

**Л.Н. Гумилев атындағы
Еуразия ұлттық
университеті**



**L.M. Gumilyov
Eurasian National
University**


APPROVED

to the decision
of the Academic Council
NJSC «L.N. Gumilyov Eurasian
National University»
«02» 09.2020

**Л.Н.ГУМИЛЕВ АТЫНДАҒЫ ЕУАЗИЯ ҰЛТТЫҚ УНИВЕРСИТЕТІНІҢ
АКАДЕМИЯЛЫҚ САЯСАТЫ**

**АКАДЕМИЧЕСКАЯ ПОЛИТИКА ЕВРАЗИЙСКОГО НАЦИОНАЛЬНОГО
УНИВЕРСИТЕТА ИМЕНИ Л.Н.ГУМИЛЕВА**

**ACADEMIC POLICY of the L.N.GUMILYOV EURASIAN NATIONAL
UNIVERSITY**

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1. INTRODUCTION

1.1 L.N. Gumilyov Eurasian National university today

Today L.N. Gumilyov Eurasian National University is one of the leading universities in the Republic of Kazakhstan.

The university's mission is to generate new knowledge and innovations in the Eurasian space to develop a competitive personality to serve the state and society.

Vision: a national research university, competitive in the world, based on digital technologies and innovation.

Facts of university formation history

L. N. Gumilyov Eurasian University (after this referred to as the University or ENU) was founded by the Decree of the President of the Republic of Kazakhstan N. A. Nazarbayev dated May 23, 1996, № 2996.

The Decree of the Government of the Republic of Kazakhstan № 1589 dated October 24, 2000, transformed it into L. N. Gumilyov Eurasian National University.

By the Decree of the President of the Republic of Kazakhstan № 648 of July 5, 2001, the L. N. Gumilyov Eurasian National University was granted a special status *"for a significant contribution to the formation, development and professional development of the individual based on national and universal values, achievements of science and technology"*.

1.1.2 International recognition and achievements:

- awarded the prestigious international medal "United Europe" (Oxford, 2005);
- awarded the International Socrates Award for his contribution to the intellectual development of modern society (Oxford, 2006);
- awarded the gold star "Best company of the CIS" (Moscow, 2007);
- Accredited by the Higher Committee for Accreditation of Non-Jordanian Higher Education Institutions (the Hashemite Kingdom of Jordan, 2009);
- qs World University Rankings-357th place;
- in the QS Top 50 Under 50-43 ranking;
- in the QS Emerging Europe and Central Asia ranking-52nd place;
- in the QS subject rating for the subject "Physics and Astronomy" is included in the Top-551-600;
- in the Times Higher Education – Top-1000+rating
- in the Times Higher Education "Emerging Economies" rating-Top-301+
- in the Times Higher Education subject rating ("Mathematics", "Chemistry", "Physics", "Geology, Environmental Sciences") – Top 800+
- in the rating of "Euro standard" of the European Chamber of Science and Industry, it is included in the category AA+;
- takes the leading places among Kazakhstan universities in the ranking of world university sites "Webometrics" (1998 place in July 2018);
- received the award of the Economic Council of the Commonwealth of Independent States in the category "Services" for achievements in the field of

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product quality and highly effective quality management methods (2014);
- Winner of the President's Award of the Republic of Kazakhstan "Altyn Sapa" in the category "Best Enterprise providing Services" (2012);
- International cooperation is carried out with foreign universities, research centres and other scientific organizations of the European Union, America and Oceania, Asia and Africa, the CIS countries, international scientific and educational foundations, embassies and representative offices Kazakhstan.

ENU is a member of the Network University of the CIS Countries and the SCO countries' university. In 2013, the Department of the Assembly of People of Kazakhstan was opened at ENU, the main activity in interethnic and interreligious tolerance..

2 GENERAL STATUTE

Academic policy of ENU – is the field of academic activity of the university, including the organizational and regulatory level of management of the system of intra-university education. The academic policy is reflected in a specific method of measures, rules and procedures for planning and implementing educational activities, and the effective and high-quality organization of the student-centred educational process, focused on creating favourable conditions for learning, living, leisure, healthy lifestyle and social support.

Academic policy – is intended for all subjects of university education and structural units involved in the organization and management of educational activities, ensuring high-quality and uninterrupted functioning of the educational process and educational infrastructure as for all interested stakeholders.

Academic policy of ENU is implemented by the mission, vision, policy and internal standards in the field of quality, which ensures high efficiency of the educational process aimed at the implementation of higher and postgraduate educational programs aimed at achieving the criteria of the National and International Qualification Framework for the training of highly professional personnel.

The academic policy operates with a special terminological apparatus that designates the main concepts and parameters. These include *academic freedom, academic strategy, and academic tactics*

Academic freedom implies a set of rights and powers of the subjects of the educational process, implies a set of rights and powers of the subjects of the educational process, provided to them for the formation of individual trajectories and independent determination of the content of education with the choice of disciplines of the elective component, as well as additional types of training and professional development activities. Academic freedom aims to create conditions for the creative and practically oriented formation of students' personality, the creative activity of teachers and promotes the use of innovative technologies and teaching methods in the conditions of the credit system of education.

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Academic strategy of the university is a plan for the long - and medium-term development of a unified model of educational programs in the context of the implementation of the priorities of the State Program for the Development of Education and Science for 2020-2025 and the State Program for Industrial and Innovative Development of the Republic of Kazakhstan for 2020 – 2025.

Among the priority directions of ENU development is the formation of a university with active feedback, open to dialogue with participants of the educational process to improve educational, scientific, organizational, and educational activities, including the modernization of the academic infrastructure.

The implementation of the academic strategy involves using *academic tactics*, which implies the effectiveness of planning and organizing the university's educational activities.

Academic policy:

- defines the academic values of the educational process;
- describes the nature of the organization of the educational process at the university;
- defines the order of structuring educational programs;
- provides effective management of the educational process;
- coordinates compliance with the basic rules of student-centred learning and teaching;
- regulates the compliance of academic activities with national and international quality standards for teaching and learning.

The University defines the following basic principles in its academic activities:

- providing equal opportunities for all students and preventing discrimination on social, racial, national, religious, gender, age and other grounds, as well as against students with special educational needs;
- providing conditions for the implementation of trilingual education: in Kazakh, Russian and English;
- support for talented applicants and students through the development of special programs;
- modernization of educational programs with an emphasis on the development of students ' practical skills necessary for further successful employment and professional career;
- involvement of stakeholders in the processes of ensuring the quality of education;
- incorporation of the results of scientific research into the educational process;
- large-scale use of distance and digital learning technologies;
- expanding partnerships with leading universities in other countries to harmonize the content of educational programs;
- development of cooperation with Kazakhstan and international partners to attract leading scientists and experts to the educational process;
- interdisciplinary and professionally-oriented approach in the formation of

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educational programs;

- internationalization of educational processes in higher education institutions

2.1 Academic values of the University

The *academic values* of ENU constitute the essence of the academic policy, representing the main parameters of the university's educational activity as a whole.

These include:

- *quality of the educational process* expected by consumers of educational services,
- *positive correlation of educational and research activities*,
- academic freedom in the formation of *individual learning paths*,
- *academic honesty and academic ethics* of all subjects of the educational process at all levels of activity,
- relevance and compliance with the priority directions of the development of domestic science of the annual *topics of scientific research* of students,
- growth of *innovative* approaches and principles in education,
- *professional competence* of teaching staff of educational structures, the competitiveness of graduates,
- *prevention of intolerance* and discrimination against students, faculty and staff of the university, etc.
- *academic* of the educational program, practice-oriented courses (disciplines), teaching methods.

The academic values of ENU, along with the above parameters, include such target indicators as:

- Quality, trust, openness;
- Professionalism and responsibility;
- Academic integrity;
- Tolerance and patriotism.

The presented academic values are fundamental to all specific academic activities of the university.

So, for example, their accounting is made during the formation of:

- contingent of students;
- faculty members;
- content of educational programs;
- academic calendars;
- plan for the development of educational programs;
- educational programs of disciplines (syllabuses);
- model of a graduate;
- principles of management of the educational program;
- conditions for the introduction and implementation of distance and digital educational technologies;
- catalogues of elective disciplines;
- integration features of education, science and production;

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- internationalization of educational programs;
- research projects;
- information management principles;
- plans for cooperation with stakeholders;
- the corps of tutors and advisors.

2.2 Quality assurance system

Internal quality assurance at the University is a combination of the University's organizational structure, internal regulatory documentation, processes, and resources that contribute to the continuous improvement of educational programs' quality and the development of a quality culture.

Following the Standards and Recommendations for Ensuring the Quality of Higher Education in the European Area (ESG-2015), the University has developed Standards/Internal Quality Assurance Guidelines.

The Standards/The manual presents the ENU internal quality assurance system, which is applied by all the University's structural divisions involved in internal quality assurance following the organizational structure, processes, and functional responsibilities.

Ensuring and continuously improving quality is the university management's overall responsibility, faculties, departments, structural divisions, and all stakeholders involved in the quality assurance processes.

2.3 Academic honesty policy

Academic honesty — is a set of values, principles, and rules of conduct for faculty, staff, students and administration (after this - the participants of the educational process) in an academic environment: honesty in learning, teaching, research and other types of work in terms of its position in the relations between participants of the educational process.

The principles of academic integrity in the educational process, the rights and responsibilities of participants in the University's educational process, dishonest practices, adoption of measures in case of detection of academic misconduct outlined in the "Academic honesty policy" of the Eurasian National University. L. N. ENU (from 28.05.2019)

2.4 ENU Graduate Model

A graduate of ENU is a person who has completed the full course of the educational program and has mastered the necessary professional competencies, as well as demonstrates the relevant characteristics provided for by the framework of the industry qualification requirements. A graduate of ENU is a well-rounded personality, ready for self-realization in professional activity, a specialist who knows how to use self-education and improvement tools, has communicative competencies, is competitive, and in-demand labour market.

The graduate and their targets' general competencies, approved by the University, are set out in table 1.

Table 1

Competence of graduates of the ENU

<i>Competences</i>	<i>Aim</i>
Language skills	For productive collaborative and open work in multinational groups and beyond cultural boundaries
Business	For the formation of knowledge in the field of theory and practice of entrepreneurship and the creation of your own business
Interdisciplinary	To work effectively in an interdisciplinary (interprofessional) environment and to develop a broad perspective, an innovative vision, and a more contextual and systemic form of mutual understanding.
Universal (basic competence)	The ability of a student to solve a set of professional tasks on the basis of universal, intellectual, communicative, emotional and volitional qualities (knowledge, skills, properties and abilities)
General professional competence	The ability of the student to solve a set of professional tasks based on integrated knowledge, skills and experience, as well as personal qualities that allow them to carry out professional activities effectively
Professional (special) competence	The ability of the trainee to solve a set of professional tasks in the chosen field of activity on the basis of specific knowledge, skills, skills.

3 EDUCATIONAL PROGRAMMES

The University, based on the state license to engage in educational activities No. KZ 53LAA00018550 dated August 06, 2020, provides training in bachelor's, master's and doctoral degree programs within groups of educational programs by the Classifier of Training Areas for Personnel with Higher Postgraduate Education.

Educational programs (after this referred to as the EP or program) are developed by the Academic Committee, with employers' participation and taking into account students' opinions following the National Qualifications Framework, Professional Standards, Dublin Descriptors and the European Qualifications Framework.

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students' opinions following the National Qualifications Framework, Professional Standards, Dublin Descriptors and the European Qualifications Framework.

List EP the University posted on the website and in the registry EP on the centre of Bologna's process and RK academic mobility.

All EP's are focused on learning outcomes.

When designing EP should take into account the following parameters: staffing, security educational program information resources, logistical support, providing computer science, information support of the process of implementation of the EP, methodical security implementation EP.

For quality control, the EP passes the University's evaluation procedure and is sent for external examination to representatives of employers, the public, and the academic environment. The purpose of the study is to improve the quality of the EP.

All EP have a single approval procedure, including their sequential consideration (ENU P 111-20 Regulations on the Academic Council):

- the decision of the Academic Committee of the faculty;
- decision of the Academic Council of the University;
- approval by the Academic Council of the University.

EP may be excluded from the list of educational programs implemented by the University in the following cases:

- at the initiative of the Academic Committee, if it is refused to be implemented;
- on the initiative of the Academic Council of the University in the event of lack of recruitment of applicants for EP for three years; a result of any of the procedures in the internal or external quality assessment EP low quality implemented EP;
- at the initiative of the Academic Council of the University with a negative conclusion of the accreditation agency;
- at the initiative of the Center of the Bologna Process under the Ministry of Science and Education of the Republic of Kazakhstan in case of rejection of inclusion in the Register of EP.

The structure and content of educational programs are determined according to the established requirements under the *Procedure for the development, examination and approval of Educational Programs* (ENU PRO 708-18).

The main criterion for completing bachelor's degree programs at ENU is the development of at least 240 academic credits for the entire period of study, including all types of educational activities of the student, except for the EP "Design".

Considering the specifics of the EP of higher education, the main criterion for the completion of higher education training is the development of 300 academic credits by a student in the EP of the direction of training "Design".

The main criterion for completing training in master's programs of the scientific and pedagogical profile is the development of students of at least 120 academic credits for the entire period of study, including all types of educational activities of a master's student.

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The main criterion for completing training in specialized master's programs is the development of students from 60 to 90 academic credits for the entire period of study, including all types of educational activities of a master's student.

The main criterion for completing training in doctoral programs is the development of at least 180 academic credits for the entire period of study, including all types of educational activities of the doctoral student.

EP is divided into existing, new and innovative. The current EP is the University's educational program, which provides training for bachelor's, master's and doctoral students. The new EP is an educational program newly developed and approved by the University. An innovative EP is an educational program with no analogues in the Republic of Kazakhstan and is being introduced into educational activities for the first time.

All developed EP are Major-programs that allow students to study academic disciplines and master credits to form critical competencies.

The university provides for the possibility of mastering an additional EP (Minor) and the main EP (Major), which is studied within the framework of 240 academic credits, depending on the direction of training.

An additional educational program Minor is a set of disciplines and (or) modules and other types of academic work selected by the student for study to form additional competencies. The different EP disciplines are studied in MC and EC and volume included in the total credits required for the assignment of a relevant degree or qualification on the basic EP.

Minor is offered for choice to all second-year undergraduate students. Each student can choose to study one module from the catalogue of additional educational programs Minor instead of a module on the main educational program (the module volume is 15 credits).

Distinctive features of Minor:

- disciplines allow you to form additional competencies;
- studied in the third year of the bachelor's degree;
- consists of three disciplines;
- the total labour intensity is 15 credits (the labour intensity of each discipline is five credits);
- labour intensity is included in the main EP (i.e. credits for Minor disciplines are included in 240 credits of the main program);
- is chosen by the student in each of the educational programs at will and independently.

According to the degree of compliance with teaching people with special educational needs, the Universities educational tasks are adapted. University programs are divided into programs with the use of distance learning technology and without the use of distance learning technology. DLT at the University is regulated by PR ENU 19-18 Rules for organizing training using distance learning technologies.

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In addition to the EP, a Catalog of Elective Disciplines (CED) is being developed, which provides university students with the opportunity to choose academic disciplines from a group of elective disciplines. The list of elective subjects (elective component) is determined by employers' requirements and the labour market's needs.

The university implements the EP in English. Depending on the level of language proficiency, the student can choose to study in English. The list of EP in English, implemented in trilingual education, is available on the university's website

The university also implements double-degree programs. Double-degree programs are developed with foreign partner universities. The implementation of double-degree programs is carried out both based on the university and based on the partner university.

Double-degree education (after this – DDE) – is the opportunity to study two educational programs and curricula to obtain two equivalent diplomas or one primary and one additional.

Training in two-degree programs is carried out based on curricula agreed with the partner university, mutual recognition of training results in partner universities. The student is included in the DDE program based on his application addressed to the university's Rector and by the agreement (memorandum) concluded with the partner university.


At the same time, the mandatory conditions for the implementation of dual-degree education programs are

- joint development and approval of the EP;
- mastering part of the EP in the partner university for students included in the two-degree education;
- mandatory recognition and automatic transfer of training periods and results based on agreements, common principles and quality assurance standards;
- involvement of teachers in double-degree education, teaching, participation in general admission and certification commissions;
- a student who has fully mastered the two-degree program is awarded a degree from each university participating in this program, or one joint degree, based on a contract.

Diplomas of foreign partner universities received by students simultaneously with Kazakhstani universities' diplomas are recognized in Kazakhstan's Republic following the current legislation.

Double-degree education programs are developed based on an agreement between partner universities (at least two universities). The partner university must provide training in the areas of training of the University in which the program of double-degree education is created to have a license for this EP.

The contract with partner universities stipulates all the conditions for the implementation of the EP.

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The implementation of double-degree and joint educational programs is described in the Regulations on implementing joint educational programs at ENU.

If necessary, the duration of students' development programs of double-diploma education, depending on the chosen model to implement it increases in bachelor – to 1-1,5 years in graduate – 0.5-1 year, doctoral – 1 year.

Joint educational programs (after this referred to as JEP) are educational programs of higher education developed and implemented using the resources of two or more educational institutions, including foreign ones.

When training on JEP, it is possible to use various training technologies, including distance learning.

Students who have fully mastered the JEP are awarded a degree from each partner university, or one joint degree based on agreements.

JEPs are implemented in various forms:

- joint diploma in two educational programs;
- two diplomas with different status;
- two diplomas with the same status.

After agreeing the EP with the partner university in accordance with the University's internal LSI educational program is approved and entered in the registry of educational programs in the MES.

Upon admission, students are enrolled in an educational program from the group of educational programs according to their personal application. The faculties' consultants provide students consultation on choosing the EP in University Admissions, the choice of EP part of the acquaintance with the registry EP posted on the centre of Bologna process, and academic mobility RK.

Having chosen the EP, the applicant, depending on the previous level of education, applies for admission to study, or an application for restoration or transfer.

4. ADMISSION RULES TO THE L. N. GUMILYOV ENU

The educational process's organisation is continuously connected with the admission of students, their registration for academic disciplines, transfer and restoration.

Admission of persons who have entered the university, implementing educational programs of higher and (or) postgraduate education is carried out by placing an educational grant at the expense of the republican budget or the local budget, or funds received from the republican budget within the framework of targeted transfers, as well as tuition fees at the expense of citizens' own funds and other sources.

Admission to EP of higher and (or) postgraduate education conducted by the applications of intrants based on the results of a competitive selection under:

- placed state educational order to the University for the training of personnel with higher or postgraduate education, if the applicant receives education at each level for the first time;

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- paid educational services of the University at the expense of individuals and (or) legal entities, including educational loans;
- educational grants from the local budget;
- targeted training of masters and PhD doctors, doctors in the profile.

Admission to training is carried out according to the applications of applicants on a competitive basis by the points of the certificate issued by the results of the unified national testing (after this – UNT), comprehensive testing and postgraduate education programs (master's degree, doctoral degree) based on an international certificate in a foreign language and an exam in the speciality.

Admission to EP in groups of bachelor's, master's, or doctoral programs that require special and (or) creative training, including in the field of education "Pedagogical Sciences", is carried out taking into account the results of special and (or) creative exams.

Admission to educational programs that require special or creative training is subject to special or creative examinations.

Admission of students to the university for training on a paid basis is carried out based on a contract and subject to the availability of at least 65 points (at least 5 points in all subjects), scored at the UNT, for all educational programs of the bachelor's degree.

Admission and enrollment for undergraduate studies are carried out separately for educational programs (EP) and language departments according to the results of the UNT at least 65 points (except for the educational program "International Relations" for the paid department at least 80 points). For the fields of education "Pedagogical Sciences" and "Information and Communication Technologies" - at least 70 points, including at least 5 points – history of Kazakhstan, mathematical literacy, reading literacy – the language of instruction, and at least 5 points in each profile subject, except for those entering higher education programs that require creative training.

Admission to the EP bachelor that require creative training, based on the results of UNT and creative examinations at least 65 points, and for "Pedagogical Sciences" – not less than 70 points, including at least 5 points – on the history of Kazakhstan, reading literacy, the language of instruction and at least 5 points for each creative exam.

Admission to the paid department of the bachelor's degree is carried out, taking into account the passing of the UNT threshold score.

Enrollment in the fields of education "Pedagogical Sciences" is carried out, taking into account the special exam results.

Persons who have scored the highest scores in the CT and (or) the entrance exam and (or) the creative exams are enrolled in the master's degree program under the state educational order on a competitive basis:

- 1) for scientific and pedagogical and specialized master's degree programs, including for groups of EP that require creative training, for groups of EP that require

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knowledge of the Arabic language-at least 75 points under Annex 7 to the Standard Admission Rules;

2) for a master's degree program with English as the instruction language – at least 50 points under Annex 8 to the Standard Admission Rules.

The enrollment of individuals to the master program on a paid basis is carried out according to the results of CT under the Scale of the 150-point grading system for CT in the master's degree in Kazakh or Russian language of instruction according to the Annex 7 to the Model Rules of admission: at least 50 points, while in a foreign language not less than 25 points on the profile of the group EP: with the choice of one correct answer – not less than 7 points, with one or more correct answers – not less than 7 points, the test for determining willingness to learn – not less than 7 points.

The enrollment of individuals into the program with English as the language of instruction on a paid basis is carried out according to the results of CT under the Scale of a 100-point rating system for CT in the master's degree with English as the language of instruction according to the Annex 8 to the Model Rules of admission: at least 25 points, while the test for the determination of willingness to learn – not less than 7 points on the profile of the group EP: with the choice of one correct answer – not less than 7 points, with one or more correct answers – not less than 7 points.

Admission of individuals to the master's program to the EP groups requiring creative training on a paid basis is carried out according to the results of CT and creative exams in the profile of the EP group under Annex 7 to the Standard Admission Rules: at least 50 points, while in a foreign language – at least 25 points, on the test for determining readiness for learning – at least 7 points and on creative exams – at least 7 points for each creative exam.

For each creative exam, the maximum number of points should be 35.

The enrollment of individuals to master in EP group, which requires knowledge of the Arabic language on a paid basis is carried out according to the results of the entrance exam for the Arabic language and CT according to the Annex 7 to the Model Rules of admission: at least 50 points, while in Arabic – not less than 25 points on the profile of the group EP: with the choice of one correct answer – not less than 7 points, with one or more correct answers – not less than 7 points, the test for determining willingness to learn – not less than 7 points.

Admission to the doctoral program is based on the results of the entrance exam.

The enrollment of individuals in doctoral studies is carried out based on the international certificate confirming knowledge of a foreign language under the common European framework of reference (standards) for languages and the results of the entrance exam on the profile of the group EP doctoral and scored at least 50 points out of a possible 100 points.

In the case of the same indicators of competitive points, the priority right for admission to the doctoral program is given to the persons who have the highest rating in the educational program's profile. Are then taken into account scientific advances, corresponding to the profile of the educational program: scientific publications,

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including in scientific rating journals included in the 1st, 2nd quartile according to the Journal Citation Reports database Web of Science Clarivate Analytics company for the last three calendar years; scientific evidence solutions; certificates on the award of fellowships, grants; certificates/diplomas for participation in scientific conferences and competitions.

The admission to study organisation is regulated by the "*Rules of admission to study at the L. N. Gumilyov Eurasian National University*" ([LINK HERE](#)).

5. ORGANIZATION OF THE EDUCATIONAL PROCESS

The University, under the requirements of the Bologna Declaration, carries out educational activities on three levels: bachelor's degree – master's degree – doctoral degree. Education is provided in the state, Russian and English languages.

The educational process's organisation based on the principles of credit educational technology; its main task is to form students' abilities for self-education and self-realisation based on elective educational programs under regulating the educational process's planning and taking into account the amount of knowledge in the form of loans.

ENU actively practices the use of distance learning technologies for teaching:

- persons with special educational needs (for health reasons);
- external students in additional education programs and university students who have travelled abroad for academic mobility programs, in the MOOC format (mass open online courses);
- students enrolled in joint educational programs with foreign partner universities;
- groups of all educational programs and levels in critical and force majeure conditions of the surrounding reality (pandemic).

The university also implements mixed learning, if such are the conditions of the surrounding reality. The *blended - learning* is an integration of full-time and distance learning formats. The peculiarity of this form is that new reproductive material, work with the information necessary factual data in online mode (individual and group forms), and the audience is addressing the new challenges using the activity forms the immersion that allows you to deploy fully, for example, project, research, situational, problem-based and other forms of organization of educational process in the academic year, in detail and in-depth about the critical issues of the topic, apply the learned skills in practical and laboratory classes.

5.1 Academic periods

The organization of the educational process at the University within one academic year is carried out based on the academic calendar approved by the Academic Council. The **academic calendar** for the current academic year can be found in the AIS Platonus and at the dean's offices paper version.

The academic year consists of academic periods (semesters), periods of intermediate certification (examination session), holidays and professional practices.

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In the final year, the final certification period is included in the academic year. In the doctoral program of 2 and 3 years of study, the credits of research work are distributed by semesters.

The University uses a semester-long academic period of 15 weeks. The fall semester usually begins in the first week of September of the school year, except for first-year students undergoing an adaptation period. The spring semester starts after the winter break, according to the academic calendar.

According to the academic calendar, the intermediate certification period – the examination session–begins at the end of the semester and lasts from 1 to 3 weeks. Holidays are provided to students after each academic period and are from 7 to 13 weeks in the academic year.

The schedule of classes and the schedule of exams are formed and published in advance in AIS Platonus on the personal pages of teaching staff and students.

The summer semester is an academic period of 6 weeks provided to students (except for final year students) to eliminate academic arrears, to eliminate academic differences or differences in curricula, and/or to receive additional education, including in the framework of a two-degree education, as well as to improve the average academic achievement score (GPA). Training during the summer semester, as a rule, is carried out on a paid basis, according to the price list established for the current year. The summer semester can be held twice per academic year only during the summer holidays – June-July and July-August.

For the credits earned during the summer semester, see section 3.3 of the Academic Policy.

5.2 ECTS and academic workload

ECTS is a student-centred credit accumulation and transfer system based on transparency in the learning, teaching, and evaluation processes. ECTS credits express the amount of study based on specific learning outcomes and the associated learning load. The student workload in ECTS is the real-time required to complete all the planned learning activities.

When organizing the educational process on the credit technology of training, each academic discipline's volume is an integer number of academic credits. One academic credit is equal to 30 academic hours.

The recommended workload for one academic period (fall or spring semester) it is 30 credits.

The main criterion for the completion of training in educational programs is the development of students' academic credits:

bachelor's degree-240 academic credits;

master's degree (scientific and pedagogical) – at least 120 academic credits;

master's degree (profile) – at least 60 academic credits, with a period of study of 1 year at least 60 credits, with a period of study of 1.5 years at least 90 credits.

Doctoral studies – at least 180 academic credits.

Grade Point Average (GPA) – the average weighted assessment of the level of

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educational achievements of the student for a certain period of the selected program (the ratio of the sum of the products of credits to the digital equivalent of the final grade points for all types of academic work to the total number of credits for these types of work for this period of study).

The GPA (Grade Point Average) is calculated by multiplying the number of credits for each curriculum's discipline/module by the digital equivalent of the grade received. The sum of all points is divided by the total number of credits.

Students who have scored the established GPA score level are transferred to the next course by the university rector's order. **Academic transfer** of students from one course to another is carried out under the transfer score established by the Academic Council of the University and/or upon mastering the appropriate number of credits provided for in the educational programs for the relevant courses the repeated year of study.

The minimum transferable GPA score is available to all participants of the educational process in AIS Platonus in the *Journal* tab-the Journal of students' current achievements.

A student who has not scored the established GPA score remains for the second course of study on a paid basis.

Students who are holders of state educational grants, who **are left for the second course of study**, are deprived of the educational grant and continue their further education on a paid basis.

A student who has completed the course program fully, but has not received the minimum transfer score, to increase his general point average (GPA), is given the opportunity to re-study specific disciplines on a paid basis during summer semester and re-pass his exams (*for more information about the summer semester, see paragraph 3.1 of this document*).

5.3 General parameters and concepts of credit educational technology:

- introduction of a credit system to assess the labour costs of students and teachers in each discipline;
- three-level education system;
- academic freedom;
- freedom to choose the learning path;
- freedom to choose a teacher;
- student-centred teaching and learning methods;
- use of a point-rating system for evaluating academic achievements in each academic discipline;
- academic mobility;
- international certification of educational programs;
- European Diploma Supplement;
- European Credit Transfer System (ECTS);
- involvement in the educational process of tutors and advisors who accompany students in the formation and development of the academic trajectory.

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The adviser plays an important role in the educational process organisation, and it has the functions of presenting elective courses and forming students' interest in educational programs, motivating and guiding them in planning the content of the training. Advisors advise and explain to students the choice of modules from the educational program and elective disciplines' catalogue.

The advisors' activities are regulated by the Regulations on the Adviser at the L. N. Gumilyov Eurasian National University (ENU 98-17).

Registration for academic disciplines (Enrollment) by students is carried out by the office registrar service with the methodological and advisory assistance of tutors, advisors, heads of departments and deans of faculties on the online platform AIS Platonus.

To register in the electronic database, the student must read the instructions posted on the educational portal. The introduction of first-year students into the electronic database occurs during the enrollment period until August 30 of the current year. After electronic registration of the student for the disciplines, his curriculum is formed.

The individual student curriculum (ISC) contains comprehensive information about the development of credits in chronological order disciplines. The ISC is formed based on the educational program and catalogues of elective disciplines and is approved by the Dean of the faculty. When drawing up the ISC, the student must comply with the established deadlines for registration and re-registration. The registrar's office service conducts the registration of academic performance and the development of academic credits on the basis of the individual curriculum of the student and the results of the intermediate certification.

5.4 Assessment and types of control of the level of knowledge

Procedures for assessing the level of knowledge of students:

- compiled under the planned learning outcomes and meet the objectives of the educational programs;
- meet their purpose (formed competencies, current control, intermediate and final certification).);
- based on the criteria adopted by the university (exam forms-testing, oral, written, combined);
- conducted by the teaching staff who are aware of the impact of their assessment on the further learning process and the results of students' learning in achieving the knowledge, skills and abilities necessary for the formation of professional competencies and assigning them the appropriate qualifications;
- based on the results of the work of the appeal commission (as applications are received from students about their disagreement with the results of the assessment);
- take into account the possible consequences of the examination requirements;
- take into account the reasons for the absence of students from classes (due to illness or other valid reasons);

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- guarantee the objectivity of the evaluation process under the criteria established by the university;
- they are checked in an administrative manner, which ensures the consistency of the entire procedure.

Students' educational achievements are regulated by the "Regulation on the control of educational achievements of students studying at the L. N. Gumilyov Eurasian National University".

The evaluation of students' learning outcomes is determined by the established rating scale based on the point-rating letter system.

Educational achievements (knowledge, skills, skills and competencies) of students are evaluated on a 100-point scale corresponding to the alphanumeric system adopted in international practice (positive ratings, in descending order, from "A" to "D", "unsatisfactory" - "FX", "F") with the corresponding digital equivalent from 0 to 4.

The student's admission rating (average rating) to the final control is 50 points. The student is allowed to the final control if he has an average admission rating of at least 50 points. The final assessment of the discipline includes assessing the boundary and final control (examination assessment). The share of the admission rating is 60% of the final assessment of the degree of development of the discipline's student program. The final control share is 40% of the final assessment of knowledge in this academic discipline. The results are calculated only if the exam score is at least 50 points.

In summing up the final assessment (FA) in the discipline points: total current GPA during the semester according to the results of the rating controls, and the score obtained in the exam; the formula calculates FA:

$$FA = P_{cp} * 0,6 + \text{ЭО} * 0,4, \quad P_{cp} = (P1 + P2) / 2, \quad P1(P2) = (TK + PK) / 2$$

where: FA – final assessment;

R1 – results of the first rating control;

R2 – results of the second rating control;

EA – exam assessment scores;

Rav – average rating (admission rating);

RMA – result of midterm assessment;

CA – continuous assessment

Control of educational achievements of students is divided into continuous, midterm and final control.

- **Continuous assessment** – is a systematic check of the student's academic achievements conducted by the teacher in the classroom. The current control of students' progress is carried out on each academic discipline topic and includes the control of knowledge in the classroom and extracurricular classes. Continuous assessment evaluates academic performance on a 100-point scale for each completed task (answers during classes, homework, student's independent work, boundary control) and the final result of the current control of academic

performance is summed up by calculating the arithmetic mean of all grades received during the academic period.

- **Midterm assessment** – is carried out for the first and second half of the semester. Border control is mandatory. The boundary (rating) control of the student's knowledge is carried out on the 7th (R1) and 15th (R2) weeks of each semester (except for semesters lasting less than 15 weeks). The student is allowed to take the exam with an admission rating (average rating) of $R_a \geq 50$.
- **Final (midterm) assessment** – is a verification of the student's academic achievements, conducted after completing the study of the discipline (examination session). The final midterm control is carried out in written, oral, test or combined forms and in the form of a creative exam. The form and procedure for conducting the exam for each academic discipline are determined by the departments independently and approved according to the established procedure. It is allowed to conduct a computer exam in the disciplines of the module. In this case, the final score is calculated separately according to the admission rating of each discipline.
- **Final state assessment** – is set the educational program of final examinations and defence of final work to determine the level of preparation of graduates for professional tasks and compliance with the training requirements of the compulsory state standard of higher professional and postgraduate education.

The Final state assessment (FSA) of graduates is conducted at the university for all educational programs of higher and postgraduate professional and scientific-pedagogical education implemented at the university. A person who has completed the full development of the main educational program in the direction of training under the State Higher Professional and Postgraduate Education requirements is allowed to participate in the IGA. Subject to the successful completion of all the established types of final certification tests included in the final state certification, the graduate is assigned the appropriate qualification (degree) and is issued a state-issued diploma of higher professional or postgraduate education.

Graduates of the bachelor program who have passed all cycles exams and differentiated tests with grades “A”, “A-”, “B”, “B-” and scored GPA (GPA) for the entire period of study is not below 3.5, and passed all state examinations and defended a thesis (project) with the grade “A”, “A-”, diploma with honours in the absence of re-delivery of the examinations during the entire study period (excluding assessments on military training.)

The procedure for conducting the continuous and final assessment of academic performance, midterm and final assessment of students is determined by the established point-rating letter system for evaluating the accounting of students' academic achievements with their transfer to the traditional scale of assessments and ECTS.

When assessing the knowledge of students, the following point-rating letter system is used to evaluate the accounting of educational achievements:

Rating by letter	Numeric	Points (%content))	Assessment according to
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system	equivalent		the traditional system
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	
C	2,0	65-69	Adequate
C-	1,67	60-64	
D+	1,33	55-59	
D-	1,0	50-54	
FX	0,5	25-49	Unadequate
F	0	0-24	

To retake a positive assessment on the final control to increase it, the student again attends all types of training sessions provided for this discipline in the working curriculum on a paid basis, receives admission, and passes the final control.

A student who violates the order of passing the intermediate certification is removed from the classroom. Together with an independent examiner, the teacher draws up a report indicating the reason for the removal.

A student who disagrees with the final control assessment results has the right to file an appeal (for more information, see section 3.5).

5.5 Independent work of students

Independent work of students includes out-of-class time with a teacher - (IWST) according to the schedule and extracurricular time without the participation of a teacher (IWS)

Guidelines for IWS and IWST are developed by faculty members of the Department and include the following documents:

- IWS schedules designed for the entire period of study of the discipline;
- task system;
- topics of research papers, reports and creative works;
- topics of coursework and theses;
- lists of primary and additional literature;
- types of advisory assistance;
- types and forms of control;
- evaluation criteria, recommended amount of work, estimated terms of its provision, and others.

IWST is conducted separately for each subject during the entire academic period, according to the department's consulting schedule.

Therefore, if the student has a low current rating, wants to get additional advice and/or has difficulties completing the received tasks in the discipline, the teacher conducts the lesson in the traditional form. If the student does not experience such problems, has a good or excellent academic rating, the teacher may, at his discretion,

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release him from the traditional form of teaching, and provide for the lesson in an advisory form, involving the student in an individual or group project through the issuance of tasks and monitoring their implementation.

Along with this, independent work includes the process of preparing for training sessions and exams.

IWS involves independent development of educational material in the conditions of a library, computer class, language lab, media library, educational television, and a special laboratory.

IWS control can be written and oral, aimed at achieving the final result. When writing control results, IWS may be issued in the form of a synopsis, abstract, report, creative, checklists, writing, coursework, theses, scientific articles, audio-video etc. In the oral form of control, the results of the IWS can be made out in the form of a colloquium, conference, business game, report, essay, message, individual interview, etc.

Absence from lesson

Skipping classes should only be for an honest reason. Valid reasons for missing classes are considered:

- due to illness, if there is a medical certificate issued or certified by the student polyclinic;
- participation in sports competitions, Olympiads, competitions, conferences (if you have a supporting document);
- family and other valid circumstances (if there is an application for release in the dean's office).

In the latter cases, the exemption from classes is issued by order of the dean's office. A document confirming a valid reason for absence must be submitted within five days from entering the class.

late attendance

Being late for classes is strictly prohibited. In case of delay of fewer than 10 minutes, the student can be admitted to the lesson only with the teacher's permission. If the student is late for more than 10 minutes, the student cannot attend the lesson, and the lesson is considered missed without a valid reason.

Students are fully responsible for academic integrity, independently complete the assigned tasks, and follow the rules and instructions while writing the exam and other tasks.

5.6 Examination period

The exams are held during the examination session provided for in the academic calendar. The student must personally attend the exam. At the exam, the student must appear with an identity document.

The final assessment of the discipline includes assessments of current academic performance and final control. The assessment of the current academic performance (admission rating) is 60% of the discipline's final assessment of knowledge. The exam score is 40% of the final assessment of knowledge in the discipline.

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The received positive assessment on the final control of educational achievements serves as the basis for crediting the established number of credits in the relevant discipline.

It is not allowed to retake a positive assessment obtained during the final control to improve it in this academic period.

In case of unsatisfactory assessment on the final control or failure to show up for the exam for a disrespectful reason, credits of the relevant discipline are not counted to the student.

If the student did not show up for the exam, a mark "did not show up" is made in the exam sheet next to his last name, which is equal to the academic arrear. If there is a valid reason (supporting documents are provided within seven days), the dean's office makes decisions on passing this exam individually.

A student, who violates the order of passing the exam, is removed from the classroom, his exam sheet is marked with a sign "removed from the classroom", this mark is equated to academic arrear.

In the summer semester, no more than 20 academic credits are allowed to be studied to pass academic arrears in academic disciplines and differences.

A student who has received an "inadequate" rating on the final control, on a paid basis, again attends all types of training sessions provided for in the working curriculum for this discipline to get admission to the final control.

Suppose the student under the state educational order has not scored the required number of credits in the working curriculum. In that case, he has the right to re-study the relevant disciplines on a paid basis.

Students under the state educational grant are awarded a scholarship based on the intermediate certification results, in case of passing all exams, term papers/projects and dif. tests with grades "A", "A-", "B+", "B", "B-".

5.7 Liquidation of academic arrear

Academic arrear- is student's debt for the final control of knowledge formed due to receiving an unsatisfactory grade in an academic discipline or failing to appear for the exam.

When receiving the "FX" "unsatisfactory" grade, it is allowed to retake the final control (exam) under the academic calendar of the university without re-passing the program of the academic discipline (module) **no more than once**.

In the case of receiving an "inadequate" grade corresponding to the "F" grade, the student is re-enrolled to this academic discipline (module), attends all types of training sessions, performs all kinds of tasks, according to the program, and retakes the final control.

A student who has received an FX grade is allowed to retake the exam in this academic discipline no more than twice during the continuous midterm assessment.

If the admission rating is positive, the student who received the "inadequate" rating at the intermediate certification with a final score (%content) from 25 to 49, the

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FX score is set.

Suppose the student receives an FX or F grade for the third time, which corresponds to the "inadequate" grade the student is expelled from the university regardless of the number of "inadequate" grades received and loses the opportunity to enrol in this discipline again.

The elimination of students' academic arrear of 1-3 courses is carried out during the summer semester only on a paid basis.

Unremunerated academic arrear can lead to insufficient GPA recruitment for transfer to the next course, which leads to the need to repeat the course on a paid basis.

At the same time, the student can transfer to another university and (or) to another direction of the group of educational programs. The student can transfer to another educational program, which does not have an academic discipline he has already received a rating of "inadequate", except for a cycle of general education disciplines.

If there is no rating of admission to the midterm assessment or if the student receives an "inadequate" rating corresponding to "F", the student is re-enrolled in this academic discipline/module, attends all kinds of lessons, performs all types of educational tasks according to the educational program and retakes the final control.

For students who had a rating of "FX" and peristalsis this assessment exam C+ and above, the results of intermediate certification are assigned scholarship, fulfilling the scholarship requirements.

To retake a positive assessment on the final control to increase it, the student again attends all types of lessons provided for this discipline in the working curriculum on a paid basis, receives admission, and passes the final control.

Repeated passing of the final state comprehensive exam or defence of the thesis (project), master's thesis (project) to increase the positive assessment is not allowed.


The retake of the comprehensive exam and the re-defence of the thesis (project), master's thesis to persons who received the rating "unsatisfactory", during this period of the final certification is not allowed.

The transcript must record all the academic disciplines and/or modules that the student studied, indicating all the grades received on the final control (exam), including the grades "FX" and "F".

5.8 Appeal

A student who disagrees with the final control assessment results has the right to apply to appeal to the Dean of the faculty where he/she is studying, no later than the next working day after the exam.

For the period of the examination session (midterm assessment), based on the submission of the departments in agreement with the Dean of the faculty, an order is issued by the Vice-Rector for Academic Affairs to create an appeal commission from among the teachers of the relevant profile consisting of at least three people (the

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chairman and two members) for each educational program.

The Appeal Commission is created to ensure compliance with uniform requirements and resolve disputes that have arisen during students' intermediate certification.

Further information about the appeal and its procedure: Procedure of the EMD BMD ENU 703-20 p. 10.8, the Regulation on the control of educational achievements of students P ENU 48-17 p. 8 and 8.1

5.9 The organization and the passage of the professional traineeship of students

The organization of practice at all stages should be aimed at ensuring continuity and consistency of mastering professional skills by students by the requirements for the graduate level.

The main and mandatory types of professional practice of students at the University are: educational, language, pedagogical, industrial, pre-graduate, research.

The practice aims to acquire basic professional competences, including the consolidation and deepening of theoretical knowledge gained in the learning process, first skills, research, and skills of business correspondence, the acquisition of practical skills of work by speciality training.

Students' educational practice can be conducted in University departments or at enterprises, institutions and organizations.

Language practice is aimed at developing students' skills of interpretation and translation and skills of business and friendly communication, including with native speakers of the studied languages, which is carried out at the graduating departments.

Industry-focused, pedagogical, pre-graduate practice of students is carried out, as a rule, at enterprises, institutions and organizations that are the bases of practice by the existing agreements on the provision of the base of practice.

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

The purpose of the pedagogical practice of magistracy and doctoral studies is to prepare scientific and pedagogical activity in higher education, the acquisition and consolidation of practical skills in the implementation of the educational process in higher education, including the teaching, the learning activities of students, scientific and methodological work on the subject.

Pedagogical practice can be conducted during the period of theoretical training without interrupting the educational process.

Research practice of undergraduates and doctoral students is conducted to get acquainted with the latest methodological and technological achievements of domestic and foreign science, with modern methods of scientific research, processing

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and interpretation of experimental data, to collect useful and factual material for dissertation research in research institutes, large companies, laboratories of the department, research institutes, educational and innovation centres, and other universities.

The purpose of industry-focused practice is to consolidate professional competencies and acquire practical skills and professional activity experience.

All practices are conducted according to the Programmes, procedures, and guidelines that include the basic requirements for the organization and conditions of internship, under supervisors' guidance from among the experienced staff of the Department.

Program practices and guidelines are developed by the graduating Department taking into account the educational program's profile, nature of the businesses, organisations, places of practice (practice), and the expected learning outcomes.

The University sets the terms of practical training under the curriculum and academic calendar.

The curriculum of educational programs determines the number of credits corresponding to each type of practice. For more information, see the Procedure "Professional Practice" (BMD ENU 705-19)

5.10 Assignment to academic leave

Academic leave is a period of 6 to 12 months for which a University student temporarily interrupts their studies due to prolonged illness or rehabilitation, conscription, or the child's birth and care.

For registration of academic leave, the student submits to the dean's office an application addressed to the rector of the University for granting academic leave with an indication of the reason and the submission of supporting documents (conclusion of the medical advisory commission; birth certificate/adoption/adoption of the child; summons for conscription).

The order for granting academic leave to the student, indicating its beginning and end dates, is displayed on the student's page in AIS Platonus.

A copy of the order on granting academic leave to a student under an educational grant funded from the republican budget is sent to the Ministry of Education and Science of the Republic of Kazakhstan or the relevant branch ministry within three working days, and to the local executive bodies in the field of education, funded from the local budget, to adjust the appropriate amount and timing of funding for this program.

At the end of the academic leave, the student must notify the dean's office in advance and write an application for withdrawal or extension of the academic leave with the provision of supporting documents.

The student has the right to interrupt the academic leave by the beginning of the new academic period, if he has the opportunity to successfully continue his studies, notifying all interested parties in advance.

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After leaving the academic leave, the student continues his / her studies from the academic period from which he / she took this leave.

To eliminate the academic difference that has arisen, a student who has returned from academic leave registers on the AIS Platonus educational platform for the necessary disciplines and studies them during the semester along with the current streams, if they do not overlap with the main schedule, or within the summer semester.

6. PROCEDURE OF EXPULSION, TRANSFER, RE-ADMITTANCE

6.1. Expulsion

The student is expelled from the university in the following cases:

- 1) for academic failure;
- 2) for violating the principles of academic integrity;
- 3) for violating the Rules of Internal Regulations and the Charter of the University;
- 4) for violation of the terms of the agreement on the provision of educational services, including for non-payment of the cost of training;
- 5) at their own request.

A student who wants to drop out of the University must write an application to the University's Rector with a request for expulsion, indicating the reason for the expulsion and submit it to the Registrar's Office. The application for expulsion is introduced to students immediately after they decide on expulsion from the University.

In the case of late submission of an application for expulsion at their own request when the student stops attending training sessions, the student may be expelled for violating academic discipline, i.e. for not attending training sessions without a valid reason. In this case, the funds paid for the training will not be refunded (for the period before the order is issued).

In case of non-registration and/or non-attendance of training sessions by students and failure to provide them with any documents confirming a valid reason for their absence, the dean's office of the faculty takes the necessary measures to clarify the reasons for non-attendance of training sessions by students.

In case of further non-attendance of classes, the dean of the faculty submits a submission for the publication of an order on the student's expulsion.

Students on a paid basis who were expelled from the university during the semester for fees non-payment have right to re-admit the payment arrears. In this case, the student submits an application for reinstatement to the university's Rector, attaching a payment receipt to the application. The number of points for the modules received by the student before the moment of deduction, when restored, is counted in full.

A student who is expelled from the University is issued an academic certificate of the established form and an academic transcript.

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A student who has received an "inadequate" rating on the final state assessment is expelled from the University by the order of the head of the University as "not fulfilling the requirements of the educational program: failed to defend a thesis (project) or master's thesis (project)" or " failed to meet the requirements of the educational program: who did not pass the comprehensive exam."

6.2 Transfer from course to course

A prerequisite for transfer or restoration is the fulfilment of all the requirements of the first academic period's working curriculum and the passing of the intermediate certification.

When transferring and restoring students, *the course of study is determined, taking into account the prerequisites*. The disbursed credits are transferred according to the educational trajectory necessary for developing the corresponding educational program.

The head of the university transfers a student from one course to another of the university.

When determining the difference in disciplines, the difference in final control forms is not taken into account.

The credit is equated to the letter system for evaluating the student's academic achievements in the range from the minimum D (1.0; 50-54%) to the maximum A (4.0; 95-100%). When translating credits into the letter equivalent, the quantitative and qualitative indicators of academic performance (grades) previously received by the student are taken into account.

Transfer of students from one course to another is carried out according to the results of the spring examination session (midterm assessment), taking into account the results of the summer semesters and the accumulated transfer score.

A student on an educational grant who has scored the established transfer score and is transferred to the next course in the presence of academic arrear liquidates the academic arrear on a paid basis while retaining the educational grant.

A student on an educational grant who is left for the second course of study is deprived of this grant and is further trained on a paid basis.

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

Transfer of students who entered the target places under the state educational order approved for individual universities and for pedagogical specialities within the allocated quota, to another university with the preservation of the educational grant is not allowed.

6.3 Re-admittance

Readmittance to students' number is carried out on a paid basis during the summer and winter holidays.

The student's achievement of the average academic achievement score (GPA) for previous academic periods must not be lower than the one set at the University.

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The student is transferred or readmitted to any university, regardless of the terms of explosion during the readmitted.

A prerequisite for the transfer is completing the first academic period of the program being mastered according to the individual curriculum. Persons who have one or more grades "unsatisfactory" in the disciplines of the first semester of training are not subject to transfer and readmittance.

The readmittance procedure is as follows:

1) the student submits an application for reinstatement to the university's rector where he/she wishes to continue his / her studies. A transcript is attached to the application;

2) The registrar's office determines the course of study and the difference in the curriculum based on the submitted transcript;

3) by the dean's visas, the head of the department, the director of the Office of the Registrar, the Vice-Rector for Academic Affairs, the rector of the higher educational institution issues an order for the restoration of the student.

When returning from a foreign educational organization, the student provides a document on the completed educational programs (academic certificate, transcript) as well as a document on the previous completing level of education, which must pass the nostrification procedure in the Republic of Kazakhstan under the current Rules for the recognition and Nostrification of educational documents.

This clause applies only to citizens who have completed the previous level of study abroad.

Persons who have received general secondary or technical and vocational education in the Republic of Kazakhstan, when transferring/readmittance from a foreign educational organization, provide a UNT/CT certificate with points not lower than the established threshold score.


The procedure for the transfer and restoration is carried out according to the Standard of the state service "Transfer and readmittance of students in higher education" approved by order of the MES of the RK on December 07, 2015, No. 681 and Regulations from January 14, 2016, No. 25.

Students' applications are accepted and considered during the summer and winter holidays. The application is submitted no later than five days before the beginning of the next academic period.

Based on the submitted documents, employees of the Registrar's Office draw up a comparison sheet in the prescribed form.

According to the EP, the comparison sheet reflects the list of academic difference disciplines and the list of re-assigned disciplines, indicating the disciplines of prerequisites, semesters, credits, and points.

If necessary, the transfer of mandatory and/or elective subjects and the amount of credits (study hours) is carried out by the graduating department's protocol decision.

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The comparison sheet is signed by the student, the employee of the Registrar's Office, the head of the department, and the faculty's dean.

A copy of the comparison sheet is transmitted through the registration log to the student himself and the dean's office of the corresponding faculty to prepare the student's schedule for academic difference disciplines.

The dean of the faculty approves the student's individual curriculum in coordination with the head of the department, the adviser.

Based on application the student agreed with the head of Department, Dean of faculty, head of the office of the Registrar, Vice-rector for Academic Affairs, and also a model contract for the provision of educational services to students and presented a receipt of payment in the amount of 50% of annual tuition (for training on a paid basis) issued an order of the rector of enrollment.

Students readmittance for the further course of their studies is determined, taking into account the prerequisites.

Persons who previously studied at the university can be restored to the previous or other educational organization while forming a new learning trajectory.

A mandatory condition for recovery is the completion of one semester by the student. The issue of reinstatement is considered only based on his personal application.

6.4 Transfer from another university and intra-university transfers

Students are transferred from one educational program to another, from one study group to another, from one language department to another, from one university to another twice a year: during the summer holidays – until August 25 of the calendar year, during the winter holidays – until January 10 of the calendar year.

Transfer of students, undergraduates, and doctoral students studying based on a state educational order from universities of the Republic of Kazakhstan that does not have a national university's status to ENU is subject to an annual supplement by students of the difference in the cost of the educational grant. A corresponding contract with the financial and economic service of the university is concluded with the student.

Transferring a student on an educational grant from another university to a course below is possible only on a paid basis.

The procedure for transferring a student from one university to another is as follows:

- 1) the student applies to transfer to the name of the rector of the university where he/she is studying and having received a written consent, sealed, addresses the rector of the university to which he/she wishes to transfer. The statement must include official transcripts sealed, a copy of the certificate of unified national testing or complex testing, if available, a copy of the certificate of the state educational grant (if the training is its owner), as well as a copy of the application to the head, where he studied (with signature and seal of the head);

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2) The registrar's office, based on the submitted documents, determines the difference in the disciplines of the mandatory component of the working curriculum and the course of study;

3) by the Dean of the faculty's signatures, head of Department of the Registrar head office, Vice-rector for academic work, the rector of the institution issues an order on the student's transfer.

Intra university transfer of student, from one speciality to another is carried out on a paid basis according to the following procedure:

1) the student applies to transfer to the rector; a copy of the transcript, certified by the Dean of the relevant faculty, is attached to the application;

2) The registrar's office together with the heads of departments determines the course of study and the difference in the curriculum;

3) in accordance with the Dean of the faculty's signatures, head of Department of the head office of the Registrar, Vice-rector for academic work, the rector of the institution issues an order transferring from one speciality to another.

The deadline for passing the difference in the curriculum for restoration or transfer has the duration of one academic year with a summer semester, during which the student must enrol in the difference disciplines, pay for training, master the curriculum and pass the final control.

Suppose a student does not pass the difference in the curriculum within the prescribed period during the restoration or transfer. In that case, this difference is recorded as academic debt and is recorded as zero when determining his GPA and transferring from course to course.

When transferring and restoring a student from a foreign educational organization, a document on the completed training programs (academic certificate, transcript) is submitted. Simultaneously, students who have received general secondary education or technical and vocational education in the Republic of Kazakhstan. It also provides a certificate of UNT or CT with a score of at least 60.

When transferring and restoring students, the course is determined, taking into account the number of credits mastered and the presence of academic differences in the disciplines that are prerequisites. When determining the difference in disciplines, the difference in final control forms is not taken into account.

The presence of an estimated indicator of the student's academic performance for previous academic periods should correspond to the grades "excellent", "good", "satisfactory".

Transfer of students, undergraduates, and doctoral students studying under an educational grant from other universities to ENU is subject to the additional payment of the educational grant cost difference.

A student under an educational grant, if desired, is transferred with the preservation of the educational grant from another university only if the direction of training is appropriate and taking into account the profile subjects of the UNT/CT certificate (within the EP).

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Transferring from one direction of preparation to another, from one OP to another profile, with specialized training areas in scientific and pedagogical approach and back (for graduate programs) is carried out only on a paid basis.

6.5 Transfer credit

Recognition of students' academic achievements is carried out in the form of a procedure for transferring credits of disciplines.

The transfer is a procedure for recognizing previously studied modules and/or disciplines in higher education institutions of the Republic of Kazakhstan or abroad. The transfer procedure is carried out when transferring from another university, transferring from one educational program to another, returning to the number of students after expulsion or academic leave, returning after studying under the academic mobility program, when successfully mastering non-formal education courses based on the university's IAT certificate, as well as when performing volunteer activities. The GED module subjects can be re-assigned based on the order of the Vice-Rector for Academic Affairs.

For more information about the transfer procedure, see Regulation on the control of educational achievements of students N ENU 48-17 p. 12

7. DISTANCE LEARNING TECHNOLOGIES IN THE EDUCATIONAL PROCESS

The University's academic policy supports the active use of distance learning technologies in the educational process and integrates digital educational resources into the academic process (MOOCs, video lectures, etc.).

The educational platform of the AIS "Platonus" is integrated into the educational process at the University. This platform is used to take into account the level of students' academic performance and all types of teaching and research activities of teaching staff.

In the automated information system "PLATONUS", a personal account (a *personal web page*) is provided for each student, *which allows access to the following information and automated functions:*

- View the class schedule
- View the electronic progress log
- View the academic calendar
- Review of training materials and UMKD
- Registration for disciplines and teachers (selection of the learning path)
- View the individual curriculum
- View the Transcript
 - Computer-aided testing
- Receive personal and general messages (*news, announcements*)

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The online platform allows you to unify the storage of educational and methodological complexes of disciplines and syllabuses, to which participants of the educational process have free access.

The educational and methodological support of training is placed on the platform of AIS "Platonus". The training material is structured on the platform as follows:

- The syllabus
- Lecture material: reading materials (articles, lecture notes, chapters from textbooks with page references, links to Internet sources, etc.); video summary (presentation or lecture summary, voiced by the teacher); video (ready-made and/or own, on the lecture questions); self-test questions (tests on each topic)
- Tasks for practical classes (seminars);
- Tests (evaluated) for boundary controls;
- Exam questions.

7.1 Applying distance learning technologies (DLT)

For students, the internal university information resources of L. N. Gumilyov ENU (PLATONUS. ENU, MAIL.ENU, ENULIB.ENU, MY.ENU) are available. Access to the system is provided via the global Internet or the internal network of the University.

The main distance learning platform is the AIS "Platonus". Online lectures are broadcast via Microsoft Teams and WebEx services. Additionally, LMS (Training Management Systems – Training Management System) is used Moodle. enu.kz, Webex Meeting, Webex Training, Google Classroom, Hangout, etc.

When organizing the educational process on the basis of DLT, must observe the following principles:

- the unity of the educational and developmental functions of training;
- the use of collective or individual forms of training;
- consistency and consistency in training;
- availability of educational resources;
- creating the most favourable conditions for the acquisition of knowledge by students, the development and manifestation of creative individuality;
- security, which includes a wide range of measures related to protecting classified information, the dissemination of false information, the exclusion of dishonesty and falsification of training, etc.

7.2 Technical means of DLT

Necessary technical means for distance learning:

- availability of a personal computer, laptop, tablet or smartphone;
- the presence of a camera and headphones;
- uninterrupted access to the Internet;
- access to the AIS "Platonus " (current username and password).

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Training with the use of remote technologies involves the independent study of training courses by students under the guidance of university teachers.

Wireless Internet access is available in every ENU academic building, in all the atriums of the academic buildings, as well as in the ENU library, free access to the Internet (Wi-Fi) is provided.

The AIS "Platonus" portal is also used for conducting intermediate certification exams.

The teaching staff keeps a weekly record of progress based on the control of tasks in the subject.

7.3 Ethics of online communication

Due to the large-scale introduction of online training, new questions have arisen regarding the ethics of behaviour in real online communication.

The professional ethics of a teacher in a remote format is expressed in terms of:

- establishing the right relationships with students in the process of online communication;
- implementation of teaching activities at a high professional level;
- favourable speech communication with students;
- friendly attitude to each student;
- maintaining the appearance of the teacher, maintaining a neat appearance, equipping the workplace, creating a working atmosphere in online mode;
- knowledge of modern technologies and technical support of distance learning.

The professional ethics of students in the format of remote communication is supported by:

- establishing proper relationships with teachers and students in the group during the learning process;
- timely preparation and completion of tasks in the disciplines within the specified time frame;
- maintaining the appearance of the student, the cleanliness of the workplace, the situation in the online mode;
- knowledge of modern technologies and technical support of distance learning;
- compliance with the rules of academic integrity.

8. ACADEMIC MOBILITY OF L.N. GUMILYOV ENU'S STUDENTS

Academic mobility – is the movement of students or teachers and researchers for a specific academic period (including training or practice). Usually, a semester or academic year at another higher education institution (within the country or abroad) for teaching or research, with mandatory enrollment in a prescribed manner mastered the educational programs in the form of credits in their University.

8.1 Academic mobility for improving learning

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Ensuring the quality of education is inextricably linked to students, faculty, and other university staff's academic mobility, and is one of the main goals of the Bologna Process.

At ENU, academic mobility is implemented within the framework of the University's Development Strategy and is aimed at expanding international cooperation through the exchange of experience and knowledge among students, faculty and staff.

8.2 Academic mobility at the university contributes to:

- expansion of cooperation within the European Higher Education Area;
- further internationalization of educational programs of higher and postgraduate education;
- improvement of educational programs by comparing them with foreign educational programs;
- improving the employment and personal development of mobile learners;
- exchange of experience between the teaching staff of the university and foreign universities;
- development of international cooperation with the countries of the near and far abroad;
- strengthening the cultural identity of the university.

Academic mobility is regulated by the " Regulations on Academic mobility of Students, Faculty, administrative and Managerial Staff, and Researchers of the L. N. Gumilyov Eurasian National University.»

1. External academic mobility of students is financed at the expense of:

- Ministry of Education and Science of the Republic of Kazakhstan
- International programs
- Program Participant

2. General procedure for implementing external academic mobility of students at ENU

2.1 Students can participate in the academic mobility program during the entire study period, except for the first and last semesters.

2.2 Students have the right to independently choose a partner university, determine the list of disciplines to study, and then apply to the graduating department.

2.3 Based on students' applications, the dean of the faculty together with the head of the department considers the possibility of concluding a Memorandum of Cooperation with foreign partner universities and writes a submission to the Department of International Cooperation.

2.4 based on the submission, the Department of International Cooperation concludes a tripartite Memorandum of Cooperation between the University, the partner university and the student.

2.5 The Academic Mobility Coordinator enters into a Training Agreement with the partner university, which specifies the course names, partner university credits, ECTS credits, and the semester of study.

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The training agreement is signed by the partner university and the University, after which the partner university sends an Invitation.

2.6 based on the partner university's Invitation, students, together with the graduating department, prepare a preliminary comparison sheet and coordinate it with the Department for Academic Affairs.

After the registrar's Office approves the individual curriculum, students prepare the necessary documents.

2.7 based on the package of documents submitted to the student, the Registrar's Office issues an order for external academic mobility.

2.8 by order of the Department of Finance is to estimate expenditures and transfer funds to the student's account (if the academic mobility at the expense of the MES of the RK).

2.9 After receiving a copy of the order, the student independently applies for a visa (if necessary) at the embassy of the country of study and purchases medical insurance.

2.10 Upon completion of their stay at the partner university, students submit a transcript and an advance report (in the case of training at the expense of the republican budget).

Based on the transcript, by the concept of academic mobility of the Republic of Kazakhstan, credits are transferred according to the ECTS type.

You can find out about the international scholarship "**Bolashak**" on the website: 8 (7172) 24 94 01, email: info@bolashak.gov.kz

There is also the possibility of obtaining other international scholarships, details on the websites: Open University, ACCELS, Edmund S. Muskie, Erasumus Mundus, Chevening, etc.

9. GRADUATE EMPLOYABILITY

9.1 The University considers graduates' successful employment as the leading indicator of the educational activities' effectiveness.

9.2 To promote employment, there is a career and business partnership department, which, together with the graduating departments, ensures that employers are involved in various university events to inform students and graduates about employment opportunities.

9.3 The Employers ' Council has been established, which helps solve problems in creating a high-quality educational environment, strengthening the university's educational and scientific potential, taking into account the current requirements of the labour market.

9.4 Students and graduates of the University have the opportunity to submit their CV for consideration by potential employers, as well as to get acquainted with the available vacancies on the portal of the Electronic Labor Exchange "Enbek.kz",

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which is a single digital platform for employment, providing opportunities for job search and assistance in the selection of personnel.

9.5 Students of higher education programs (bachelor's degree) in pedagogical specialities and rural quota based on the state educational order, as well as students of postgraduate education programs (master's and doctoral programs based on the state educational order in the final year are subject to mandatory distribution in the organization of the corresponding profile of compulsory work after graduation under the legislation of the Republic of Kazakhstan. (The law of the Republic of Kazakhstan "On education", Rules for the direction of a specialist to work, the granting of the right of self-employment, exemption from duties or termination of obligations on working citizens, who studied based on the state educational order" approved by the resolution of the Government of the Republic of Kazakhstan of March 30, 2012, № 390, Position on commissions for distribution of young professionals and (or) doctors of philosophy (PhD)", approved by order of the Minister of education and science of the Republic of Kazakhstan dated June 13, 2017, No. 277).

9.6 The distribution of final year students is carried out by a specially created distribution commission, which meets annually until June 30 of the calendar year.

9.7 Exemption from working out is carried out under the procedure of the Republic of Kazakhstan legislation.

9.8 Graduates who have studied under the state educational order, who do not want to fulfil the obligations to work out, are obliged to return the financial resources spent on their training in full to the Financial Center of the Ministry of Education and Science of the Republic of Kazakhstan. Otherwise, the state budget funds spent on their practice are collected by the Financial Center in court. For more information, see the Procedure "Employment of Graduates" (BMS ENU 706-19).

10. GRANT, SCHOLARSHIP AND SOCIAL SECURITY

A student on a paid basis has the right to transfer a state educational grant to a vacant place. Vacant educational grants released in the process of obtaining higher or postgraduate education (after this referred to as vacant grants) are awarded on a competitive basis to students on a paid basis for groups of educational programs.

The competition is held based on the results of intermediate certification based on the average GPA score with the issuance of a certificate of award of an educational grant.

In the case of the same indicators of the average GPA, students who have grades only A, A- ("excellent"), then – grades from A, A- ("excellent") to B+, B, B -, C+ ("good"), then – mixed grades for the entire period of training, have a preferential right.

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The award of vacant educational grants, released in the process of obtaining higher and (or) postgraduate education, is carried out during the summer and winter holidays for the available vacant places on a competitive basis in the following order:

1) a student on a paid basis submits an application to the rector of the university for further training under an educational grant of higher or postgraduate education;

2) the received applications are considered at the meeting of the academic (academic) Board and the supervisory (trustee) Board and (or) the Board of directors;

3) The university, based on the Academic Council's decision and the supervisory Board, sends a list of applicants for transfer to vacant educational grants to the authorized body in the field of education for decision-making by August 5 and January 15 of the current year.

The list is accompanied by a copy of the student's application, the decision of the Academic Council and the Supervisory Board, an extract from the student's transcript, a copy of the identity document, and the certificate of the educational grant holder (original), who was expelled from the University;

4) vacant educational grants released in the process of obtaining higher and (or) postgraduate education and submitted to the MES of the Republic of Kazakhstan due to the absence of applicants are redistributed by the commission on a competitive basis;

5) list of vacant educational grants released in the process of higher and (or) postgraduate education and presented by the University due to the lack of applicants is published on the website of the MES;

6) the competition is held among students on a paid basis from other universities who have submitted documents for participation in the competition, in the context of groups of educational programs, the course based on the results of intermediate certification;

7) MES consider the submitted documents in the context of groups of educational programs, forms and timing of training based on the year of income and in case of a positive decision issued an order on awarding the vacant educational grants of higher and (or) postgraduate education (in the absence of the contenders for the group of educational programs, vacant educational grants released in the process of higher and (or) postgraduate education, redistributed within the areas of training or education);

8) based on the order of MES RK NTC prepares the certificate on the award of the educational grant and passes it to the University within three working days;

9) based on the issued certificate of the educational grant award, the rector issues an order for further training under the educational grant.

10.1. SCHOLARSHIP AND SOCIAL SECURITY

The procedure for appointment and payment of state scholarships to students based on state educational grants, state scholarships and allowances it is determined

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under the Rules approved by the Resolution of the government of Kazakhstan and other normative legal acts of the Republic of Kazakhstan.

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

In the following semesters of study, the appointment and payment of the state scholarship is made if, according to the results of the examination session (including all forms of knowledge control), the student has only grades "good" ("B+", "B", "B-") and "excellent" ("A", "A-").

The scholarship is paid per the rector's order, monthly from the first day of the month following the examination session, inclusive until the end of the month in which the semester ends. When awarding a state scholarship, only the students' grades are taken into account, not their GPA.

All successful students (who do not have academic debts based on the examination session results) who study based on a state educational grant are awarded a state scholarship.

According to the Government Decree, people are entitled to receive an increased state scholarship:

- visually impaired and hearing impaired - in the amount of 75%;
- orphans and children left without parental care and under the guardianship (guardianship) of citizens-in the amount of 30%;
- students and undergraduates who have only "excellent" marks based on the results of the examination session - in the amount of 15% of the established scholarship amount.

For students who are submitted for a state scholarship based on the spring examination session results or intermediate certification of students, the state scholarship for the summer vacation period is paid in total for two months (July, August), as funded.

During the period of professional (industrial) practice and summer holidays, the scholarship is maintained.

For students who have returned from academic leave, the appointment and payment of the state scholarship are carried out according to the established procedure based on the results of the upcoming (regular) session. For students who are left for the second year of study due to illness, the state scholarship is assigned and paid until the next examination session results based on the previous semester's results, in which the curriculum is completed.

The scholarship is paid to students during the period of maternity leave in the amount established before going on academic leave, during the entire period of leave established by the current labour legislation. When submitting a certificate of a single sample of temporary disability due to pregnancy during the academic leave, the academic leave must be interrupted and maternity leaves issue. When students are on academic leave to care for a child until they reach the age of three, the scholarship is not awarded.

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The payment of scholarships to students is carried out by crediting their amounts to the current card account opened in the bank in the student's name.

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

Termination of payment of the state scholarship is carried out by issuing a corresponding order of the Rector.

The procedure for the appointment and payment of other scholarships (scholarships of the President of the Republic of Kazakhstan, scholarships of the founders, etc.) is determined according to the Republic of Kazakhstan's legislation. The number of Presidential and nominal scholarships allocated by the Ministry of Education and Science of the Republic of Kazakhstan is distributed within the faculties in proportion to the number of students and undergraduates.

The faculties' deans organize a preliminary selection of candidates from among the students for Presidential and nominal scholarships and submit their list to the Department of Academic Affairs within the prescribed period. The following documents are attached to the submission:

- transcript of the student;
- extract from the decision of the faculty council.

The lists of candidates for Presidential and nominal scholarships are submitted for consideration and approval by the university's Academic Council.

In the Program of social support framework for students at the University Medical centre, Student cinema in SD No. 5, sports student section, the Start-UP and Business incubator.

According to the norms of food consumption, children-orphan, and children left without parental care under guardianship (curatorship), students receive monetary compensation for food. The category mentioned above of students receives a one-time monetary compensation in the amount of 100 000 tenge, once every two years, for uniforms and are exempt from paying for accommodation in dormitories.

Students from socially vulnerable segments of the population (certificates are provided to the dean's office), once a quarter, through the Mayor's Office of Astana, are allocated monetary compensation in the amount of 50% of the cost of a ticket in public transport, for full information, contact the Department for Social and Civil Development.

Research trips of students and undergraduates to participate in international conferences and seminars are funded. Travel expenses for travel and daily allowances are reimbursed in the amounts established according to the Republic of Kazakhstan's legislation.

There is a trade union organization for providing social support to students and undergraduates "Senim".

The list of necessary documents for obtaining compensation for a travel ticket in public transport:

1. Copy of the ID card.

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2. The help of Dean – the original.
3. Certificate of family composition-original or copy.
4. Certificate for each family member – the original (if he is studying at school or at university).
5. File.

Selection for the military department:

The selection is carried out after the 1st course for 4-year-olds and the 2nd course for 5-year-olds. First, pass the medical examination, then the choice by competition on three indicators: 1st psychotic (testing), 2nd physical training (running for 3000 and 100 meters, pull-up) 3rd results of academic performance for the 1st course (GPA points).

11. STUDENT SERVICE CENTER

Since 2018, a new format has been introduced in the AIS "Platonus" Module "COE", where each university student can apply online.

The Center provides consulting services to students on academic issues and obtaining certificates and transcripts throughout the entire period of study. The Centre's primary goal is to provide high-quality and fast service to students on the principle of "one window".

The module allows the CSO staff to provide fast and high-quality assistance to students when receiving, submitting, and reviewing various types of certificates and transcripts.

The centre provides the following services::

1. issuance of certificates (for receiving benefits for large and low-income families, disabled people, survivors, orphans (Appendix 2; Appendix 4; Appendix 6; Appendix 2-1; Appendix 9; Appendix 31), for visa processing, for participation in the academic mobility program, for scientific internships, to the Embassy, to the migration police department, etc.);
2. issuance of certificates-express (at the place of work of parents, in the bank, in the libraries of the city, in the hostel, in the organization for practical training, for presentation to schools/colleges/Universities, to the akimat, to confirm the fact of training of foreign students, etc.);
3. issue of the transcript (to students, expelled students and graduates of the University);
4. receiving public services through the egov portal (if there is an EDS) both students and employees of the University;
5. issuing a username and password for students to enter the AIS "Platonus".

Students can get a ready-made document through the AIS "Platonus" in the "Issued document" section.