstan.

Paid students at the expense of local executive bodies (hereinafter - LEBs) and/or other organisations are obliged to provide a letter of consent from the party paying for training with permission to participate in the competition for awarding vacant educational grants;

13.5.4 the announcement of the deadlines for the admission of documents for the competition for the award of vacant educational grants, the number of vacant educational grants in the context of the OP and training courses is posted on the University website;

13.5.5 students shall submit an application to the relevant Schools within the deadlines specified in the announcement to the Chairman of the Board-Rector of the University (Annex 14);



13.5.6 a working group is established at the University by order of the Chairman of the Board-Rector of the University, which recommends applicants for vacant grants for consideration and approval by the Academic Council of the University.

A video recording of the working group meetings shall be made;

13.5.7 the announcement on the ranking of students - participants of the competition by GPA in the context of the OP and training courses is placed on the University website. The ranking of students is carried out by the Office-Registrar together with representatives of schools.

The Academic Council of the University, having considered the received applications and taking into account the recommendation of the working group, makes the final decision. The Academic Council reserves the right not to take into account the decision of the working group. The final decision of the Academic Council shall be posted on the University website. The final decision on awarding vacant educational grants is made and issued by the authorised body in the field of education;

13.5.8 in case of identical indicators of GPA, the preferential right shall be given to students who have grades only "A, A- - excellent", then grades "B+, B, B-, C+ - good", then mixed grades for the entire period of study, except for "FX, F - unsatisfactory". In the case of the same grades for resident physicians, master's students, doctoral students, scientific achievements corresponding to the profile of the speciality are taken into account: scientific publications (including in rated scientific publications); certificates of scientific developments; certificates of award of scientific scholarships, grants; certificates/diplomas for participation in scientific conferences and competitions;

13.5.9 in case of absence of applicants for vacant educational grants for a particular OP, educational grants are transferred to the authorised body in the field of education;

13.5.10 The University on the basis of the decision of the Academic Council sends documents (application of the student; decision of the Academic Council; transcript; copy of the document certifying the identity of the student; certificate of the holder of the educational grant (original), expelled from the HEI) to the authorised body in the field of education or health care in the period up to 25 January and 05 August of the current year to make a decision;

13.5.11 on the basis of the issued certificate of award of educational grant, order of the authorised body in the field of education or health care, the University issues an order for further training under state educational grants (state educational order);

13.5.12 Schools familiarise the students transferred to further education under educational grants with the order and assign scholarship according to the results of the passed interim attestation.

13.6 Rules of reinstatement

13.6.1 Reinstatement to training is carried out only on a paid basis. Reinstatement is possible for any full-time study programme regardless of the period of expulsion;

13.6.2 an individual submits an application for reinstatement to the Chairman of the Board-Rector/authorised person of the University (Annex 15).

In case of reinstatement to the University of persons expelled from other OHPEs, a UNT certificate with a score not lower than the established threshold score, a certificate on the presence/absence of a criminal record, GPA not lower than 2.8 shall be provided.

The application for reinstatement is accompanied by a transcript signed by the head/prorector and the office-registrar of another GPA (if the student has previously studied at another GPA), sealed; a UNT/CT certificate (for bachelor's degree, original) and a certificate (extract from the examination list) on passing the entrance examinations (for residency, master's and doctoral studies); document on the previous level of education (certificate, diploma); extract from the order of expulsion with the indication of the reason; academic certificate (original); certificate or other legal document confirming the authenticity of IELTS certificates (for reinstatement to residency, master's, doctoral studies).

For citizens of the Republic of Kazakhstan and Kandas, the UNT certificate is not required for reinstatement from foreign universities.



Applications for reinstatement are considered by the University Commission only during the summer and winter holidays;

13.6.3 at the same time, in case of introduction of the state of emergency, emergencies of social, natural and technogenic character, wartime, as well as in the conditions of armed, military conflicts in the country of study, the restoration of citizens of the Republic of Kazakhstan, Kandas from foreign universities is carried out during the academic year;

13.6.4 during reinstatement the difference in the disciplines of the working curriculum studied during the previous and current periods of study is determined.

The difference in the disciplines of the curriculum serves as a basis for determining the course of reinstatement of the applicant. Reinstatement to the appropriate course is carried out if the difference in the disciplines of the curriculum is not more than 15 credits (450 academic hours).

If the difference in the disciplines of the curriculum is more than 15 credits (450 academic hours), the applicant for reinstatement is offered reinstatement to a lower course;

13.6.5 The Chairman of the Board-Rector/authorised person of the University on the basis of a positive decision of the Commission issues within three working days an order on reinstatement to training and sends a written request for his/her personal file to the OHPE, where the reinstated person was previously trained. The request is accompanied by an extract from the order on reinstatement of the student.

The Centre for Monitoring and Accounting of Students forms a personal file of the reinstated person;

13.6.6 After issuance of the order on reinstatement the Centre for Students and Teachers concludes a contract between the reinstated student and the University on reimbursable provision of educational services.

The reinstated student makes payment for training terms established in accordance with the terms of the agreement on the provision of paid educational services.

14 RULES FOR GRANTING /REINSTATEMENT FROM ACADEMIC LEAVE OF ABSENCE

14.1 General rules and requirements

14.1.1 Academic leave is granted to students on the basis of:

- the conclusion of the medical advisory commission (hereinafter - MAC) for a duration of 6 to 12 months due to illness;

- summons to military service;

- a document confirming the birth, adoption or adoption of a child up to the age of three years;

- a decision of the Centralised Medical Advisory Commission (hereinafter referred to as "CMAC") of a tuberculosis dispensary in the case of tuberculosis for a period of 6 to 36 months;

- care for one or both legal representatives in the absence of other guardians, when the child reaches the age of majority and provides the necessary supporting documents;

- following the results of the decision of the Republican Commission for training abroad - on granting the applicant an internship under the Bolashak Programme;

14.1.2 to formalise academic leave, the student (or his/her legal representative/representative by power of attorney) shall submit an application (Annex 16) and provide documents confirming the validity of the temporary interruption of education, depending on the reasons specified in paragraph 14.1.1;

14.1.3 for reinstatement from academic leave, the student submits an application (Annex 17) and documents: a copy of the ID card; certificate of MAC/CMAC about the state of health with a conclusion on the permission to continue training; child's birth certificate and certificate of health of the child, certificate of internship on the programme "Bolashak", a report on the internship;

14.1.4 if the date of leaving the academic leave or going on an academic leave does not coincide with the beginning or end of the academic period, the student performs academic tasks on an individual



schedule, gaining points necessary for the rating of admission or enrolled in the summer term on a paid basis and work out the difference in the curriculum;

14.1.5 if the student did not come out of the academic leave in the terms specified in the order on granting academic leave, he/she is subject to expulsion from the University for violation of the terms of the agreement on the provision of educational services;

14.1.6 to appeal against decisions, actions or inaction of the Chairman of the Board-Rector/authorised person of the University, the student (or his/her legal representative) submits a statement indicating the complaint in writing by e-mail (on the blog of the Head of the University) or by hand through the Office of the University. The complaint is subject to consideration in accordance with the Administrative Procedure Code of the Republic of Kazakhstan;

14.1.7 during the period of being on leave of absence of students, interns, residents, master's students, doctoral students studying on the basis of state educational grants, the state scholarship is not paid, except for academic leaves granted on the basis of medical opinion (conclusion of the medical advisory commission).

When granting academic leave to a person studying on the basis of the state educational order, the right to further education on the basis of the state educational order shall be retained by him.

When granting an academic leave to a student on a paid basis, the tuition fee is suspended for the entire period of the academic leave;

14.1.8 students, interns, masters, returning from academic leave, the appointment and payment of state scholarships shall be carried out in the manner prescribed by the Rules of appointment, payment and amount of state scholarships to students studying in educational institutions, approved by the Government of the Republic of Kazakhstan on 7 February 2008 № 116, after the elimination of the academic difference in the curriculum;

14.1.9 students with tuberculosis, in the presence of appropriate medical opinion, the state scholarship is established and paid for the period of disability, but no more than ten months from the date of disability;

14.1.10 during the period of being on leave to care for a child up to the age of three years state scholarship is not assigned.

14.1.11 The University does not bear financial obligations during the period of the student's academic leave, except for cases specified in paragraph 14.1.7 of this Policy.

14.2 Rules for granting study leave

14.2.1 The Chairman of the Board-Rector/authorised person of the University shall issue an order on granting academic leave of absence with indication of the start and end dates of the leave of absence;

14.2.2 in case the academic leave is granted to a student whose form of education is a state educational grant funded from the republican budget, the Chairman of the Board-Rector/authorised person sends a copy of the order to the Ministry of Science and Higher Education and/or the Ministry of Health of the Republic of Kazakhstan.

If the student is funded from the local budget, a copy of the order is sent to the local executive bodies to adjust the funding;

14.2.3 The University may refuse to grant an academic leave to a student if:

- the unreliability of documents (false documents) for academic leave is established;
- established unreliability of data (information) indicated in the documents provided;
- non-compliance of the student or the submitted documents and information with the requirements of the order of the Acting Minister of Health of the Republic of Kazakhstan from 30 October 2020 № KR DSM-175/2020 "On approval of forms of accounting documentation in the field of health care, as well as instructions for their completion";

- an incomplete package of documents has been submitted;

- documents with expired validity period are presented;

- the student has more than two academic debts (for paid form of education);



14.2.4 the student has the right to extend the academic leave after the provision of appropriate and confirming the need to extend the academic leave documents;

14.2.5 Academic leave to care for a child under three years of age may be granted to a student of the University (one of the parents), only after the latter provides relevant and supporting documents on the inability to care for the child by the other parent (if he/she is studying, working, due to the health condition of one of the parents and / or for other valid reasons).

14.3 Rules for reinstatement from study leave

14.3.1 For reinstatement from academic leave, the student submits an application for return from academic leave and presents a certificate of the VKK about the state of health from the medical organisation that observed the patient and / or supporting documents on the permission to continue training;

14.3.2 on the basis of the submitted documents the University issues an order on reinstatement (exit) from the academic leave, the order specifies the language of instruction, form of instruction, group, course, educational programme;

14.3.3 in case of reinstatement from academic leave, a student whose form of study is a state educational grant funded from the republican budget, the Rector/authorised person sends a copy of the order to the Ministry of Science and Higher Education of the Republic of Kazakhstan and/or the Ministry of Health of the Republic of Kazakhstan.

In case the learner is funded from the local budget, a copy of the order is sent to the local executive bodies to adjust the funding;

14.3.4 technical calculation of the academic difference in the disciplines studied by the learner for previous academic periods is made by the Centre for the development of academic activity, Schools determine the difference, the course of study and approve an individual educational plan (if necessary) after coordination with the office-registrar.

To eliminate the academic difference in disciplines, the learner, in parallel with the current academic classes, during the academic period is enrolled in these disciplines, attends all types of classes, passes all types of current and boundary control, gets admission to the final control.

A student in parallel with current academic classes, to eliminate the difference in the disciplines of the working curriculum during the academic period attends all types of classes, passes all types of current control provided by the working curriculum, gets admission to interim certification.

The order and terms of liquidation of the difference in the disciplines of the curriculum are formalised by the order of the Chairman of the Board-Rector/authorised person after the issue of the order on reinstatement to training;

14.3.5 when comparing the curriculum, the content of the list of mastered disciplines, their volumes, acquired knowledge, skills, abilities, skills and competences, learning outcomes, the credits/hours mastered are re-credited.

Only those disciplines for which the final grade is equal to "excellent", "good", "satisfactory" are re-credited.

If the disciplines coincide and a positive grade in the final control (excellent, good, satisfactory), it is possible to transfer grades for the past period of study with the agreement of the relevant department, office-registrar and the School;

14.3.6 from the moment of issuance of the order on reinstatement from the academic leave, the student on a paid basis makes payment for training in accordance with the agreement on rendering paid educational services.

15 FINAL CERTIFICATION OF STUDENTS

15.1 General rules and requirements



15.1.1 FSC - a procedure conducted to determine the degree of mastery of the state educational standard of the corresponding level of education;

15.1.2 students who have fully completed the educational process, theoretical and practical course in accordance with the requirements of the working and individual curriculum and curriculum are allowed to the final attestation;

15.1.3 in case the graduate has not fulfilled the requirements of the working/individual curriculum and has academic debts, is not allowed FSC, remains on a repeated course of study (on a paid basis, without saving the grant) or is subject to expulsion from the University;

15.1.4 the main criterion for the completion of the educational process is the mastering by students of the necessary volume of theoretical training and professional practices in accordance with the requirements of the State Standards of Higher Education and Postgraduate Education;

15.1.5 FG is rounded to a whole number according to the rule of rounding numbers: if the discarded figure is equal to 5 and more, the previous figure is increased by one, and if it is less than 5, the previous figure remains unchanged;

15.1.6 final attestation of students is carried out according to the forms established by the state obligatory standards of higher and postgraduate education, the duration and terms of which are provided by the academic calendar and working curricula of the curriculum;

15.1.7 admission to the repeated FSC is formalised by the order of the Chairman of the Board-Rector of the University;

15.1.8 FSC of students at the University is held in the terms provided by the academic calendar and working curriculum;

15.1.9 State examinations (on profile disciplines) shall be held in the following forms: orally, in writing, testing (comprehensive testing), certification of practical skills, defence of diploma project and dissertation works in the volume of professional curricula;

15.1.10 if a graduate has academic arrears, he/she is not allowed to the FSC and is subject to expulsion from the University;

15.1.11 if the student at the first stage received a grade "unsatisfactory", he is not allowed to the next stage;

15.1.12 calculation of FG is not made if the student received a grade of "unsatisfactory" at one of the stages and the examinee is subject to expulsion;

15.1.13 the result of the FSC of graduates is summarised from the positive scores of the two stages and derived as an arithmetic mean (Annex 18);

15.1.14 documents submitted to the SAC about the state of health after receiving an unsatisfactory grade are not considered;

15.1.15 repeated passing of the state examination and defence of the diploma thesis in order to increase the positive grade is not allowed;

15.1.16 retake the state examinations and/or re-defence of the diploma work to persons who received a grade of "unsatisfactory", in this period of final certification is not allowed;

15.1.17 a student applying for a diploma with honours, must at the beginning of the FSC to have an average grade point average (GPA) of 3.5 or more, depending on the curriculums and terms of study.

A student on an educational programme of higher education, who has on academic disciplines and other types of academic activities final grades A, A-"excellent", B+, B, B-, C+ "good" with an average grade point average (GPA) is not lower than 3.5, as well as passed a comprehensive examination or defended a thesis (project) with grades A, A-"excellent", is awarded a diploma with honours (without taking into account grades for additional types of training);

15.1.18 the student who had during the entire period of training retakes of the final control / re-attendance of disciplines / the fact of violation of academic integrity, as well as increased the grade point average (GPA), does not receive a diploma with honours;

15.1.19 in the conditions of online learning with the use of distance technologies, the stages of the IGA are held on the AIS-platforms of the University with a proctoring system and anti-plagiarism check;



15.1.20 the list of disciplines submitted to the state examinations for those who have not passed is determined by the curriculum in force in the year of completion of the theoretical course by the learner;

15.1.21 students who have passed the FSC and confirmed the mastery of the relevant curriculum of higher education, the decision of the State Academic Committee issues a state diploma with an appendix in accordance with the SESA and current regulations.

15.2 Final Attestation of Bachelors of "Nursing", "Public Health/Health", "Pharmacy", "Kinesitherapy", "Ergotherapy", interns/residents.

15.2.1 The FSC for bachelors of "Nursing", "Public Health/Health", "Pharmacy", "Kinesitherapy", "Ergotherapy", interns/residents is conducted:

- according to the order of the Minister of Health of the Republic of Kazakhstan from 11 December 2020 № KP DSM-249/2020 "On approval of the rules of assessment of knowledge and skills of students, assessment of professional preparedness of graduates of educational programmes in the field of health care and specialists in the field of health care";

- jointly with the assessment organisation, i.e. accredited by the authorised body by the organisation carrying out the procedure of assessment of knowledge and skills of students, graduates of professional preparedness and specialists in the field of health care;

15.2.2 The IGA for bachelors of "Nursing", "Public Health/Health", "Pharmacy", "Kinesitherapy", "Ergotherapy", interns/residents is conducted in two stages in the form of an independent examination:

- 1) assessment of knowledge,
- 2) assessment of skills.

Assessment of knowledge of graduates is carried out by automated computerised testing with the help of test questions. The threshold score of knowledge assessment is set by the assessment organisation in coordination with the educational and methodological associations.

Skills assessment is conducted on the basis of the University or the assessment organisation using material and technical resources of simulation centres, clinical bases, examiners, standardised and (or) real patients. Audio and video recording of the assessment is provided during the graduate skills assessment. Recordings are archived and stored for at least 30 calendar days from the date of assessment. Skills assessment is carried out on a score sheet in EIS (Evaluation Information System). The threshold score is set by the assessment organisation in agreement with the training and methodological associations. The results of the skills assessment are provided on the day of the skills assessment. The final results of skills assessment taking into account the appeal shall be provided after the appeal committee's work is completed not later than 2 days from the day of submission of the application for appeal;

15.2.3 in case of circumstances referred to force majeure by the legislation of the Republic of Kazakhstan, the evaluation of graduates is provided with the use of distance technologies in online mode;

15.2.4 Bachelors in the direction of training "Nursing", "Public Health / Health", "Pharmacy", "Kinesitherapy", "Ergotherapy", interns / residents who received a score of "unsatisfactory" on the results of attestation, are expelled from the University by order of the Chairman of the Board-Rector / authorised person.

The term of re-assessment of professional preparedness (final attestation) in case of unsatisfactory result of the first or second stage of assessment is carried out in 6 (six) months on the basis of the decision of the Republican Appeal Commission;

15.2.5 Graduates who received an unsatisfactory result at the repeated assessment of professional preparedness shall be issued a certificate of the established sample;

15.2.6 admission to repeat the assessment of professional competence (final attestation) for a valid reason of the graduate (due to health condition, call-up for military service or other objective reasons confirmed by relevant documents) is carried out on the basis of a positive decision of the SEC. Repeated assessment of knowledge and (or) skills in order to increase the positive assessment is not allowed;

15.2.7 persons who have completed training on the residency training programme shall be



awarded the qualification of a specialist physician in the relevant programme and shall be issued a state sample document;

15.2.8 An intern who has successfully passed the FSC shall be issued a document on education of the state sample approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated 28 January 2015 №. 39 "On Approval of Types and Forms of Documents on Education of the State Sample and Rules for their Issuance".

15.3 Final Attestation of Bachelors of training directions "General Medicine", "Paediatrics" and "Dentistry".

15.3.1 FSC for graduates of Bachelor's degree programmes "General Medicine" and "Stomatology" is conducted in two stages:

- 1) the first stage - includes CT/ oral examination/written one on the main profile disciplines;
- 2) second stage - assessment of practical skills.

The stages of FSC are summarised and the total final grade is deduced, which is entered in the Diploma Annex;

15.3.2 FSC for bachelors of the following areas of training "General Medicine", "Paediatrics" and "Dentistry" is carried out according to the State Educational Standards in the form of passing state examinations on profile disciplines of compulsory and university component;

15.3.3 if the student at the first stage received a grade of "unsatisfactory", he is not allowed to the next stage, the calculation of the final grade is not made and the examinee is subject to expulsion;

15.3.4 the student who did not attend the final certification in accordance with the approved schedule for a valid reason, writes a statement to the Chairman of the SAC, presents a document confirming the reason for absence from the examination, and by his permission can take the examination or defend the thesis on another day of the meeting of this Commission;

15.3.5 the students who have received the assessment "unsatisfactory" according to the results of attestation are expelled from the University by the order of the Chairman of the Board-Rector/authorised person;

15.3.6 Bachelor's degree graduates of "General Medicine" and "Dentistry", who have not passed the final attestation, not earlier than in a year, have the right to write an application to the Chairman of the Board-Rector of the University, but not later than two weeks before the start of the final attestation of the next academic year, to allow admission to a second final attestation.

15.4 Final attestation on educational programmes of Master's degree and doctoral studies.

15.4.1 The Final Attestation of Master's Degree Programme consists of writing and defence of a Master's thesis/master's project. Master students who have successfully mastered the educational programme and passed the pre-defence at the extended meeting of the department are allowed to defend it. The defence of Master's theses/Master's projects takes place at the meeting of the FSC on Master's programme of the corresponding Master's programme;

15.4.2 persons who have completed the Master's programme and successfully passed the final attestation are awarded the degree "Master of Medical Sciences/Master of Public Health" on the curriculum "code and name of the educational programme" and issued a diploma on postgraduate education with an appendix (transcript);

15.4.3 The FSC on the curriculum of doctoral studies consists of writing a thesis and passing the pre-defence at an extended meeting of the department. Doctoral students who have successfully passed the pre-defence at the extended meeting of the department are admitted to the defence. Doctoral dissertations are defended at a meeting of the Dissertation Council of the corresponding educational programme, with subsequent consideration of the dissertation and the package of documents of the dissertant at a meeting of the Committee for Control in the Sphere of Education and Science of the Ministry of Science and Higher Education of the Republic of Kazakhstan;



15.4.5 in case of a positive decision of the Committee for Control in the Sphere of Education and Science of the Ministry of Science and Higher Education of the Republic of Kazakhstan on the results of the conducted examination, the persons who have fully completed the educational programme of doctoral studies and successfully defended the doctoral dissertation, are awarded the degree of Doctor of Philosophy (PhD) and are issued a state diploma with an appendix.

16 RULES FOR THE SUMMER TERM

16.1 General rules and requirements

16.1.1 The summer term is organised for (except for graduate courses):

- additional training, i.e. expansion and deepening of knowledge, students in the professional sphere beyond the scope of the basic educational programmes (Annex 19), including within the framework of the Summer School at the University, including with international participation;

- mastering by the student of academic disciplines, not provided by the curriculum of the curriculum;

- repayment of differences in curricula/academic arrears (Appendix 20).

16.1.2 the duration of the summer term, 8 weeks to master no more than 15 credits, is determined by the academic calendar of the educational process in the context of the curriculum and courses;

16.1.3 the right to take the summer term is given to the students:

- with good academic performance for additional training;

- having academic difference in case of reinstatement, transfer, coming out of academic leave;

- from other OHPEs by agreement (within the framework of academic mobility, two-diploma education, etc.);

- having academic debts (Annex 21);

16.1.4 HR Department issues an order to the teaching staff about the summer term;

16.1.5 Students are allowed to take additional courses during the summer term, taking into account the following requirements:

- the student must be transferred to the next course without academic arrears;

- the student must master the prerequisites for the relevant discipline of the additional type of training;

- the student makes payment in full for the entire term of study;

16.1.6 in the summer term is allowed to pass educational, industrial (professional) and research practices in the framework of academic mobility, the repayment of academic debts on practice;

16.1.7 the student makes full (100%) payment for all types of training during the summer term;

16.1.8 control over the timely conduct of classes and final control in the summer term is carried out by the respective Schools;

16.1.9 organisation of additional training courses in the summer term is carried out in accordance with the regulations:

- A student submits to the Dean of the relevant School a motivated application/letter/essay on the intention to participate in the summer semester within the Summer School, including with international participation and taking a certain course of study according to the Programme approved by the Department, on the declared courses no later than 15 days before the start of the summer semester with the petition of the relevant Dean;

- students from other universities (by agreement) medical colleges, secondary schools, as well as self-employed citizens submit to the Dean of the relevant School a motivated application on the intention to participate in the summer semester and the desire to take certain courses of study according to the catalogue with the provision of the following documents: transcript, copy of identity document. This application is signed by the supervising vice-rector, the Centre for the Development of Academic Activity with the indication of prerequisites for a particular discipline, accounting department with the indication of tuition fees for the declared courses, 15 days before the start of the summer semester;



- The School registers applications for participation in the summer term with the provision of a receipt of full payment for the course of study, then issues an order on the organisation of the summer term specifying the name, surname and patronymic of students, disciplines, number of hours and notifies the relevant Schools and departments;

- Chairs discuss and approve at the departmental meeting the topic, base and actual content of the Summer School Programme, including with international participation; submit for approval to the School Council/QAC on the curriculum; approve the lists of teaching staff responsible for the implementation of the Summer School Programme; approve the terms of implementation of the Summer School Programme, including with international participation;

- The school assigns a certain teacher/assistant to the approved lists of students in the languages of instruction for keeping the electronic journal and carrying out the final control according to the list of teachers submitted by the department;

- The school issues an order on the organisation of the summer term on the basis of a letter from the department, the timetable is indicated in the annex to the order on the basis of a letter from the department;

- for the period of the summer term from among the regular faculty members who teach the classes, by the decision of the department meeting the teachers are appointed to work during the summer term. The number of teaching staff depends on the number of groups by language of instruction according to the approved lists. The approved lists of teaching staff are sent to the corresponding School for further monitoring of the Summer School.

The number of hours for one discipline of the Summer School programme, including those with international participation is 1 or more credits;

16.1.10 in the summer term all types of control of academic achievements are applied: current and end-of-term control of academic progress, interim certification in the form of oral, written examinations or testing;

16.1.11 academic achievements of students in the summer semester are evaluated by the PRLS of knowledge assessment;

16.1.12 at the end of the discipline programme students take examinations, the results of which are recorded in the examination list, portfolio and transcript;

16.1.13 the final assessment of the knowledge of the student in the disciplines studied outside the curriculum of the educational programme is carried out by the leading teacher;

16.1.14 students from other HEIs, who have been trained in the summer semester at the University in agreement with the HEIs, are given a transcript to re-credit credits for the mastered disciplines;

16.1.15 at the School, based on the results of the examination session, an order is issued to increase the grade point average, to repay the academic difference, specifying the discipline, number of hours;

16.1.16 the Dean shall sign the student's application and approve the ICTP (Annex 22);

16.1.17 the order, application, ICTP are kept in Schools/departments/OR;

16.1.18 Schools submit through AIS the order, application and payment receipts to the Chair, Registrar's Office and Accounting Office;

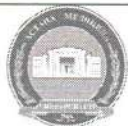
16.1.19 The School monitors the completion of training in accordance with the ICTP;

16.1.20 the teacher involved in the summer semester, according to the working curriculum of the discipline develops ICTP of additional attendance in 3 copies with the indication of the date of the final control (examination, boundary control / ARA on the modular system of training);

16.1.21 ICTP is compiled and signed by the responsible teacher, head of department, head of the academic activity centre, approved by the dean and kept in the school for one year (original);

16.1.22 the ICTP is obligatorily provided to the student for signature;

16.1.23 the teacher is obliged to conduct all types of training sessions provided by the working curriculum for the discipline;



16.1.24 the teacher is obliged to carry out a systematic test of knowledge of students with the entry of grades in the electronic journal;

16.1.25 the teacher is obliged to carry out the assessment of learning achievements in the form of examinations, boundary control / ARA;

16.1.26 Final control of students is taken by teachers according to the approved list of teaching staff;

16.1.27 after passing the examination, the teacher submits an application to the office-registrar through the AIS module of the CoE, on the basis of the application the office-registrar opens the electronic journal, where the teacher fills in the logbook according to the ICTP;

16.1.28 for the rational planning of the educational process, the head of the department should provide the teaching staff for re-attendance during the summer holidays;

16.1.29 in order to prevent the risks of corruption, the teacher who previously conducted classes with the student in the discipline, in which the student is re-attendance in the summer period, is not entitled to teach this discipline with the student in the summer term. The repeated classes of the learner shall be taught by another teacher of the department. The Head of the Department is responsible for monitoring the control of corruption risks.

16.2 Rules for Organising and Conducting Repeated Attendance of Students' Classes

16.2.1 Students who have academic arrears in the disciplines of the respective year of study due to:

- lack of admission to the final control;
- failure to attend the final control for an unexcused reason;
- unsatisfactory grade (F) on the final control;
- an unsatisfactory grade (0 - 49) after retaking the final examination;

16.2.2 repeated attendance of classes on the relevant disciplines is carried out during the summer term on a paid basis, not more than 15 credits. The cost of repeated attendance is determined by the number of classroom hours from the total number of hours allocated to the mastering of the discipline, and the Regulations on paid services of the University.

In order to organise repeated attendance of classes at the departments, supervising Schools form an order with the indication of academic groups, the Centre for Academic Activity Development draws up a schedule for the summer semester.

Departments submit the CTP to the schools for approval within 2 (two) days after signing the order for the summer term;

16.2.3 CTP (Appendix 23) in 2 copies is made and signed by the responsible teacher, Head of Department, Head of the Centre for the Development of Academic Activity, approved by the Dean, kept in the School for one year (original) and in the office-registrar;

16.2.4 the student begins to eliminate academic debt at 100% payment for repeated attendance in the relevant disciplines;

16.2.5 repeated attendance is allowed not more than once for the same discipline;

16.2.6 if the student after re-attendance of the discipline / module received a final grade of "unsatisfactory", corresponding to the sign "FX" and "F", he is subject to expulsion;

16.2.7 if the student, left for re-attendance, does not fulfil the ICTP (absences of 30% or more classes of re-attendance; current level of knowledge less than 50%), he is not allowed to pass the final control of the discipline and is subject to expulsion;

16.2.8 orphans, disabled children and children left without parental care, who have academic arrears in disciplines, repeat attendance is free of charge;

16.2.9 the maximum volume of study load of students during the period of repeated attendance is not more than 30 classroom hours per week;

16.2.10 Schools, office-registrar, audit group of the quality of the educational process, monitor the quality of repeated attendance.



16.3 Rules for increasing the average grade point average (GPA) of students

16.3.1 A student who has completed the course programme in full, in order to increase his/her GPA, has the right to repeat the disciplines on a paid basis in the summer semester (except for the disciplines for which the state examination is taken) and pass the final control (Appendix 19);

16.3.2 to organise the increase of the average grade point average of the student the School forms an order with the indication of academic groups, the Centre for the Development of Academic Activities makes the schedule of the summer term;

16.3.3 The teacher makes an assessment of the current control, boundary control of the student in the AIS of the University module "Academic Performance Journal".

16.3.4 The student proceeds to increase the average score with 100% payment for the relevant disciplines.

17 ACADEMIC MOBILITY

17.1 Academic mobility of students is carried out in accordance with the Regulations PL-MUA-05-22 "On the academic mobility of students of NpJSC"AMU" and relevant memoranda;

17.2 coordination and monitoring of programmes of international academic mobility of students at the University is carried out by the CIR on the basis of memorandums, tripartite agreements for training and invitations from foreign educational institutions;

17.3 coordination and monitoring of programmes of internal academic mobility of students at the University is carried out by supervising Schools on the basis of inter-university agreements, harmonisation of educational programmes and coordination of curricula. On the basis of applications, the School organises exchange on academic mobility in the ARA;

17.4 coordination and monitoring of scientific internship within the framework of academic mobility of master's and doctoral students is carried out by the Research School;

17.5 The academic difference is repaid on a gratuitous basis.

18 REVISION, AMENDMENT, STORAGE AND DISPATCH

18.1 This Policy shall be revised (updated), amended, stored and distributed in accordance with the requirements of the Company's standard "Document Management".

18.2 The original copy of this Policy shall be registered and stored in the Centre for Strategic Development and Project Management.

18.3 A scanned version of this Policy shall be placed on the Company's server computer in the public access folder, as well as on the Company's website in the "To Employee" section.

18.4 Scanned hard copies of this Policy shall be distributed, as appropriate:

- to all vice-rectors;
- to all structural divisions of the Company.

18.5 This Academic Policy applies to legal relations arising from 01 September 2023.



Appendix 1

Academic Integrity Violation Act form

Act on breach of academic integrity
(_____ examination session of the academic year 20__/20__)

Discipline/module:	
Type of learning activity: examination	
Full name of the teacher/University staff member on duty:	Full name of the learner:
	Educational Programme:
	Course:
	Group number:
Date:	
Classroom number:	
Time:	
Description of the offence:	
Signature of the University faculty/staff member authorised to attend the examination:	
_____ (full name)	_____ (signature)
_____ (full name)	_____ (signature)
_____ (full name)	_____ (signature)
Signature of the learner:	
The act is familiarised with:	
Head of Department « _____ »	
_____ (signature)	_____ 202__ г. (full name)
Dean/Deputy Dean of School « _____ »	
_____ (signature)	_____ 202__ г. (full name)

**Appendix 2**

Form "BRBS score conversion scale"

PRLS score conversion scale

Evaluation by letter system	Digital score equivalent	Percentage content	Evaluation by traditional system
A	4,0	95-100	That's great
A-	3,67	90-94	
B+	3,33	85-89	Good.
B	3,0	80-84	
B-	2,67	75-79	
C+*	2,33	70-74	
C	2,0	65-69	Satisfactory
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	
FX	0,5	25-49	Unsatisfactory
F	0	0-24	

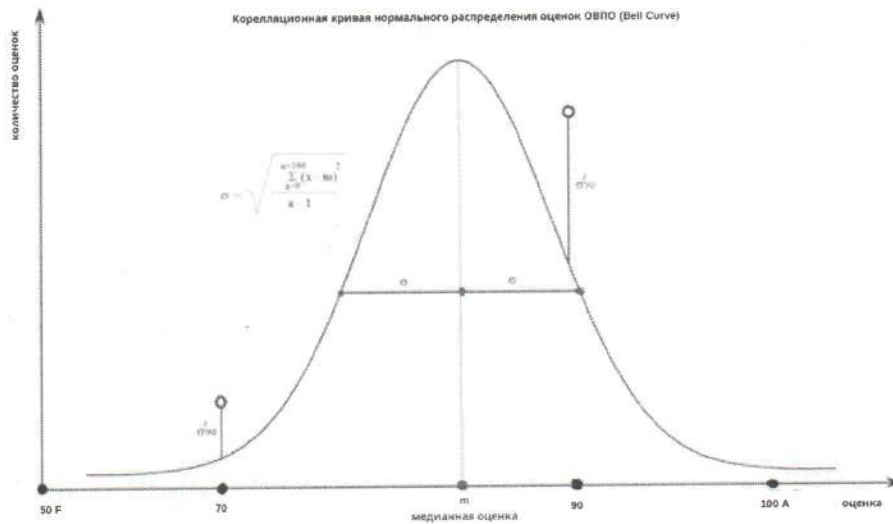
* Note: In accordance with the standard rules of activity of educational organisations implementing educational programmes of higher and (or) postgraduate education, from 24 November 2018, the letter grade "C+" is equated to the equivalent of the traditional grade "Good".



Appendix 3

Кривая распределения оценок (Bell Curve)

GRADING CURVE (Bell Curve)



In the normal curve distribution process (Bell Curve), the scores are distributed in the following ratio:

№	Letter grade and percentage содержание	Percentage distribution of absolute scores
1	«A», «A-» (90-100 %)	no more than 10% of the total number of students in the reference group
2	«B+», «B», «B-» (75-89%)	not more than 25% of the total number of students in the abstract group
3	«C+», «C», «C-» (60-74%)	at least 30% of the total number of students in the reference group
4	«D+», «D», «D-» (50-59%)	at least 25% of the total number of students in the reference group
5	«F» (0-49%)	not less than 10% of the total number of students in the reference group



Appendix 4

Form "EFC sheet (for one-stage examination)"

NPJSC "Astana Medical University"

«Астана медицина университеті» КеАҚ

Statement № _____

Апелляцияны ескерумен / Excluding appeal

Мектеп / Школа / School _____

Оқу ағымы / Study stream _____

Курс / Course _____

Семестр / Semester _____

Оқу жылы / Academic Year _____

Кафедра / Department _____

Мамандану / білім беру бағдарламасы /
Specialisation / Educational programme _____

Пән / Discipline _____

Кредиттер / Credits _____

Оқытушы / Teacher _____

Емтихан қабылдаушы / Examiner _____

Күні / Date _____

Топ / Group _____

№ п/п	Тегі, аты, әкесінің аты / FULL NAME	Рейтинг / Rating	Емтихан / EXAM	Қорытынды баға / Final evaluation			
				%	Num ber	Әріп/Let ter.	Дәстүрлі / traditional
1							
2							

Білім алушылар саны / Number of students: ___

Тапсырды / Passed: ___

Оның ішінде / Of them:

мына / for "A" ___ "A-" ___

мына / for "B+" ___ "B" 4 ___ "B-" ___

мына / for "C+" ___ "C" ___ "C-" ___ "D+" ___ "D" ___

Келмеді / Did not appear: ___

Жіберілмеді / Not admitted: ___

Үлгерім / Achievement: ___

Сапа / Quality: ___

ОТ басшысы / Head of OR: _____

**Appendix 5**

Form " EFC Statement (for 2-stage examination)"

NPJSC "Astana Medical University"

«Астана медицина университеті» КеАҚ

Statement № _____
Апелляцияны ескерумен / Exclud-
ing appeal

Мектеп / School _____

Оқу ағымы/ Study stream _____

Курс/ Course _____

Семестр / Semester _____

Оқу жылы / Academic Year _____

Кафедра / Department _____

Мамандану / білім беру
бағдарламасы / Specialisation /
Educational programme _____

Пән / Discipline _____

Кредиттер / Credits _____

Оқытушы / Teacher _____

Емтихан қабылдаушы / Exam-
iner _____

Күні / Date _____

Топ / Group _____

№ п/п	Тегі, аты, әкесінің аты / FULL NAME	Рейтинг / Rating	Емтихан / EXAM		Қорытынды баға / Final evaluation			
			Stage 1	Stage 2	% -ге / В %	Цифр / Цифр.	Әріп/Бу қв.	Дәстүрлі / традиционн ая
1								
2								

Білім алушылар саны / Number of students: ___

Тапсырды / Passed: ___

Оның ішінде / Of them:

мына / for "A" ___ "A-" ___

мына / for "B+" ___ "B" 4 ___ "B-" ___

мына / for "C+" ___ "C" ___ "C-" ___ "D+" ___ "D" ___

Келмеді / Did not appear: ___

Жіберілмеді / Not admitted: ___

Үлгерім / Achievement: ___

Сапа / Quality: ___

ОТ басшысы / Head of OR: _____



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Appendix 6
Form "Catalogue of elective disciplines"

NpJSC "Astana Medical University"

Approved
Vice rector _____
(signature) _____ Full Name

Catalogue of elective disciplines

Educational programme: " _____ "

level of education (_____)

20__-20__ academic year

Course - __ BD - __, PD - __ in

№	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
№	Module	Discipline	Cycle of discipline	discipline annotation	Prerequi- sites	Postrequi- sites	Number of cred- its	Number of hours	Prac- tice	SROP	SRO	Cou- rse	Partici- pating depart- ments	responsible de- partment for the module/discipline	Head of de- partment

Discussed and agreed at the meeting of the Academic Council dated " ____ " ____ 20__ r. Protocol №

Head of the office-registrar _____ Full Name



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Appendix 7
Form "Application for elective disciplines"

NPJSC "Astana Medical University"

Application for elective disciplines

Department _____

Educational programme: _____

Level of education _____

20__-20__ academic year

1	2	3	4	5	6	7	8	9	10				11	12	13
									Lecture	Practice	SRO	SROR			
	Module / Discipline	module component	Cycle of discipline	short ab- stract	Prerequisites	Postrequisites	participating departments	Number of credits						responsible depart- ment for the mod- ule/discipli- ne	head of department



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Appendix 8
Form "Application for Appeal"

To the supervising vice-rector

(Full Name)

From the student of the group № _____

(Educational programme)

(Student's full name)

Appeal

I ask you to create an appeal commission for the discipline,
« _____ »,
(Full name of the discipline/module)

_____, in connection with disagreement with the examination assessment in the journal
(Date of examination)
Academic progress, because according to subparagraph (12.9.1, 12.9.2, 12.9.4, 12.9.5 or other) of the Academic Policy of NAO "Astana Medical University".

(Full name of the learner)

(Signature)

« ____ » ____ 20__ г.

(Full name of the head of the department)

(Signature)

« ____ » ____ 20__ г.

(Full name of the Dean)

(Signature)

« ____ » ____ 20__ г.

(Full name of the Head of OR)

(Signature)

« ____ » ____ 20__ г.



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Appendix 9

Form "Minutes of the Appeal Commission Meeting"

NpJSC "Astana Medicine University"

PROTOCOL № _____
Meetings of the Appeal Commission

« » 20 year _____ from (hour) _____ . to (hour) _____

Present: Chairperson _____

Members _____

_____ Student's

(Speciality)

(Full name)

About the appeal of the examination on discipline

Questions:

1. _____

2. _____

3. _____

General characterisation of the response: _____

Decision of the Appeal Commission: _____

Chairman of the AC _____

(Signature)

AC members _____

(Signature)

(Signature)

(Signature)

Secretary of the AC _____

(Signature)



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Appendix 10

Form "Statement of record of EFCs with regard to appeal (for one-stage examination)"

NpJSC «Astana Medical University»

Statement No. _____
Subject to appeal _____

School _____
Study stream _____
Course _____
Semester _____
Academic Year _____
Department _____
Specialisation / Educational programme _____
Discipline _____
Credits _____
Teacher _____
Examiner _____
Date _____
Group _____

№ п/п	Full name	Rating	Rating (A)	EXAM	EXAM (A)	Final evaluation			
						%	Numbers	Letters	Traditional
1									
2									

Білім алушылар саны / Number of students: __
Тапсырды / Passed: __
Оның ішінде / Of them:
мына / for "A" __ "A-" __
мына / for "B+" __ "B" 4 __ "B-" __
мына / for "C+" __ "C" __ "C-" __ "D+" __ "D" __
Келмеді / Did not appear: __
Жіберілмеді / Not admitted: __
Үлгерім / Achievement: __
Сапа / Quality: __

ОТ басшысы / Head of OR: _____

Annex 11

Form "Statement of record of EFC with regard to appeal (for 2-stage examination)"

NpJSC «Astana Medical University»

Statement No. _____
Subject to appeal _____

School _____

Study stream _____

Course _____

Semester _____

Academic Year _____

Department _____

Specialisation / Educational programme _____

Discipline _____

Credits _____

Teacher _____

Examiner _____

Date _____

Group _____

№ п/п	Full name	Rating	Rating (A)	Exam		Exam (A)		Final evaluation			
				Stage 1	Stage 2	Stage 1	Stage 2	%	Number	Letter	Traditional
1											
2											

Білім алушылар саны / Number of students: ____

Тапсырды / Passed: ____

Оның ішінде / Of them:

мына / for "A" ____ "A-" ____

мына / for "B+" ____ "B" 4 ____ "B-" ____

мына / for "C+" ____ "C" ____ "C-" ____ "D+" ____ "D" ____

Келмеді / Did not appear: ____

Жіберілмеді / Not admitted: ____

Үлгерім / Achievement: ____

Сапа / Quality: ____

ОТ басшысы / Head of OR: _____



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Appendix 12

Form "Academic Difference on Transfer and Reinstatement"

Full name of learner: _____

For the educational programme: _____

To the course: _____

№	Discipline (from where he/she is transferring/returning)	Hours/ credits	University Dis- ciplines	University Hours/cre dits	Difference in cred- its/hours	Note

Methodist of the Centre for the Development of
Academic Development Centre _____

Academic Development Centre Manager
Academic Development Centre _____

Deputy Dean of the School _____



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Appendix 13
Form "Application for Transfer"

Chairman of the Board-Rector
NpJSC "Astana Medical University"

(Full name)

from the student of _____ course
of _____ educational programme
« _____ »

(name of the university)

(Full name of the university)

(form of education in their university)

(contact phones)

(e-mail)

Application

I ask you to allow transfer to NpJSC "Astana Medical University" to _____ course of educa-
tional programme _____ from

(name of the university from which the student is transferred)

GPA(general) -
GPA(for the past academic course) -.

Form of education: budgetary (grant)//paid
(underline required)

Language of instruction: Kazakh// Russian// English
(underline required)

Date of application

Signature of the learner



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Appendix 14

Form "Application for participation in the competition"

Chairman of the Board-Rector
NpJSC "Astana Medical University"

(FULL NAME)

from the student of _____ course
of _____ educational programme
" _____ "

(full
name according to the ID card)

(contact phones)

(e-mail)

Application

I ask you to consider my candidature for the award of a vacant state educational grant, released in the process of education. I give my consent for collection, processing and distribution of personal information related to my academic performance.

I attach to the application: list documents

Date of application

Signature of the learner



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Appendix 15

Form "Application for reinstatement"

Chairman of the Board-Rector
NpJSC "Astana Medical University"

(FULL NAME)

Cityzen's _____
(FULL NAME)

(contact numbers)

(e-mail)

Application

I ask you to allow to restore to training in NpJSC "Astana Medical University" on _____ course of educational programme _____, the reason of expulsion _____.

GPA-

Form of education: paid

Language of education: Kazakh// Russian// English
(underline required)

Date of application

Signature of the citizen



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Appendix 16

Form "Application for leave of absence"

To the supervising vice-rector

_____ Full name

From the student of the group № _____

_____ (Educational programme)

_____ (Full name of the learner)

_____ (Contact details)

_____ (Specify the form of training: state grant/paid/ Akim's grant)

Application

I ask you to grant me an academic leave of absence in connection with _____

(Specify the reason)

I enclose the following documents:

" _____ " _____ 20 _____ year _____

(signature)



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Appendix 17

Form "Application for reinstatement from sabbatical leave"

To the supervising vice-rector

_____ FULL NAME.

_____ (educational programme of the student)

_____ (full name of the learner)

_____ (contact details)

Application

I ask you to reinstate me from the academic leave of absence for training _____

(Specify course of study, language of instruction, educational programme, Form of study)

I enclose the following documents:

« _____ » 20 _____ year

(Signature)



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Appendix 18
Form "Statement of final state attestation"

NpJSC "Astana Medical University"

Statement of Final State Attestation _____

Period _____ - _____ academic year

Type of final State Attestation _____

Credits _____

№	Full Name	Group	Evaluation			
			Lettered	Numbered	%	Traditional
1	2	3	4	5	6	7
1						
2						

Chairman of the State Attestation Commission _____

Members of the State Attestation Commission

Secretary _____

Head of OR _____



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Appendix 19

Form "Application for additional training / GPA increase"

To the supervising vice-rector
NpJSC "Astana Medical University"

_____ (FULL NAME)

From the student of _____ course
Educational programme _____

_____ (Full name of the learner)

Application

1. I ask you to allow me to take additional training / increase GPA in the discipline
" _____ " on a paid basis, for
_____.

2. I am familiarised (a) with the requirements of paragraph 16 of the Academic Policy of NAO
"Astana Medical University".

_____ « ____ » _____ 20__ y.
(Full name of student) (signature)

_____ « ____ » _____ 20__ y.
(Full name of the Head of Department) (signature)

_____ « ____ » _____ 20__ y.
(Full name of the Dean) (signature)

_____ « ____ » _____ 20__ y.
(Full name of the head of the CRAD) (classroom hours) (signature)

_____ « ____ » _____ 20__ y.
(Full name of the chief specialist Accounting department) (amount payable) (signature)



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Appendix 20

Form "Application for settlement of discipline differences/academic arrears"

To the supervising vice-rector

(FULL NAME)

From the student of the group № _____

(Educational programme)

(Full name of the learner)

Application

1. I ask you to allow the repayment of the difference in the curriculum / academic debt in the discipline _____

_____ on a paid basis in connection
with _____

2. I am familiarised (a) with the requirements of paragraph 13 of the Academic Policy of NAO "Astana Medical University".

(Full name of student) _____
(signature) « ____ » _____ 20__ y.

(Full name of the Head of Department) _____
(signature) « ____ » _____ 20__ y.

(Full name of the Dean) _____
(signature) « ____ » _____ 20__ y.

(Full name of the head of the CRAD) _____
(classroom hours) _____
(signature) « ____ » _____ 20__ y.

(Full name of the chief specialist
Accounting department) _____
(amount payable) _____
(signature) « ____ » _____ 20__ y.



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Appendix 21

Form "Application for repeated attendance of classes"

To the supervising vice-rector

(FULL NAME)

From the student of the group № _____

(Educational programme).

(Full name of the learner)

Application

1. I ask you to allow me to re-visit the discipline/module
" _____ "
on a paid basis in connection with _____

2. I am familiarised (a) with the requirements of paragraph 16 of the Academic Policy of NAO "Astana Medical University".

(Full name of student)

(signature)

« ____ » _____ 20__ y.

(Full name of the Head of Department)

(signature)

« ____ » _____ 20__ y.

(Full name of the Dean)

(signature)

« ____ » _____ 20__ y.

(Full name of the head of the CRAD) (classroom hours) (signature)

« ____ » _____ 20__ y.

(Full name of the chief specialist
Accounting department)

(amount payable) (signature)

« ____ » _____ 20__ y.



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Appendix 22

Form "Individual calendar and thematic plan

For repayment of academic difference / increase of GPA / additional training".

APPROVED

Dean _____
(FULL NAME)

(Signature)

" " _____ 20__ г.

Individual calendar and thematic plan

For discipline " _____ "

For the student of group _____ of educational programme _____

(FULL NAME) _____

20__ -20__ academic year

№	Subject of the lecture/workshop/SROP	Date	Number of hours	Time conduct
1				
2				
3				
4				
	Total hours:	Fill-in mandatory!		Fill in mandatory!

№	Theme of SRO	Date	Number of hours
1			
2			
3			
4			
5			
	Total hours		

№	Final control	Date	Number of hours
1	Final control (written, testing, oral, etc.)		

Head of the Department

(Signature)

(Full name)

Head of the Centre for the Development
Of Academic Activity

(Signature)

(Full name)

Teacher in charge

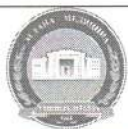
(Signature)

(Full name)

Trainee

(Signature)

(Full name)



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Appendix 23

Form "Calendar and thematic plan
repeat attendance".

"APPROVED"

Dean _____

(FULL NAME)

(signature)

"__" "__" 20__ y.

Calendar-thematic plan of repeated attendance of classes
on discipline " _____ "
for students of group _____ of educational programme _____
for the summer term of 20__-20__ academic year

№	Subject of the lecture/workshop/SROP	Date	Number of hours	Time conduct
1				
2				
3				
4				
	Total hours:	Fill-in mandatory!		Fill in mandatory!

№	Theme of SRO	Date	Number of hours
1			
2			
3			
4			
5			
	Total hours		

№	Final control	Date	Number of hours
1	Final control (written, testing, oral, etc.)		

Head of the Department _____

(Signature)

(Full name)

Head of the Centre for the Development
Of Academic Activity _____

(Signature)

(Full name)

Teacher in charge _____

(Signature)

(Full name)



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Initial approval sheet

№	Position	Full name	Date of approval	Signature
1.	Vice-Rector for Academic Affairs	Zhunussova A.B.		
2.	Dean of the School of Medicine	Sarieva A.A.		
3.	Dean of the School of Dentistry	Detochkina V.R		
4.	Dean of the School of Paediatrics	Karibzhanov A.A.		
5.	Dean of the School of Public Health and Management	Baimagambetova A.A.		
6.	Acting Dean of the School of Pharmacy	Omari A.M.		
7.	Dean of Nursing	Baigozhina Z.A.		
8.	Dean of the School of Residence	Elubaeva M.K.		
9.	Dean of the Research School	Raisova K.A.		
10.	Head of office-registrar	Tleshova N.S.		
11.	Head of the Centre for Academic Development	Dossanova A.K.		
12.				
13.				
14.				
15.				
16.				



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Approval sheet

№	Position	Full name	Date of approval	Signature
1.	Vice-Rector for Academic Affairs	Zhunussova A.B.		
2.	Vice-rector for scientific work and strategic development	Koykov V.V.		
3.	Vice-rector for clinical work	Gazalieva M.A.		
4.	Vice-rector for financial, economic and economic work	Maradzhapov B.I.		
5.	Chief of Staff of the Rector	Dyusekova I.A.		
6.	Head of Legal Support Department	Abushakhmanova A.K.		
7.	Head of the Centre of Academic Activities	Dossanova A.K.		
8.	Head of the Centre for Strategic Development and Project Management	Urimov R.M.		



Change Record Sheet

№	Sheet (page) numbers				Total sheets	Number of section, subsection, paragraph of the standard to which the changes relate	Signature of the person who made the changes	Date of change
	Modified	Replaced	The new ones	Cancelled				



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Familiarisation sheet

№ s/p	Position	Full Name	Date of familiarisation	Signature