



RSE on REM “The L.N. Gumilyov Eurasian National University”

INTEGRATED MANAGEMENT SYSTEM

REGULATIONS

REGULATIONS ON MONITORING OF STUDENTS' ACHIEVEMENTS

R ENU 48-17

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Astana

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Foreword

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1 General Provisions

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1.1 These Regulations on the monitoring of educational achievements of students (hereinafter referred to as – the Regulations) determine the procedure for managing the process of movement of the student population, the processes of organizing and monitoring educational achievements of students, managing information related to the educational process at the L.N. Gumilyov Eurasian National University (hereinafter referred to as – the University).

1.2 The requirements of these Regulations apply to the processes of monitoring the movement of the student population, monitoring the registration of students for disciplines, organizing and conducting intermediate certification at the university, evaluating the educational achievements of students, conducting appeals, the procedure for recalculating the studied modules and disciplines, issuing educational documents and other related processes related to the educational achievements of students at the University.

1.3 These Regulations are intended for use by the structural divisions of the University involved in the organization and conduct of the educational process.

2 Regulatory References

2.1 These Regulations have been developed on the basis of the following regulatory documents:

- Law of the Republic of Kazakhstan “On Education”;
- Rules for the transfer and restoration of students by type of educational organization;
- Rules for the appointment, payment and size of state scholarships to students in educational institutions;
- State compulsory standard of higher education. Bachelor's degree. Basic provisions;
- State compulsory standard of postgraduate education. Master's degree. Basic provisions;
- State compulsory standard of postgraduate education. PhD degree. Basic provisions;
- Rules for the organization of the educational process on credit technology of education;
- Rules for granting academic leave to students in educational institutions;
- Standard rules for ongoing monitoring of progress, intermediate and final certification of students in higher educational institutions;
- Instructional letter “On Organization of Academic Mobility of Students”;
- Internal regulatory documents of the university

2.2 These Regulations put into force the following forms:

F R ENU 48-01-17 List of members of the appeal commission.

F R ENU 48-02-17 List of teachers on duty.

F R ENU 48-03-17 Form of examinations.

F R ENU 48-04-17 Act on violation of the rules for conducting an exam taken by the method of computer testing.

F R ENU 48-05-17 Act on the removal of a student from the exam and on the cancellation of test results.

F R ENU 48-06-17 A list of studied disciplines to be recalculated

F R ENU 48-07-17 Journal of registration of the minutes of the meeting of the appeal commission.

3 Abbreviations

- | | |
|------------|-----------------------------------|
| AIS | – automated information system |
| DC | – basic courses |
| IRG | – internal regulatory document |
| SAC | – State Attestation Commission |
| DAA | – Department for Academic Affairs |

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MES RK	– Ministry of Education and Science of the Republic of Kazakhstan
RD	– regulatory document
OOC	– general education courses
MC	– major courses
TS	– teaching staff (faculty)
TC	– standard curriculum.

4 Terms and Definitions

4.1 The following abbreviations are used in these Regulations:

University – the RSE on REM “The L.N. Gumilyov Eurasian National University”.

Academic mobility is the movement of students or research teachers to study or conduct research for a certain academic period (semester or academic year) to another higher educational institution (within the country or abroad) with the obligatory transfer of the acquired educational programs in the form of credits at their own university or with continuation of their studies at another university.

Academic leave is a period for which students temporarily interrupt their studies for medical reasons (including pregnancy and childbirth) and also because of being drafted into the ranks of the Armed Forces of the Republic of Kazakhstan.

Academic degree is a degree awarded to students by the State Attestation Commission of the University who have mastered the relevant educational curricula, based on the results of the final attestation.

Academic calendar is a calendar of educational and monitoring events, professional practices during the academic year, indicating the days of rest (vacations and holidays).

Academic period is a period of theoretical study: a semester consisting of 15 weeks.

Academic debt is the student’s debt for the final assessment of knowledge, formed as a result of an unsatisfactory final grade in an academic discipline or failure to appear for an exam.

Appeal claim is a procedure carried out in order to identify and eliminate factors that contributed to the biased assessment of students’ knowledge.

Registration for an academic course is a procedure for preliminary registration of students for academic courses of the next academic period.

An individual curriculum is a curriculum formed for each academic year by students independently with the help of an adviser based on a standard curriculum and a catalog of elective courses.

Final attestation is a procedure carried out to determine the degree of students’ mastery of the volume of academic courses.

Final assessment is an assessment of the educational achievements of students in order to assess the quality of their mastery of the module program (academic course), carried out during the period of intermediate certification in the form of an exam, if the module (course) is studied over several academic periods, then the final assessment can be carried out on the component parts of the module (courses) studied in this academic period.

Final grade is the aggregate of points given to the student during the current, midterm and final assessment.

Monitoring the educational achievements of students is checking the level of knowledge of students by various forms of assessment (current, midterm and final) and certification, determined independently by the University.

Elective component is a list of academic courses and the corresponding minimum amount of credits or academic hours offered by the University, chosen by students in the academic period, taking into account their prerequisites.

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Credit is a unified unit of measurement of the volume of educational work of a student / teacher.

Credit technology of teaching is learning based on the choice and self-planning of the sequence of study courses by students using credit as a unified unit of measurement of the volume of educational work of the student and teacher.

Educational portal is a virtual educational environment designed for information support and organization of the educational process of the University, located on the official website (www.enu.kz).

Students are bachelor, master and PhD students enrolled in undergraduate, graduate and doctoral programs, respectively.

Mandatory component is a list of academic courses and the corresponding minimum amount of credits established by the SC and studied by students without fail according to the training program.

Registrar's Office is an academic service that records the entire history of a student's educational achievements, ensures the organization of all types of knowledge assessment and calculates their academic rating, etc.

Postrequisites are courses that require knowledge, skills and abilities acquired upon completion of the study of this course.

Prerequisites are courses containing knowledge, abilities and skills necessary for mastering the studied course.

Midterm certification of students is a procedure carried out in order to assess the quality of mastering by students of the content of a part or the entire volume of one module (course) after the completion of its study.

Recalculation is a procedure for recognizing previously studied modules and / or courses in higher education institutions of the Republic of Kazakhstan or abroad, in accordance with the modular educational program available at ENU and carried out when transferring (recovering) or returning from academic leave, internship, returning after training in within the framework of academic mobility, as well as when studying a second course, etc.

Midterm assessment is an assessment of educational achievements of students upon completion of a section (module) of one academic course.

Transcript is a document containing a list of disciplines mastered for the corresponding period of study, indicating credits and grades in alphabetic and numerical terms.

Current monitoring of students' progress is a systematic test of students' knowledge in accordance with a modular educational program, conducted by a teacher in classroom and extracurricular activities during the academic period.

Advisor is a teacher who performs the functions of an academic mentor of a student in the relevant specialty, assisting in the choice of a learning path (formation of an individual curriculum) and mastering of the educational program during the training period.

Elective courses are academic courses included in the optional component within the established credits and introduced by the University, reflecting the individual preparation of the student, taking into account the specifics of socio-economic development and the needs of a particular region, established scientific schools of a higher educational institution.

GPA (Grade Point Average) is a weighted average assessment of the level of educational achievement of the student for one academic year in the selected program (the ratio of the sum of the products of credits to the digital equivalent of the scores for the intermediate certification in courses to the total number of credits for the current period of study).

IC (Individual Curriculum) is a student's curriculum, formed by him/her for each academic year independently with the help of an adviser on the basis of a standard curriculum and a catalog of elective courses.

CEC (Catalog of Elective Courses) is a systematized annotated list of all courses of the elective component, containing a brief description indicating the purpose of the study, a summary

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(main sections) and expected learning outcomes (knowledge, skills, and competencies acquired by students). The CEC reflects the prerequisites and postrequisites of each academic discipline. CEC must provide students with the opportunity to choose an alternative for an elective academic course.

SIW (Student's Independent Work) is work on a specific list of topics reserved for independent study, provided with educational and methodological literature and recommendations, controlled in the form of tests, quizzes, colloquia, papers, essays and reports; depending on the category of students, it is subdivided into **independent work of a student** (hereinafter referred to as **SIW**), **independent work of a master's student** (hereinafter referred to as – **MSIW**) and **independent work of a doctoral student** (hereinafter referred to as – **DSIW**); the entire scope of the SIW is confirmed by assignments that require the student to work independently on a daily basis.

5 Registration of students for academic disciplines (formation of IC, formation of academic groups)

The enrollment of students for academic courses is organized jointly by the Registrar's Office, heads and advisers of the graduating departments, and deans of the faculties. Advisors are appointed from among the teachers of the graduating departments with experience. Advisors provide methodological and advisory assistance to students when enrolling in courses. Advisors must, in advance, before the start of the registration period, provide students with full information about elective courses, their brief description, and the content of compulsory courses. In the absence of an adviser, the head of the department advises students on the formation of their IC.

Also, the student must independently familiarize himself/herself with the instructions for registering students for elective and compulsory courses, posted in the "Library" in the AIS "Platonus" (student's personal account → Library → Instructions for students' registering for elective and compulsory courses).

Registration of students for the study of academic courses is carried out online on the educational portal. If necessary, the recording is organized in several stages.

For 1st year students, enrollment in disciplines is organized after the issuance of an enrollment order in the first two weeks of the new academic year.

The individual curriculum (IC) is drawn up by the student independently for each academic year on the basis of the EP, SC and the catalog of elective courses.

When drawing up an IC, the student must:

- familiarize himself/herself with these Regulations, Guide, registration instructions;
- study the EP of the specialty;
- choose an educational path according to CEC;
- provide enrollment for all modules (courses) of the compulsory component in accordance with the EP of the specialty with the right to choose teachers;
- ensure enrollment in elective modules (courses) in accordance with the CEC of the specialty by choosing courses. At the same time, students can enroll instead of elective modules (courses) of the CEC specialty to enroll in interdisciplinary modules offered by other departments.
- sign up for at least a set number of credits in the academic year for mastering the educational program of the corresponding level;
- comply with the established deadlines for registration for training modules (courses).

After registration by the students, the student's IC is formed in the AIS "Platonus" for each academic year. The formed and printed IC (in 2 copies) is signed by the student and presented to the adviser for approval. In the absence of comments, the adviser signs the IC, coordinates it with the specialist of the Registrar's Office in charge of the relevant faculty. ICs are approved by the dean of the faculty in two copies: one is kept in the dean's office and serves as the basis for monitoring the implementation and development of a student's professional curriculum, the second is given to the student.

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The IC of a student who has not passed the registration within the prescribed period for no good reason is formed by the adviser and specialist of the Registrar's Office without the participation of the student.

In the case of a valid reason, the student can delegate authority for his/her recording to a third party by notifying the advisor in writing.

The student has the right, within the first week from the beginning of the semester, to re-enroll in the courses / course teacher.

In this case, the student submits an application addressed to the dean of the faculty indicating the courses to be changed in the IC.

Based on the results of the preliminary registration of students, the staff of the Registrar's Office form academic groups, provided there is a sufficient number of students who have signed up for this path:

- a set of groups for lectures from 50 to 120 students;
- groups (a set of groups) for practical classes from 20 to 35 students, laboratory cases from 8 to 16 students and at least 8 students in language courses, computer science, engineering and computer graphics.

If the number of students enrolled in this course is less than the minimum established, the module (course) does not start. The Registrar's Office forms academic groups based on the results of registration and re-registration of students for courses. Students of unprofitable groups have the right to reapply within 3 days indicating another proposed elective course. If the student does not exercise this right, the decision to replace the unprofitable course is made by the Registrar's Office together with the department advisers. The Registrar's Office carries out re-registration of students together with the advisers of the departments. Advisers inform the student about the registration of courses.

In case of exceeding the records of students of the maximum established norm for one teacher, a second educational set of groups (a group) is formed for this module (courses), the head of the department appoints a teacher of equivalent qualifications.

A student on a paid basis can form his/her own IC with a smaller number of credits than is established for mastering the educational program of the corresponding level, but at the same time with an increase in the period of study.

A student can additionally include modules (courses) from the curricula of his/her specialty in his/her IC, subject to the study of all the prerequisites of the selected courses on a paid basis within the established number of credits, and also subject to the full implementation of the IC for previous courses.

In the course of planning his/her educational path, the student has the right to declare his/her desire to additionally listen to 1-2 modules (courses) with students of other academic sets of groups and specialties on a paid basis, subject to the availability of $GPA > = 3.5$.

6 Academic achievements of students (assessment of students' knowledge, methodology for calculating GPA, monitoring of educational achievements)

I. The grading scale corresponding to international educational standards acts as a tool for measuring the knowledge of students at the University. The grading scale is based on a point-rating and letter system, built on an eleven-point scale and including grades according to the letter system, the corresponding numerical equivalent of points, the percentage of the grade and traditional grades. Grades of the letter system are the letters of the English alphabet from A (highest) to F (lowest), depending on the level of knowledge. The numerical equivalent of points are Arabic numerals in the decimal system from 4.0 to 1.0 positive marks and 0 – unsatisfactory mark.

The level of knowledge of the student is determined as a percentage. At the same time, a positive assessment includes ratings ranging from 50 to 100 percent, an unsatisfactory rating from 0 to 49 percent.

The traditional rating scale is built on a four-point scale with grades “excellent”, “good”, “satisfactory” and “unsatisfactory”.

**Point-rating letter system for assessing the educational achievements of students
with a transfer to the traditional grading scale**

Grade by letter system	Numerical equivalent points	In per cents	Grades by traditional system
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	Satisfactory
C+	2,33	70-74	
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	Unsatisfactory
D	1,0	50-54	
F	0	0-49	

The level of educational achievements of students in each course is determined by the final grade.

There are two midterm assessments for students: 1st midterm assessment – on the 7th week of the semester, 2nd midterm assessment – on the 15th week of the semester (except for semesters with a duration of less than 15 weeks).

The admission rating (average rating) of the student to the final exam is 50 points. A student is admitted to the final exam if he/she has at least 50 points according to the admission rating (AR) (including, separately for each rating, at least 25 points). The final mark for the course includes marks for midterm and final assessment (examination mark). The share of the admission rating is 60% of the final assessment of the degree of mastering by the student of the academic course program. The share of the final exam is 40% of the final assessment of knowledge in this academic course. The results are calculated only if the examination score is at least 50 points. If the student scored less than 50 points on the exam, he/she is given an “F” grade.

II. An example of summing up the final grade:

When summing up the final grade (FG) for the course, the following points are taken into account: the total score of the current academic performance during the semester according to the results of the two midterms and the score obtained at the exam; FG is calculated by the formula:

$$FG = \text{Average midterm grade} * 0,6 + EG * 0,4$$

$$AM \text{ grade} = (\text{Midterm1} + \text{Midterm2}) / 2, M1(M2) = (\text{Current Assessment} + \text{Midterm}) / 2$$

where: FG – final grade;

P1 – first midterm results;

P2 – second midterm results;

EG – exam grade;

AM – average midterm (admission midterm grade);

MR – midterm results;

CAR – current assessment results.

If the module includes several constituent components (courses) and provides a comprehensive exam, then the average rating (admission) is calculated as a weighted average score:

$$AM \text{ grade} = (AM1 \cdot N1 + \dots + AMk \cdot Nk) / (N1 + \dots + Nk)$$

where AM1 – Average midterm grade on the first constituent (course);

Pcpk – Average midterm grade on the k constituent (course);

N1- labor intensity of the first component (course) in credits;

Nk – labor intensity of the k component (course) in credits;

When calculating the final points of current assessment, weight shares for various types of activities are taken into account:

Types of classes	proportion						
	I	II	III	IV	V	VI	VII
Lectures	0,2	0,2	0,2	0,2	–	0,7	0,2
Practical classes	0,5	0,2	–	–	0,7	–	0,2
Laboratory classes	–	0,3	0,5	–	–	–	
Studio classes	–	–	–	0,5	–	–	0,3
Students' independent work	0,3	0,3	0,3	0,3	0,3	0,3	0,3
Total	1	1	1	1	1	1	1

The teacher monitors student attendance.

The teacher is obliged to fill out the electronic progress journal on the educational portal on a weekly basis. An electronic journal is an official document that reflects the attendance and progress of a student.

The results of the current and midterm assessments are compulsorily communicated to students.

Midterm assessment is mandatory, it is carried out in accordance with the academic calendar according to the course program. The form and content of midterm assessments is determined by the teacher (s), the leader (s) of the module (course). Teachers weekly, on a 100-point scale, enter the points of current progress in the electronic journal in the AIS “Platonus” for each type of activities separately.

Points for midterm assessment and SIW on a 100-point scale are entered in the electronic journal by the teacher reading the lectures (if the course does not provide lectures, then the teacher giving practical classes). The points scored are announced by the teachers without fail in the presence of all students.

The marks received by students on the basis of the results of taking exams, with the exception of computer testing, are put down by an independent examiner by-hand in the examination sheet, and the exam score is entered into the electronic journal by the teacher reading this module (course). The printout of the statements is carried out by Registrar’s Office specialists. The examination sheet in hard copy is kept in the Registrar’s Office, and the dean’s offices and the summary sheet of interim attestation are available through the AIS “Platonus”. The marks entered in the sheet should not be changed in the future.

The Registrar’s Office maintains the history of educational achievements of students during the entire period of study, which is reflected in the transcript. The transcript is issued at the request of the student for any period of his/her training.

Students are strictly prohibited from self-willed (unauthorized) access to the electronic database and other documents of the University (journals, statements, etc.) in order to improve grades (points), obtain correct answers to test tasks, with other goals unseemly and / or contrary to the

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established procedure. In the event that a student commits one of these disciplinary offenses, disciplinary sanctions are applied to him/her, up to expulsion from the University.

Working off lectures (or other types of activities) missed for an unjustified reason in the current academic period is not allowed.

In some cases (due to illness, family circumstances, other objective reasons), the dean of the faculty, by order, extends the deadlines for the delivery of current and rating assessments. The order is issued only if the student is provided with a document confirming a valid reason for absence. The order extends only the current period for which there is a supporting document. The document is submitted to the dean's office no later than a week from the date of its issuance. The order is submitted to the Registrar's Office.

Students are allowed to pass the intermediate certification, subject to the accumulation of the current rating at each midterm assessment (R1, R2) for each type of activities and SIW separately at least 25% of the total maximum possible score. The total admission rating $(R1 + R2)/2$ must be at least (more than or equal to) 50%.

Students who do not have an established admission rating based on the results of current assessment or who have not completed their coursework (project) are not allowed to take the exam in the corresponding module (course).

III. Methodology for calculating the grade point average (GPA)

Based on the results of the two main sessions and the results of the summer semester of the current academic year, taking into account the existing academic debts (only the results of the retaken courses of the current academic year are taken into account), specialists of the Registrar's Office calculate the grade point average (GPA) as a weighted average assessment of the level of student's educational achievements. At the same time, when calculating the transfer score (GPA), academic debts for the entire period of study are taken into account.

The grade point average (GPA) is calculated on the basis of the credit-numerical equivalent system.

The total value is the quotient of the sum of the numerical equivalent of the assessment by the number of credits assigned to the module, divided by the total number of credits for which the student has registered.

An example of GPA calculation:

Module	Number of credits	Alphabetic grade	Numerical equivalent
Mathematics	3	A	4.00
Computer Sciences	2	B	3.00
Physics	3	F	0

$$\begin{array}{ll}
 \text{Mathematics} & 4.00 \times 3 = 12.00 \\
 \text{Computer Sciences} & 3.00 \times 2 = 6.00 \\
 \text{Physics} & 0 \times 3 = 0 \\
 \text{Total value} & = 12 + 6 + 0 = 18.00 \\
 \text{Total number of credits} & = 3+2+3 = 8 \\
 \text{GPA} = \frac{\text{Total value}}{\text{Total number of credits}} & = \frac{18.00}{8} = 2.25
 \end{array}$$

If, when calculating GPA, the average score is represented by a number with two decimal places, the GPA must be rounded to the tenth part (to one decimal place) according to the rules of

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mathematics: if the second digit after the decimal point ends in 0,1,2,3 or 4, the first digit after the decimal point does not change; if the second digit after the decimal point ends in 5,6,7,8 or 9, the first digit after the decimal point is increased by one, for example: $2.23 = 2.2$; $2.25 = 2.3$; $2.27 = 2.3$, etc.

7 Interim certification of students (preparation, conduct, appeal)

7.1 Preparation for intermediate certification

Interim certification of students is carried out in accordance with the academic calendar, working curricula and modular education programs. Interim certification is carried out during the examination session, during which students take exams according to the approved schedule.

The organization of the examination session is carried out by the Registrar's Office, the Department for Academic Affairs, faculties on the basis of the exam schedule approved by the First Vice-Rector – Vice-Rector for Academic Affairs.

The Registrar's Office, together with the Technical Support Center and the Information Technology Department, is responsible for conducting computer testing, testing software, maintaining the base of students' assessments, and appeals on test assignments.

The Technical Support Center and the Information Technology Department provide technical support during the session.

There are two examination sessions: winter and summer. The frequency and duration of examination sessions are determined in accordance with the working curriculum of the specialty and the academic calendar approved by the Scientific Council of the University.

The duration of each examination session must be at least two weeks.

Not later than two weeks before the start of the examination session, the Registrar's Office, together with other structural divisions, carries out the following types of work:

- the forms of examinations are approved;
- the list of members of the appeal commissions for all forms of examinations in the established form is approved;
- the list of teachers on duty for conducting exams by the method of computer testing is approved;
- computer labs are prepared for conducting exams by computer testing;
- together with the teachers, a base of test items is formed for conducting computer exams in the AIS "Platonus";
- production and issuance of matrix testing forms;
- an official letter is drawn up addressed to the head physician of the medical center serving the University on the duty schedule of medical workers during the session.

All of the above processes are formalized according to the forms of these Regulations.

For the organization of preparatory work and the high-quality conduct of intermediate certification by order of the Rector of the University, a working group is created.

Approval of Exam Forms

The form and order of the exam for each module / course is determined by the teacher at the beginning of each academic period.

The forms of examinations are discussed at the meeting of the department, the decision is recorded in the minutes of the meeting of the department.

The forms of examinations, according to the submissions of the departments, are submitted for consideration by the Faculty Council, then signed by the dean of the faculty.

Summary data on the forms of exams of the University are formed in the Registrar's Office and approved by the First Vice-Rector-Vice-Rector for Academic Affairs no later than one month before the start of the next examination session.

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Approval of the List of Members of the Appeal Commissions

Two weeks before the start of the next examination session, on the basis of the submission of the departments, in agreement with the dean of the faculty, an order of the First Vice-Rector – Vice-Rector for Academic Affairs on the creation of appeal commissions is issued.

Experienced teachers of the appropriate profile can be members of the appeal commissions.

The commission consists of at least three people (the chairman of the commission and two members of the commission) for each specialty submitted to the examination session.

Approval of the List of Teachers on Duty for Conducting Exams by the Method of Computer Testing

The list of teachers on duty is approved by the First Vice-Rector – Vice-Rector for Academic Affairs no later than two weeks before the start of the next examination session.

Instructions on the organization of computer examinations are conducted with the teachers on duty.

The following functions are assigned to the teachers on duty:

- checking the identification of students by identity card, student ID, record book, co-branding card “Tsesnabank” before the start of each exam;
- bearing responsibility for general course towards the audience, strict adherence to testing technology (does not allow to use cheat sheets, cell phones, ensures compliance with silence);
- fixing technical problems with computers, and in some cases, drawing up an act in the form of F R ENU 48-04-17;
- fixing and signing the test results (scores) of students in the group lists;
- timely informing the responsible employees of the Registrar’s Office about cases of disputable situations.

Preparation of Computer Classes for Examinations with Computer Testing

The preparation of computer classes is carried out by the Registrar’s Office jointly with the Technical Support Center.

The number of seats in the classrooms of each educational building is preliminarily determined and diagnostics of computer equipment is carried out.

The computer labs involved in the examinations are closed for the period of the session three days before the start of the session.

After the completion of the preparatory work, acceptance and transfer acts are drawn up.

During the examination session, an employee of the Registrar’s Office, 30 minutes before the start of the exam, together with an employee of the TSC, prepares the room and prepares the work of the testing program.

Formation of a Base of Test Items for Conducting Computer Exams in the AIS “Platonus”

Computer testing includes the following preparatory steps:

- a) development of test items for courses submitted for computer testing;
- b) formation of a base of test items for the courses of the examination session.

The teacher, reading a lecture course, uploads the test tasks approved at the department to the AIS “Platonus” no later than 3 weeks before the start of the examination session.

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Test assignments uploaded earlier and corresponding to the material studied in the current period must be updated by the teacher no later than 3 weeks before the start of the examination session.

If inconsistencies are found when loading test tasks, the Platonus program displays errors.

Loading, updating and checking of test tasks is carried out according to the instructions in the AIS “Platonus” (teacher’s personal account → Library → Import and creation of test tasks in the Platon system).

The system administrator of the Registrar’s Office, two weeks before the start of the examination session, controls and monitors the correct import of test items.

Reports on the results of loading test tasks are sent by the Registrar’s Office to the deans of faculties for review and work (Dean’s Office → View Reports → Reports).

The report displays a list of teachers who need to make corrections and re-upload the test task to the AIS “Platonus”.

All test tasks previously loaded into the Platonus program are saved. Correction of loaded test items is technically permissible only before the exam. After the exam, only the viewing function is available to teachers in their personal accounts.

Production and Issuance of Matrix Test Forms

For matrix testing, the dean’s offices of faculties preliminarily submit applications for the production of answer sheets to the Registrar’s Office. Applications are submitted no later than one month before the start of the examination session.

Matrix test forms are issued by the Registrar’s Office no later than a week before the start of the examination session on the basis of the submitted applications.

Further, the forms of matrix testing are issued by the dean's offices directly on the day of the exam to independent examiners.

7.2 Interim Certification (Computer Testing Procedure)

All exams, with the exception of computer testing, are organized by the faculty dean’s office staff with the obligatory involvement of independent examiners. Independent examiners are appointed from among the leading professors, associate professors of the department, who have qualifications corresponding to the profile of this academic course. Independent examiners are appointed by the order of the dean of the faculty. The functions of independent examiners include:

- receiving examination materials;
- mandatory attendance at the exam;
- assisting in the preparation of the necessary documentation;
- monitoring and supervision of the examination;
- jointly giving the examination mark with the teacher taking the exam and signing examination statements, based on a collegial decision.

Examinations are taken by teachers who are allowed, in accordance with the current regulations, to lecture, usually by the lecturers of the given groups.

The examiner takes the exam only if there is a list and all examination materials (examination tasks, assessment criteria).

During the exam, the presence of unauthorized persons in the audience is not allowed.

It is forbidden to check examination papers outside the University.

One comprehensive exam is conducted per module. The exam is conducted by teachers of all courses of the module, and a single examination score is displayed, which is put on the list. The statement is drawn up for the course that is the main (basic) in the module. In the AIS “Platonus”, an examination score is given by a teacher leading the main (basic) discipline.

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The examination sheet (with the exception of the sheets for computer exams) is printed via the AIS “Platonus” by the staff of the Registrar’s Office only based on the results of the teacher entering current and midterm marks for all students in the group. The statement is registered by an employee of the Registrar’s Office in the corresponding journal, signed by the employee and the head of the Registrar’s Office and issued to the responsible officer in the department one day before the start of the exam.

The criteria for assessing the student’s answer on the exam are communicated by the teacher to the students before the start of the exam.

Students should be familiarized with the results of the exam on the day of the exam, and with the results of written exams (over 60 students) – the next day until 1 p.m., while the deadline for filing an appeal is extended until 1 p.m. the next day after the announcement of the results.

After the exam, the statement is signed by the teacher who conducted the lectures on the module (course) and by an independent examiner. On the day of the completion of the exam, completed forms must be submitted to the Registrar’s Office.

The results of the exam (except for computer testing) and / or differential credit are entered by the teacher (lecturer) into the electronic database on the educational portal on the same day after the end of the exam / differential credit.

The exam scores on the paper sheet and in the electronic sheet must be identical. In case of discrepancy in points, a paper version of the statement is taken as a basis, in which there is a student’s signature.

The final grade is calculated only if the student has an acceptable number of points for both the admission rating and the final assessment.

The results of exams through electronic sheets are available for viewing in the personal offices of deans and heads of departments in the Platonus program. For students, ratings and final grades are viewed through the journal of current progress and through transcripts in their personal accounts.

The student during the examination session must pass all exams according to the approved schedule in strict accordance with the work and individual curriculum. In some cases (due to illness, family circumstances, and other objective reasons), the dean of the faculty, by order, sets individual deadlines for the session. The order is issued only if the student is provided with a document confirming a valid reason for absence. The order extends the exams held during the period specified in the supporting document. The document is submitted to the dean’s office no later than a week from the date of its issuance. The order is submitted to the Registrar’s Office.

The dean’s office has the right to carry out an official check of the document submitted by the student in order to exclude an illegitimate (fictitious) document.

Students can take exams in modules (courses) of additional types of training (for students transferred from other universities, returning from academic vacations, internships, academic mobility, etc.), the results of which are entered in the examination sheet and in the transcript.

Retaking a positive mark on the final exam, with the aim of increasing it, during the period of the current interim certification is not allowed.

Students who did not appear for the exam are marked “did not appear” in the examination sheet.

A student who does not have a rating for admission to the exam, who does not appear for the exam on the specified date, or who has received an unsatisfactory mark on the exam, will liquidate his/her academic debts in the following academic periods on a paid basis.

For this, the student again attends all types of training sessions provided for by the working curriculum for this course, receives admission and passes the final exam. In this case, the student again goes through the registration procedure for the academic course.

During the exam by the method of computer testing, in the event of a sudden deterioration in the student’s health, the score is canceled, the certificate of withdrawal from the exam is filled in and,

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on the basis of a medical certificate on the state of health, the dean sets another day for passing the exam.

Differentiated credit for the course “Physical Education”, term papers / projects are handed over during classes during the last week of the semester.

Differentiated credit and coursework / project grades are considered when calculating GPA and awarding scholarships, as well as when determining applicants for an honors degree.

Coursework / project statements are submitted to the Registrar’s Office prior to the start of the exam session. If there is an unsatisfactory mark or the absence of an assessment for a course work / project, the student is not allowed to take the exam in this course (module).

If in the discipline, according to the curriculum, only the coursework / project is defined as the form of final assessment, then the assessment for the defense of the coursework / project is the final assessment for the discipline as a whole. At the same time, the implementation of parts of the course work / project is taken into account in the current rating of the student, admission to the defense of the course work / project is a positive rating of admission in the course.

Computer Testing Procedure

Computer exams are held according to the approved schedule. The organization and control over the conduct of computer examinations is assigned to the Registrar’s Office.

According to the schedule, the teacher on duty lets the students in the computer class. At the same time, bags, books, mobile phones and other foreign objects remain in a separate place in the room.

The seating of students at the computers is carried out by the teacher on duty assigned to the room.

The beginning of the student’s testing is recorded from the moment the first question appears on the computer screen. The testing program shows how much time (in hours and minutes) is left before the automatic completion of the test.

During testing, it is strictly forbidden to talk, cheat, get up, change seats without the permission of the room attendant. It is strictly forbidden to use USB drives (flash drives), mobile phones, Bluetooth, cameras and videocameras.

If these requirements are violated, the test taker is removed from the computer class. In this case, the teacher on duty draws up an act of removal (F R ENU 48-05-17). The teacher on duty records the mark “withdrawn” in the statement, which is equivalent to an unsatisfactory grade.

Conducting briefings, distribution of teachers on duty in classrooms in educational buildings is carried out by the staff of the Registrar’s Office.

After the examinations and appeals, the Registrar’s Office employees print the examination sheets for the computerized exams and sign them by the head of the Registrar’s Office.

8 Appeal Claims

For the period of the examination session (intermediate certification), on the basis of the submission of the departments in agreement with the dean of the faculty, an order is issued by the Vice-Rector for Academic Affairs on the creation of an appeal commission from among the teachers of the corresponding profile, consisting of at least three people (chairman and two members separately) for each specialty taken out for the examination session. The Appeals Commission is created in order to ensure compliance with uniform requirements and resolve controversial issues that have arisen during the intermediate certification of students.

8.1 Appeal Procedure for Midterm Assessment Exams (Excluding Computer Exams)

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A student who does not agree with the result of the exam has the right to apply for an appeal no later than 1 p.m. the next day after the exam. The student's application is submitted to the chairman of the appeals commission of the course being appealed, endorsed and registered by the dean of the corresponding faculty.

When an examination is appealed, held in oral and written forms, the application for the appeal is considered if the student has written answers or theses.

All applications for appeal are registered in the journal according to the form (F R ENU 48-07-17).

The Appeals Commission considers the student's application and draws up the decision in the form of a protocol of the decision of the Appeals Commission.

The decision of the appeals commission is drawn up in minutes for each course separately. The minutes of the meeting of the appeals commission must contain the issues under consideration, comments and a reasoned explanation of the appeals commission, a link to the sources and the decision taken. The addition of additional points, the commission reflects in the minutes with the rationale for the decision, if necessary, with references to sources on the subject and the necessary literature. The appeals commission, by its decision, recommends the addition of points for each question within the approved criteria.

The minutes of the decision of the appeals commission are transferred to the head of the Registrar's Office for entering points into the AIS "Platonus", taking into account the appeal.

A copy of the assessment criteria sheet is attached to the minutes of an oral and / or written examination appeal.

Consideration of an appeal is not a retake of the exam.

In the course of an appeal, an increase in the assessment of the student's admission rating in this course is not allowed.

The decision of the appeals committee is final and not subject to revision.

After the end of the work of the appeals commission, examination questions for viewing are not issued and appeals for this course are not accepted.

8.2 Procedure for Appeal of Computer Testing

Submission of an appeal after the computer testing is carried out directly in the AIS "Platonus" immediately after familiarization with the test results for the following reasons:

- test items are incorrectly worded;
- test items do not contain the correct answer;
- test items contain several correct answers;
- test items go beyond the curriculum described in the teaching materials of the course.

In the AIS "Platonus", the student has the right to appeal no more than 6 test items.

Students can familiarize themselves with the instructions posted in the AIS "Platonus" for the appeal by the method of computer testing (student's personal account → Library → Instructions for Filing an Appeal of a Computer Exam). Also paper copies of instructions are placed in each computer class for the period of the session and the teachers on duty before the start of the exam introduce the students to the rules.

To conduct an honest and transparent appeal of computer exams, in the AIS "Platonus", questions submitted by students for appeal are formed on appeal sheets by course and without specifying the names of students. The process of the appeal itself takes place without the participation of the student.

The results of the appeal are recorded on the appeal sheets, and entered into the program by the staff of the Registrar's Office.

The system automatically enters the points added by the commission into the database of students.

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In case of disagreement with the results of the appeal of computer testing, the student has the right to submit an application for an appeal orally, indicating specific questions and answers. The application is submitted to the name of the First Vice-Rector – Vice-Rector for Academic Affairs and is submitted to the Registrar's Office.

9 Summing Up the Exam Session

After the session, the Registrar's Office together with the IT Department summarizes the exam session.

The AIS "Platonus" generates various reports. Reports are generated in the context of training levels, faculties, specialties, groups, courses, language departments.

Types of reports:

- a report on the forms of examinations (the report forms the number of exams conducted, the number of exam forms);
- a report on the timing of the examination session (the number of students who early or timely passed the session, the number of students for whom the session was extended, etc.);
- a report of qualitative indicators of academic performance (indicator of absolute performance, indicator of the quality of academic performance, indicator of the average academic score);
- a report of comparative analysis of quality (comparison of previous years, half-years);
- a report on the quantitative indicator of progress (the number of students admitted to the exam session, the number of students not admitted to the exam session, the number of students who did not pass the exam session, the number of students who did not show up for the exam session, etc.);
- a report on the results of appeals (in the context of exam forms, the number of applications submitted, the number of points added, the number of unsatisfied applications, etc.);

All reports on the results of the winter and summer exam sessions and for the academic year as a whole are coordinated with the First Vice-Rector – Vice-Rector for Academic Affairs and then submitted for consideration by the Scientific Council of the University (employee's personal account → viewing reports → reports).

10 Academic Transcript

At the end of the semester, the student's academic achievements are summarized in a single academic transcript. The student has access to information about academic performance on the educational portal of the University. In the online mode, the student can print his/her unofficial transcript.

The transcript contains the logo, address and contact information of the University, the family name, first name, patronymic of the student, the name of the faculty, the name and code of the specialty (if there is a specialization), the year of admission, the course and language of instruction, a list of the studied modules (courses) with codes and indication of the number of credits and grades, GPA as a whole for all periods of study and for each year separately.

The student can request an official academic transcript from the Registrar's Office.

The transcript is handed out to the student or sent to the address indicated in the student's application.

The official academic transcript, in addition to all the data indicated above, has a registration number, signatures of officials and is certified by the official stamp of the university.

The transcript is an official document confirming the period of study and academic achievements of the student.

An official certificate is issued to a person expelled from the University.

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11 Movement of the student population (expulsion, enrollment, transfer from course to course)

The formation of the student population is carried out according to the procedure “Formation of the Student Population”.

The movement of the student population is carried out on the basis of the current regulatory documents. Data on the movement of students is formed only on the basis of official orders for the University (admission of students to the first year, expulsion, enrollment, provision of academic leaves, graduation). Students' orders are drawn up and registered with the Registrar's Office and signed by the supervising vice-rector. Responsibility for the movement of students rests with the head of the service.

Orders for the movement of students are formed and registered in the AIS “Platonus”, then automatically sent to the interested structural units. Students can view their orders in their personal account.

The system independently generates reports on the movement of students in the context of all the necessary parameters.

The student can be expelled from the University:

- of their own free will;
- in relation to the transfer to another university;
- for medical reasons;
- for family reasons, etc .;
- for not attending classes without a valid reason. In case of missing more than 10 hours without a valid excuse, the student is given a reproof, more than 15 hours – a reprimand, and the student living in the dormitory is evicted. If you miss more than 20 hours without a valid reason – a severe reprimand, and more than 25 hours – expulsion from the University;
- for committing a disciplinary offense, systematic or gross violation of academic discipline, the Charter, these Regulations, the Code of Business Ethics, etc .;
- violation of the norms of the legislation of the Republic of Kazakhstan, the terms of the agreement concluded with the University for training;
- for financial debt on tuition fees;
- for failure to leave academic leave within the prescribed period;
- due to the completion of the training period.

The student can be enrolled in the University:

- in relation to admissions to the number of first-year students;
- in relation to a transfer from another university;
- in relation to the restoration (including after payment of tuition fees).

Also, the student has the right to transfer from one specialty to another, from one language department to another.

If necessary (on the basis of the current regulatory documents), the student has the right to interrupt his/her studies and obtain an academic leave.

Based on the results of the two main exam sessions and taking into account the results of the summer semester (only the results of the retaken courses of the current academic year are taken into account), the student is determined by the GPA for the current academic year, which serves as the basis for transferring from course of study to course of study or re-passing the course. Orders for transfers (repeated course of study) are drawn up by the Registrar's Office, signed by the supervising projector and communicated to the students.

The University has established the following value for the minimum grade point average (GPA), which allows the transfer of a student to the next course of study:

- from 1st to 2nd year – 2.0;

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- from 2nd to 3rd year – 2.2;
- from 3rd to 4th year – 2.3;
- from 4th to 5th year – 2.5.

For master and doctoral students:

- from 1st to 2nd year – 2.5.

12 Procedure for Recognizing Students' Academic Achievements

Recognition of students' academic achievements is carried out in the form of a procedure for transferring modules and / or courses.

Transfer is the procedure for the recognition of previously studied modules and / or courses in higher education institutions of the Republic of Kazakhstan or abroad, in accordance with the modular education program in force at the L.N. Gumilyov ENU. The transfer procedure is carried out when transferring (recovering) or returning from an academic leave of a student, or transferring from a specialty to a specialty, when transferring from one university to another, when returning after studying for academic mobility at a partner university, as well as when a student takes a repeated course.

Re-enrollment of modules and / or courses of the modular education program is carried out in the relevant specialties (including the direction of specialization), areas and levels of education (bachelor's, master's, doctoral studies).

The volume of courses taken into account is indicated in the credits of the Republic of Kazakhstan.

Transfer procedure:

Initially, the collation sheet is drawn up by the staff of the Registrar's Office, in which the compulsory modules and / or courses must strictly correspond to the modular education program of the specialty in terms of volume and name. The collation sheet is drawn up in the prescribed form (F R ENU 48-06-17) and signed by an employee of the Registrar's Office, the head of the department, the dean of the faculty and the student.

In some cases, modules and / or courses of the compulsory component (CC) that do not correspond in name can be recalculated by the minutes decision of the department, if their content corresponds to the content of the courses of the specialty EP. On the basis of the minutes of the department, the dean of the faculty issues an order on the transfer. The minutes and the order are submitted to the Registrar's Office.

Elective modules and / or courses of EP of the ENU specialty are recognized as the courses mastered in another university, taking into account the specifics of the specialty (specialization) and the volume passed. At the same time, the total volume of modules and / or courses studied (recognized and / or determined in difference) in a semester must be at least 15 credits for a bachelor's degree, at least 8 credits for a master's degree.

The credited modules and / or courses indicating the assigned codes (according to the guidelines for the development of modular education programs), are drawn up by the minutes of the department, signed by the head of the department. On the basis of the minutes of the department, the dean of the faculty issues an order on the transfer of the studied courses. The minutes and instructions are submitted to the Registrar's Office.

Все виды практик пересчитываются при содержания программ практик и количества освоенных кредитов.

All types of practices are recalculated when the content of the practice programs and the number of disbursed loans.

Recognized courses (with their names and credits) are entered into the transcript (supplement to the diploma) of the student.

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The term paper / project is recognized when the name of the completed course coincides with the name of the course in the modular education program in effect at ENU at the time of transfer. In case of discrepancy in the name of the course, the possibility of recognizing the course work / project is considered by the minutes decision of the head of the department at the request of the student.

When recognizing modules and courses, it is necessary to adhere to the proportional ratio of the volumes of various cycles (GCC, BC and MC) in accordance with the approved education program.

13 Assignment and Payment of State Scholarships

The procedure for the assignment and payment of a state scholarship to students on the basis of a state educational grant, the size of the state scholarship and allowances to it are determined in accordance with the Rules approved by the decree of the Government of the Republic of Kazakhstan and other regulatory legal acts of the Republic of Kazakhstan.

All students enrolled in the first year of study on a state educational grant are assigned a state scholarship in the first semester.

In subsequent semesters of study, the assignment and payment of a state scholarship is made if, according to the results of the examination session (including all forms of knowledge control), the student has only “good” (“B+”, “B”, “B-“) and “excellent” (“A”, “A-“).

Summer semester totals do not count towards scholarships.

During the period of internship and summer vacations, the scholarship holders retain the right to receive scholarships on a general basis.

During the period of a student’s stay at a partner university within the framework of academic mobility, the state scholarship is paid in full according to the results of the previous exam session. Upon the return of the student, the state scholarship is awarded taking into account the grades provided in the transcript (as well as taking into account the grades in the courses studied using distance learning technologies). If the transcript contains “unsatisfactory” or “satisfactory” marks, the scholarship will not be assigned.

The payment of the state scholarship is terminated in cases stipulated by the legislation of the Republic of Kazakhstan.

The termination of the payment of state scholarships is carried out by issuing the corresponding order of the Rector of the University.

14 Results of the Final State Certification

The organization of the final certification is carried out on the basis of the current regulatory documents.

Students who have in full completed the educational process in accordance with the requirements of the State Educational Standard, the education program, working and individual curricula and working curricula are allowed to the final certification.

A student who has successfully passed the final certification and confirmed the development of the corresponding education program, by the decision of the SAC, is awarded a degree and a state diploma with a transcript (appendices to the diploma). After successfully passing the final certification, the graduate is issued with higher professional education and qualifications, postgraduate education.

In the diploma, in three languages, the number and date of the minutes of the decision of the State Attestation Commission on the award of the degree, the name of the conferred degree, and the specialty of the graduate are indicated.

The diploma supplement is filled out on the basis of the students’ grades in all courses, the delivered course projects, types of practices and the results of the final state certification.

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The appendix to the diploma indicates the period of study, the name of the specialty, the academic degree, the list of courses studied, term papers (projects), all types of practices, Kazakhstani credits and ECTS, final grades for all academic achievements, according to state certification, the topic of the thesis (master's dissertation), grade point average (GPA) for the entire period of study.

A diploma with honors is awarded to undergraduate students who meet the following criteria:

- who have passed exams and differential tests with grades (“A”, “A–”, “B–”, “B”, “B +”) and who have a GPA for the entire period of study not less than 3.5;
- who passed all state exams and defended their thesis (project) with an “excellent” mark (“A–”, “A”);
- not having repeated exams during the entire period of study (excluding the assessment of military training).

State-recognized documents (diplomas, transcripts (attachments to diplomas), academic transcripts) are drawn up at the Registrar's Office, signed together with the technical secretaries of the SAC, the chairmen of the SAC, the deans of the faculties. Diploma supplement is prepared in three languages (Kazakh, Russian, and English). A diploma with an attachment is issued free of charge and is presented in a solemn atmosphere to the graduate personally or to another person on the basis of a power of attorney.

15 Information management (information exchange)

The University has an automated information system “Platonus”.

The University website (www.enu.kz) has a link to the AIS “Platonus” (edu.enu.kz) to the electronic library (<https://library.enu.kz/enulib-web/portal/>).

Access to the AIS “Platonus” is carried out through a personal account, which each student, teacher, employee has.

Through the electronic library, everyone can familiarize themselves with the regulatory documents in force at the university (Student's Guide, Instructions for registering students for elective and compulsory courses, Assessment of students' knowledge at the L.N. Gumilyov ENU, Regulations on monitoring the educational achievements of students, Manual journal for students, Formula for calculating the final grade, No. 125 Typical rules for conducting current assessment, etc.)

The Platonus system allows students to have clear, accurate and reliable information on many indicators of the university's activities.

With the help of the AIS “Platonus” the student can:

- in online regime to select courses and teachers for the academic year;
- view and upload students' individual curriculum;
- view and download the teaching materials of the courses;
- keep track of current, rating and final assessments in students' electronic journal;
- take online tests by the method of computer testing by discipline during the period of interim certification;
- be able to appeal the courses passed by the method of computer testing;
- view and download the transcript;
- view orders for movement.
- get familiarized with the criteria for assessing students' knowledge, the methodology for calculating the GPA, the rules for conducting examinations, conducting appeals, etc. in the electronic library, available at the university.

The teaching staff can and must:

- connect the developed teaching materials and syllabuses, approved at the departments, to courses;
- expose current, rating and final assessments of students' progress;

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– download test assignments for the disciplines passed by students during the period of interim certification by the method of computer testing.

Deans of faculties, heads of departments and university services work in the system with the following reports:

- card index of students and teachers;
- report of the student population by levels of study, faculties, specialties, courses, forms of study, language departments, form of payment, etc.;
- report on the student population by nationality, age categories, gender, countries of arrival, etc.;
- report on the regions of arrival of students;
- statistics on the movement of students;
- reports on students with academic debts;
- reports on the formation of student applications for courses;
- reports on the full load of teaching materials, syllabuses by teachers;
- reports on the full load of test tasks;
- orders on the student population;
- reports on the results of the exam session;
- reports on the students' GPA.

During the academic year, the Registrar's Office collects and analyzes the indicators of the student population using various reports generated in the Platonus system.

On a monthly basis, an analysis of the student population, its movement by educational levels, forms of education and reasons for movement (expulsion, admission, outflow of students to other educational institutions, transfers from fee-paying basis to training at the expense of the budget and vice versa) is carried out, as well as on academic leaves of students.

All reports generated in the system are available for viewing and further work with the interested services of the University.

There is also a "Parental Control" module. Parents can view in general all the progress of their children, their attendance at classes, and the results of passing the exam sessions.

To do this, they need to register with the AIS "Platonus" as a parent in the Information Technology Department.

Approval Sheet

Position	Full name	Approval date	Personal signature
1	2	3	4
First Vice-Rector – Vice-Rector for Academic Affairs	A. Moldazhanova	_____20_	_____ (signature)

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Head of the information Technologies Department	Ye. Nurzhanov	_____20_	_____ (signature)
Head of Legal Department	A. Abilov	_____20_	_____ (signature)
Head of Quality Assessment Department	A. Sandybayeva	_____20_	_____ (signature)

Acknowledgement List

No.	full name	Position	Acknowledgement date	Official's signature
1	2	3	4	5

