	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2


MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN

KAZAKH-AMERICAN FREE UNIVERSITY

  
**"APPROVED"**  
 Decision of the KAFU Academic  
 Council,  
 Minute No. 11 of "13" 07 2022  
 Y. Mambetkaziev


## ***ACADEMIC POLICY***

Ust-Kamenogorsk, 2022

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

## CONTENTS


1	REGULATORY DOCUMENTS	3
2	GENERAL INFORMATION	5
3	ABBREVIATIONS	6
4	GLOSSARY	7
5	INTERNAL QUALITY ASSURANCE SYSTEM	14
6	ORGANIZATION OF EDUCATIONAL, METHODOLOGICAL AND SCIENTIFIC-METHODOLOGICAL WORK AT KAFU	14
7	EDUCATIONAL PROCESS BASED ON CREDIT TECHNOLOGY OF TRAINING	16
8	IMPLEMENTATION OF TWO-DEGREE EDUCATION PROGRAMS AND JOINT EDUCATIONAL PROGRAMS	16
9	EDUCATIONAL PROCESS USING DISTANCE LEARNING TECHNOLOGIES.	17
10	ACADEMIC MOBILITY OF STUDENTS AT KAFU	18
11	STUDENT'S INDEPENDENT WORK (SIW) and TEACHER-GUIDED STUDENT'S INDEPENDENT WORK (TGSIW)	19
12	ORGANIZATION OF ONGOING MONITORING OF ACADEMIC PERFORMANCE, MIDTERM AND FINAL CERTIFICATION OF STUDENTS	19
13	PLANNING OF ACADEMIC WORK OF THE TEACHING STAFF	21
14	STUDENTS' ADMISSION TO KAFU	22
15	TRANSFER AND RESTORATION OF STUDENTS	23
16	RECOGNITION OF LEARNING OUTCOMES THROUGH NON-FORMAL and INFORMAL EDUCATION	24
17	PROFESSIONAL INTERNSHIP OF KAFU STUDENTS	25
18	ADVISING ACTIVITIES	25
19	AGREEMENT ON STUDENT ACADEMIC POLICY	25

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

## 1. REGULATORY DOCUMENTS

When developing this regulation, the following regulatory documents were used:


1. Law of the Republic of Kazakhstan "On Education" dated 27.07.2007 No. 319-III (with amendments and additions).
2. Law of the Republic of Kazakhstan "On Science" dated 18.02.2011 No. 407-IV (with amendments and additions).
3. Standard rules of activity of educational organizations implementing educational programs of higher and (or) postgraduate education in accordance with Appendix 5 to the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 "On Approval of Standard Rules of Activity of Educational Organizations of Appropriate Types" (with amendments and additions).
4. Rules for organizing the educational process based on credit technology of training. Amendments to the Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 12, 2018 No. 563. (Registered with the Ministry of Justice of the Republic of Kazakhstan on October 16, 2018 No. 17554).
5. State mandatory standard of education for all levels of education (Order of the Minister of Education and Science of the Republic of Kazakhstan No. 604 dated October 31, 2018. Registered with the Ministry of Justice of the Republic of Kazakhstan on November 1, 2018 No. 17669. (with changes and additions).
6. Standard educational programs of the cycle of general education disciplines for organizations of higher and (or) postgraduate education. Order of the Minister of Education and Science of the Republic of Kazakhstan No. 603 dated October 31, 2018.
7. The average ratio of the number of students to teachers for calculating the total number of teaching staff in organizations of higher and / or postgraduate education, with the exception of military, special educational institutions, and cultural education organizations. Order of the Minister of Education and Science of the Republic of Kazakhstan No. 606 dated October 31, 2018 (with amendments and additions).
8. Classifier of training areas for personnel with higher and postgraduate education. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 13, 2018 No. 569. (Registered with the Ministry of Justice of the Republic of Kazakhstan on October 17, 2018 No. 17565) (with amendments and additions).
9. Order of the Minister of Education and Science of the Republic of Kazakhstan dated September 19, 2016 No. 567 On Amendments and additions to the Order of the Minister of Education and Science of the Republic of Kazakhstan dated November 19, 2008 No. 613 "On Approval of the Rules of Referral for Studying Abroad, Including in the Framework of Academic Mobility".
10. Rules of organization and implementation of educational, methodical and scientific-methodical work approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated November 29, 2007 No. 583 (with amendments and additions). Registered in the Register of State Registration of Normative Legal Acts under No. 5036.
11. Rules for recognition of learning outcomes obtained by adults through non-formal education provided by organizations included in the list of recognized organizations providing non-formal education. Order of the Minister of Education and Science of the Republic of Kazakhstan dated September 28, 2018 No. 508. (Registered with the Ministry of Justice of the Republic of Kazakhstan on October 23, 2018 No. 17588). (with changes and additions).
12. Rules for organizing the educational process based on distance learning technologies (Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20,

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

2015 No. 137. Registered with the Ministry of Justice of the Republic of Kazakhstan on April 22, 2015 No. 10768.) (with amendments and additions)

13. Rules for the formation and distribution of the state educational order for training personnel with higher and postgraduate education, approved by Order No. 568 of the Minister of Education and Science of the Republic of Kazakhstan dated October 12, 2018 (with amendments and additions).

14. The labor regulations of KAFU approved by the President of KAFU (appendix to the Collective Agreement dated 02.04.2018).

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

## 2. GENERAL INFORMATION

**Mission statement of Kazakh-American Free University** – "Formation of leaders of the 21st century for the benefit of sovereign Kazakhstan".

The implementation of KAFU mission (hereinafter referred to as the University) in the future is aimed at training competitive specialists who speak foreign languages, are able to think independently, have strategic thinking and manage global trends in the national and global economy-leaders of the twenty – first century.

Based on the "Development Strategy of the Kazakh-American Free University for the period 2018-2022", within the Strategy 2050 "New Political Course of the Established State", the main task of the university's educational activities is to ensure high quality of education based on preserving its fundamental nature and focus on meeting the needs of individuals, society and the state.

Educational activities of the university are carried out on the basis of its academic policy, which is a system of measures, rules and procedures for planning and managing educational activities and effective organization of the educational process aimed at implementing student-oriented learning and improving the quality of education.


Academic policy is developed on the basis of the current legislation in the field of education, taking into account the priorities and tasks facing the university.

The academic policy is intended for students, faculty members, heads of the university's structural divisions that organize the educational process, and other interested parties.

The University provides all students with equal opportunities to receive high-quality and affordable education.


The University does not discriminate against students with special needs based on race, national, ethnic, religious, gender, social status, marital status, physical ability, age, or other subjective criteria.

The provisions of the Academic Policy may be revised in the event of changes in the regulations governing educational activities in the Republic of Kazakhstan, the University Charter and development strategy, and revision of the requirements of educational programs.

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

### 3. ABBREVIATIONS

FS – fundamental subjects  
 UC – university component  
 EAAA - external assessment of academic achievements  
 SAC - State Attestation Commission  
 CSES – Comprehensive state educational standard  
 SEC - State Examination Commission  
 DAP - Department of Academic Policy  
 DLT – Distance learning technologies  
 ECTS - European Credit Transfer and Accumulation System  
 SGQAEHEA - Standards and Guidelines for Quality Assurance in the European Higher Education Area  
 FC-final certification  
 IET - individual educational trajectory  
 ISP - Individual study plan  
 KAFU-Kazakh-American Free University  
 EB-elective block  
 CUS-credit unit system  
 CES-catalog of elective subjects  
 MES RK - Ministry of Education and Science of the Republic of Kazakhstan  
 S/G/DS RW - research work of a student/graduate student/doctoral student  
 RC – required component  
 CS – Comprehensive subjects  
 FM– faculty members  
 CD-core disciplines  
 WC - working curriculum  
 IQAS – Internal quality assurance system  
 SIW – student’s independent work  
 TGSIW – teacher-guided student’s independent work  
 SC - a standard curriculum of the GES cycle  
 CISP – course instructional support pack  
 ERWDS – experimental research work of a doctoral student  
 GPA-Grade Point Average -the average academic achievement score

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

#### 4. GLOSSARY

*Academic Backlog* - the presence in the history of academic achievements of the student according to the curriculum of uncovered disciplines or disciplines with an unsatisfactory assessment on the final control.

*Academic Calendar* - calendar of training and control events, professional internship during the school year with indication of rest days (vacations and holidays).

*Academic Credit* – a unified unit of measurement for the volume of scientific and (or) academic work (load) of a student and (or) teacher.

*Academic Mobility* – transfer of students or research teachers to study or conduct research for a specific academic period (semester or academic year) in another university (within the country or abroad) with mandatory transfer of completed academic programs, disciplines in the form of academic credits at their own university or to continue their studies at another university.

*Academic Leave* is a period during which students studying in educational organizations (students, undergraduates, trainees, doctoral students) temporarily interrupt their studies for medical reasons.

*Academic Period (Term)* - the period of theoretical training set by the university independently in one of three forms – semester, trimester, quarter.

*Student's Academic Rating (Rating)* - a quantitative indicator of the student's level of mastery of the curriculum of disciplines and (or) modules and other types of educational activities, compiled based on the results of midterm certification.

*Academic Freedom* is a set of powers granted to subjects of the educational process to independently determine the content of education in the disciplines of the component of choice, additional types of training and organization of educational activities in order to create conditions for the creative development of students, teachers and the use of innovative technologies and teaching methods.

*Academic Degree* - a degree awarded by educational organizations to students who have mastered the relevant educational curricula, based on the results of final certification.

*Academic Hour* - the unit of measurement for the volume of training sessions or other types of academic work, 1 academic hour is equal to 50 minutes, is used for drawing up the academic calendar (schedule of the educational process), the schedule of training sessions, when planning and taking into account the completed educational material, as well as when planning the pedagogical load and taking into account the teacher's work.

*Handouts* - visual illustrative materials distributed during training sessions to motivate students to master the topic creatively and successfully (lecture theses, links, slides, examples, glossary, tasks for independent work).


*Appeal* - a procedure used to identify and eliminate cases of biased assessment of a student's knowledge.

*Internship Facilities* - enterprises, organizations, institutions, educational institutions, research institutes and centers, or the university's own structural units where students' professional internship is conducted.

*Bachelor's Degree (Undergraduate Study)* – a level of higher education aimed at training personnel with the award of a bachelor's degree in the corresponding educational program with the mandatory development of at least 240 academic credits.

*Bachelor* is an academic degree awarded to individuals who have completed a bachelor's (higher education) degree program.



	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

*Point-rating letter system for evaluating academic achievements* – a system for evaluating the level of academic achievements in points corresponding to the letter system with a digital equivalent adopted in international practice, and allowing you to set the rating of students.

*University component (UC)* - a list of academic disciplines and corresponding minimum amounts of academic credits determined by the university independently for the development of the educational program.

*Graduate department* - a department that trains and graduates specialists in the specialties corresponding to its profile.

*Attestation Commission* - a commission established by order of the rector, consisting of leading representatives of teaching staff in the specialty profile, which performs final certification of students under the chairmanship of a person approved by the Ministry of Education and Science of the Republic of Kazakhstan who is not a teacher or employee of the University.

*State Examination Commission* - a commission established by order of the Rector of the university for the admission of the state exam in the discipline "Modern History of Kazakhstan", consisting of the chairman and members of the commission.

*Two-degree education* is an opportunity to study in two educational programs and curricula in order to obtain two equivalent diplomas or one basic and one additional.

*Department of Academic Policy* - a structural unit that organizes and coordinates educational and methodological work at the university.

*Descriptors* – description of the level and scope of knowledge, skills, abilities and competencies acquired by students after completing the study of the educational program of the corresponding level (stage) of higher and postgraduate education, based on the results of training, formed competencies and academic credits.

*Thesis* – a final work, which is a generalization of the results of independent study by a student of an actual problem corresponding to the profile of the educational program.

*Pre-graduate project* - a student's final work, which is an independent solution of applied problems corresponding to the profile of the educational program, performed using project approaches and (or) in the form of preparing business projects, models, as well as creative projects and other projects.

*Distance educational technology (DET)* is a technology based on the use of technical devices and remote access tools that allow the educational process to be carried out indirectly. It is used for full-time and part-time education.

*Doctor by profile* – a degree awarded to persons who have completed a doctoral program in the relevant field of professional activity and defended their dissertation in the Republic of Kazakhstan or abroad, recognized in accordance with the procedure established by the legislation of the Republic of Kazakhstan.


*Doctor of Philosophy (PhD)* – a degree awarded to persons who have completed a doctoral program in a scientific and pedagogical direction and defended a dissertation in the Republic of Kazakhstan or abroad, recognized in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

*Doctoral student* – a person who is studying for a doctoral degree.

*Doctoral studies* – postgraduate education, the educational programs of which are aimed at training personnel for scientific, pedagogical and (or) professional activities, with the award of the degree of Doctor of Philosophy (PhD) (doctor by profile) with the mandatory development of at least 180 academic credits.

*Doctoral dissertation* - a scientific work of a doctoral student, which is an independent study, in which theoretical provisions are developed, the totality of which can be qualified as a new scientific achievement,



	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

or a scientific problem is solved, or scientifically based technical, economic or technological solutions are presented.

*Additional educational program (Minor)* – a set of disciplines and (or) modules and other types of academic work defined by the student for studying in order to form additional competencies.

*Additional types of training* include military training and other educational activities that are determined by students themselves.

*The European Credit Transfer and Accumulation System (ECTS)* is a method of transferring credits earned by a student abroad into credits that are credited to their degree upon their return to their educational institution, as well as accumulating credits within the framework of educational programs.

*Registration for an academic discipline (Enrollment)* - the procedure for registering students for academic disciplines.

*Foreign scientific internship* - departure of students of educational programs of master's and doctoral studies to foreign organizations of education and science for training and/or collection of material for the purpose of performing research (experimental research) works on the topic of dissertation research.

*Thesis defense* - public presentation of the completed thesis (project)/master's or doctoral dissertation to students at a meeting of the state attestation commission/dissertation council, following which a decision is made on awarding an academic / academic degree.

*Individual educational trajectory* - independent choice, planning and mastering of the educational content by the student according to the individual curriculum within the framework of mastering the educational program of higher or postgraduate education.

*Individual study plan (ISP)* – a curriculum formed for each academic year by students independently with the help of an adviser based on the educational program and a catalog of elective subjects and (or) modules.

*Individual master's/doctoral student work plan* - a document that reflects academic (theoretical training) and research (research/ experimental research work) work on the development of the master's/doctoral educational program by students.


*Information and educational portal* - a systemically organized interconnected set of information resources and Internet services containing administrative and academic educational and methodological information that allows you to organize the educational process in DET.

*Information and educational resources* - formalized ideas and knowledge of an educational nature, various data, methods and means of their accumulation, storage and exchange between sources and consumers of information.

*Research internship* is a type of professional practice for master's and doctoral students, which is conducted in order to get acquainted with the latest theoretical, methodological and technological achievements of domestic and foreign science, with modern methods of scientific research, processing and interpretation of experimental data, as well as to consolidate practical skills in applying them in dissertation research.

*Final certification of students (Qualification Examination)* – a procedure carried out to determine the degree of mastering the scope of academic disciplines and (or) modules and other types of educational activities provided for in the educational program in accordance with the state mandatory standard of the relevant level of education.

*Final Examination* - control of students' academic achievements in order to assess the quality of their development of the curriculum of the discipline, conducted during the intermediate certification period in the form of an exam. If the discipline is studied over several academic periods, then

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

the final control can be carried out on the part of the discipline studied in this academic period.

*Discipline catalog* - a systematized annotated list of all disciplines, containing their brief description with an indication of the purpose of study, brief content (main sections) and expected results of study (knowledge, skills, abilities and competencies acquired by students).

*Elective block* - a list of academic subjects and corresponding minimum academic credits offered by the university, independently selected by students in any academic period, taking into account their prerequisites and post-prerequisites.

*Competencies* – the ability to make practical use of the knowledge, skills and abilities acquired in the course of training in professional activities. Competencies, being a dynamic combination of knowledge, understanding, skills and abilities, can be formed as a result of studying different disciplines and evaluated at different stages.

*Control of students' academic achievements* - checking the level of knowledge of students by various forms of control (current, midterm and final) and certification, determined independently by the higher educational institution.

*Credit mobility* – transfer of students for a limited period of study or internship abroad - as part of continuing studies at their home university - in order to accumulate academic credits (after the mobility phase, students return to their educational organization to complete their studies).

*Credit Unit System* - training based on students' choice and independent planning of the sequence of studying disciplines and (or) modules with the accumulation of academic credits;

*Summer semester* - an academic period outside the academic year, organized to meet the needs of students in additional education, eliminate academic debt or differences in curricula, study academic disciplines in agreement with other universities, etc.

*Master's degree* – a degree awarded to individuals who have completed Master's degree programs.

*Master's student* – a person who is studying for a master's degree.

*Master's Degree Program* – a level of postgraduate education aimed at training personnel with the award of a master's degree in the corresponding educational program with the mandatory development of at least 60-120 academic credits.

*Master's thesis* – the final work of a master's student of the scientific and pedagogical master's program, which is an independent scientific research containing theoretical and / or practical developments of an actual problem in the field of the chosen educational program, based on modern theoretical, methodological and technological achievements of science and technology.

*Master's project* – the final work of a master's student of a specialized master's program, which is an independent study containing theoretical and (or) experimental results that allow solving an applied problem of an actual problem of the selected educational program.


*A module* is an autonomous structural element of an educational program that is completed in terms of learning outcomes and has clearly formulated the knowledge, skills, competencies acquired by students and adequate assessment criteria.

*Module-based study program* - a training program that includes a set of training modules aimed at mastering students' key competencies necessary to obtain a certain academic degree and/or qualification.

*Module-based training* is a method of organizing the educational process based on the modular construction of the educational program, curriculum, and academic disciplines.

*Supervisor / consultant* - academic mentor of the student, under whose guidance the student performs the final work (thesis (project/master's or doctoral dissertation)).

*Science* is a sphere of human activity, the function of which is to study the laws of nature, society and thinking, develop and theoretically systematize objective knowledge about reality in order

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

to make rational use of natural resources and effectively manage society.

*Scientific activity* is an activity aimed at studying the surrounding reality in order to identify the properties, features and patterns inherent in the studied objects, phenomena (processes), and use the acquired knowledge in practice).

*Scientific and technical activity* - activity aimed at obtaining and applying new knowledge in all areas of science, technology and production to solve technological, design, economic, socio-political and other tasks, ensuring the functioning of science, technology and production as a single system, including the development of regulatory and technical documentation necessary for conducting these studies.

*Research work* - work related to scientific research, conducting research, and experiments in order to expand existing and obtain new knowledge, test scientific hypotheses, establish patterns of development of nature and society, scientific generalization, scientific justification of projects.

*Scientific research* - applied, fundamental, strategic scientific research carried out by subjects of scientific and (or) scientific and technical activities within the framework of research, development and technological works, using appropriate scientific methods and means in order to achieve the results of scientific and (or) scientific and technical activities.

*Scientific justification of the dissertation research (research proposal)* - a document prepared by a doctoral student and approved by the university during the first or second years of study, including the purpose, objectives and methodology of the study, a literature review and expected results of the study.

*Educational program* - an approved set of modules or course units required for the award of a specific degree/diploma. The design of educational programs usually takes into account the results that must be achieved, as well as a structured set of training procedures and situations that will lead to the achievement of specified results.

*Students* - persons studying in bachelor's, master's, and doctoral programs PhD - students, undergraduates, and doctoral students.

*Core Subjects* – a list of academic subjects and the corresponding minimum amounts of academic credits established by the State Educational Standard and studied by students without fail under the training program.

*Orientation week* - the week preceding the beginning of the academic year for mastering the basic rules of the credit education system by students of the 1st year of study.

*Major* – an educational program defined by the student for studying in order to form key competencies.


*Open class* – a training session (lecture, practical, TGSIW), pre-announced and available to all comers. It is held in accordance with the schedule of training sessions in order to exchange experience, assist teachers in implementing modern approaches and requirements of new standards for organizing students' educational and professional activities.

*Office of the Registrar* is an academic service that records the entire history of a student's academic achievements and provides organization of all types of knowledge monitoring and calculation of their academic rating.

*Teaching practicum* is a type of professional internship aimed at consolidating the theoretical knowledge obtained by students in the process of studying at a higher educational institution, at acquiring pedagogical skills and mastering advanced experience in professional and organizational work in the profile of a future pedagogical specialty in an educational institution.

*GPA* - the level of weighted average assessment of academic achievements required for transfer to the next course of study set annually for each year of study.

*Credit transfer* is a procedure for recognizing the equivalence of the content of a discipline

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

studied in another educational institution or according to another curriculum, to the discipline of the working curriculum in the specialty approved and currently valid, with the introduction of the discipline and the assessment obtained on it in the student's transcript.

*Retake* - repeated completion of the discipline in case of receiving a final grade of "unsatisfactory" ("F").

*Pre-graduation internship* is a type of professional practice conducted before the start of graduate design in order to collect the necessary material for the student to complete the bachelor's final work.

*Postrequisites* - disciplines and / or modules and other types of academic work that require knowledge, skills, abilities and competencies acquired upon completion of the study of this discipline and / or modules.

*Prerequisites* - disciplines and (or) modules and other types of academic work that contain knowledge, skills, abilities and competencies necessary for mastering the discipline and (or) modules being studied.

*Diploma Supplement* - A pan-European standardized supplement to the official document on higher education, which was developed according to the standards of the European Commission, the Council of Europe and UNESCO and serves to describe the nature, level, context, content and status of training completed and successfully completed by the holder of an educational qualification.

*Applied research* - an activity aimed at obtaining and applying new knowledge to achieve practical goals and solve specific problems.

*On-the-job training* is a type of professional practice aimed at consolidating theoretical knowledge in the basic and profile cycles of disciplines through practical, real performance of the student's duties as a specialist, acquiring practical skills and mastering best practices in professional and organizational work in the profile of the future specialty. In the course of on-the-job training, the student is directly prepared for professional activities in all areas in real production conditions.

*Midterm certification of students* is a procedure carried out during the examination session in order to assess the quality of students' mastering the content of part or all of the academic discipline after completing its study.

*Working curriculum* - an educational document developed by the university independently on the basis of the educational program and individual curricula of students.

*Handouts* - visual illustrative material distributed during the lesson to motivate the student to successfully master the topic creatively (theses, lectures, references, examples, glossary, tasks for independent work, etc.).


*Midterm control* - control of students' academic achievements upon completion of a section (module) of one academic discipline according to the academic calendar.

*Student's independent work (hereinafter referred to as SIW)* - work on a certain list of topics allocated for independent study, provided with educational and methodological literature and recommendations; the entire volume of SIW is confirmed by tasks that require daily independent work from the student.

*Teacher-guided student's independent work (hereinafter referred to as TGSIW)* – the student's work under the guidance of a teacher, conducted according to a separate schedule, which is determined by the university or the teacher himself;

*Syllabus* - the curriculum of a discipline that includes a description of the discipline being studied, goals and objectives of the discipline, a summary of its content, topics and duration of their study, tasks of independent work, consultation time, schedule of student knowledge tests, teacher requirements, criteria for evaluating students' knowledge, and a list of references.



	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

*GPA* – a weighted average assessment of the student's academic achievement level for a certain period of time for the selected program (the ratio of the sum of credit products 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 a given period of study).

*Current control* - a systematic check of students' knowledge in accordance with the curriculum, conducted by the teacher in classroom and extracurricular classes during the academic period.

*Theoretical training* is a part of the educational program that includes the study of cycles of general education, basic and profile disciplines according to standard curricula, subjects of state compulsory, social and communicative and professional modules-according to the main curriculum.

*Transcript* - a document containing a list of mastered disciplines and / or modules, and other types of academic work for the corresponding period of study, indicating credits and grades.

*Standardized study plan (SSP)* – an educational document of a discipline of a mandatory component of the educational program, which determines the content, volume, recommended literature in accordance with subparagraph 5-2) of Article 5 of the Law.

*Tutor* - a teacher who acts as an academic adviser to the student on the development of a specific discipline and / or module.

*In-house training* is a type of professional practice conducted in junior years, during which the educational and practical content of the educational process is combined at the very beginning of the future specialist's development within any basic disciplines. The main goal of the practice is to acquire one-sided professional skills and abilities through independent practical activities. It is held on the internship facilities and is of an introductory, excursion and research nature.

*A training module* is a structural element of an educational program aimed at mastering students' specific learning outcomes, from which the competencies they acquire are formed in whole or in part.

*Educational and methodical work* is the activity of the university to provide the educational process with psychological, pedagogical, didactic, methodological and educational-material objects to achieve its educational, educational and developmental goals.

*Educational achievements of students* – knowledge, skills, abilities and competencies of students acquired by them in the learning process and reflecting the achieved level of personal development.


*Course instructional support pack (CISP)* - a document consisting of a syllabus, a short summary of lectures, tasks for laboratory, practical and seminar classes, tasks for SRS/SRM/SRD, educational and practical material for independent work on topics and types of classes (cases, collections of tasks, articles for analysis, etc.), and other types.

*Program instructional support pack (PISP)* - a set of normative and methodological documents defining the goals, content, scope, time sequence, organization and methodology of training specialists (bachelors and masters) for each educational program.

*Fundamental research* - theoretical and (or) experimental research aimed at obtaining new scientific knowledge about the basic laws of the development of nature, society, and man and their interrelation.

*Advisor* - a teacher who performs the functions of an academic mentor of the student in the relevant educational program, who assists in choosing the learning path (forming an individual curriculum) and mastering the educational program during the training period.

*Elective subjects* – academic subjects included in the university component and the elective component within the established academic credits and introduced by educational organizations, reflecting the individual training of the student, taking into account the specifics of socio-economic development and the needs of a particular region, established scientific schools.

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

*Examination session* - the period of final control of the degree of mastering by students of the educational program in the specialty.

## **5. INTERNAL QUALITY ASSURANCE SYSTEM**

In order to improve the quality of educational activities, the University operates an internal quality assurance system (hereinafter referred to as the IQAS) based on international standards and guidelines for ensuring the quality of higher and postgraduate education in the European Higher Education Area (EHEA), which includes:

- 1) quality assurance policy;
- 2) development and approval of programs;
- 3) student-oriented learning, teaching and evaluation;
- 4) admission of students, academic performance, recognition and certification;
- 5) teaching staff;
- 6) training resources and student support system;
- 7) information management;
- 8) informing the public;
- 9) continuous monitoring and periodic evaluation of programs;
- 10) periodic external quality assurance.

To implement the effective work of all structural units of KAFU, Manual on the Internal Quality Assurance system was developed (Approved by the decision of the Academic Council of 14.02.2022). It is intended for the implementation and continuous improvement of the internal quality assurance system of the Kazakh-American Free University. This document is the main document of the IQAS, reflecting the processes of KAFU activities, the purpose of which is, first of all, to meet the requirements of consumers and other stakeholders, as well as to ensure compliance with the requirements of the standard and guidelines for ensuring the quality of higher education in the European Higher Education Area (EHEA). (Approved by the Ministerial Conference in Yerevan, May 2015). The IQAS guidelines are implemented, monitored, and reviewed in accordance with the established procedure.


## **6. ORGANIZATION OF EDUCATIONAL, METHODOLOGICAL AND SCIENTIFIC-METHODOLOGICAL WORK AT KAFU**

This Academic Policy defines the procedure for organizing and implementing educational, methodological and scientific-methodological work at KAFU, which implements educational programs of higher and postgraduate education.

Educational-methodological and scientific-methodological work is carried out in order to integrate science and education, ensure and improve the educational and upbringing process, develop and introduce new training technologies, and provide advanced training. The procedure for organizing educational, methodological and scientific work in the structural divisions of KAFU is reflected in the document "Rules for organizing educational, methodological and scientific work at KAFU" (Approved by the Academic Council No. 11 of 13.07.02022) posted on the university's website <https://kafu.edu.kz/ob-universitete/2014-10-20-06-42-43.html>.

The tasks of educational, methodological and scientific-methodological work are:

- scientific and methodological support for the implementation of educational programs;
- development, implementation of new and improvement of existing technologies, methods, means and forms of the educational process;
- development of teacher's creative thinking, providing advanced training and professional skills of teachers, improving the scientific and methodological potential of the teaching staff.

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

At the university, the management of educational, methodical and scientific-methodical work is assigned to the departments in the areas of personnel training, DAP and deans' offices. The following collegial bodies have been established and are functioning at KAFU to organize and conduct educational, methodological and scientific work:

- 1) educational and methodical council of the university;
- 2) academic council for quality;
- 3) academic committees;
- 4) internal quality assurance commissions;
- 5) educational and methodical sections of departments;
- 6) scientific and methodological seminars of departments.

Educational programs are developed in accordance with the State Educational Standard, WHO, National Qualifications Framework, Professional Standards, and Dublin Descriptors aligned with The European Qualifications Framework.

The development of university educational programs consists of 3 (three) main stages:

- 1) Planning an educational program.
- 2) Designing an educational program.
- 3) Development of structural elements of the educational program.

The educational and methodological support of the educational program includes:

- the graduate model.
- module-based educational program;
- educational program development plan;
- working curriculum;
- catalog of elective subjects;
- syllabus of working curriculum.

The procedure and mechanism for developing educational programs is reflected in the Regulation on the Development and approval of Educational Programs (Approved by the Academic Council No. 3 of 17.11.2021) posted on the university's website <https://kafu.edu.kz/ob-universitete/2014-10-20-06-42-43.html>

Planning, control of reporting in the educational process is one of the main activities of the Kazakh-American Free University.

The process of planning and monitoring the educational process is necessary:

- for timely and high-quality implementation of the functions assigned to the structural divisions of the educational process, orders and orders for the university;
- for the organization of work and the state of labor discipline of teaching staff.


The main areas of planning and control of reporting in the educational process of KAFU are:

- Planning of the educational process in accordance with the state mandatory standard of education of the Republic of Kazakhstan, regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan, internal regulatory documents of KAFU.

The process of planning and monitoring reports in the educational process is interconnected with all structural units of the university that are directly involved in the educational process, namely:

- with the Department of Academic Policy - to plan and control the educational process in all forms and areas of training;
- with departments - on planning and control of the educational process in the context of educational programs and training areas;
- with faculties, office registrars - on the organization and control of the educational process;
- with accounting - on financial issues;



	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

- with the HR department - on personnel issues;
- with the information support department - to provide external and internal information;
- with the technical support department-on technical support in the organization of the educational process;
- with the Department of International Cooperation-to organize academic mobility and events for the development of international inter-university relations of the university.

## **7. LEARNING PROCESS BASED ON CREDIT TECHNOLOGY OF TRAINING**

The main tasks of organizing the educational process on credit unit system (CUS) at KAFU are:

- 1) unification of the scope of knowledge;
- 2) creating conditions for maximum individualization of training;
- 3) strengthening the role and effectiveness of independent work of students;
- 4) identification of real educational achievements of students based on an effective procedure for their control.

Credit unit system includes:


- 1) introduction of a system of academic credits to assess the labor costs of students and teachers in each discipline and other types of academic work;
- 2) students' freedom to choose the disciplines and / or modules included in the QES, which ensures their direct participation in the formation of the ISP;
- 3) the freedom of students to choose a teacher when registering for disciplines;
- 4) involvement of advisors in the educational process, helping students to choose the educational path;
- 5) use of interactive teaching methods;
- 6) activation of independent work of students in the development of the educational program;
- 7) academic freedom of faculties and departments in the organization of the educational process, formation of educational programs;
- 8) academic freedom of the teacher in the organization of the educational process;
- 9) providing the educational process with all necessary educational and methodological materials on paper and electronic media;
- 10) effective methods of monitoring students' academic achievements;
- 11) use of a point-rating system for evaluating academic achievements of students in each academic discipline and other types of academic work.

Credit technology of training is carried out on the basis of students' choice and independent planning of an individual educational trajectory of training aimed at achieving learning outcomes.

The procedure for organizing the CUS training process is reflected in the document "Rules of Organization of the Educational Process on Credit Technology of Training at KAFU" (Approved by the Academic Council No. 11 of 13.07.02022) posted on the university's website <https://kafu.edu.kz/ob-universitete/2014-10-20-06-42-43.html>.

## **8. IMPLEMENTATION OF TWO-DEGREE PROGRAMS AND JOINT EDUCATIONAL PROGRAMS**

Double degree programs are programs that are based on the comparability and synchronization of educational programs of a partner organization of higher and / or postgraduate education and are characterized by the parties' acceptance of common obligations on such issues as determining the goals and content of the program, organizing the educational process, awarding degrees or qual-

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

ifications.

Two-degree programs are developed on the basis of an agreement between two partner universities.

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

- 1) development and approval of coordinated educational programs;
- 2) mastering by students included in a two-degree education, a part of the educational program in a partner organization of higher and (or) postgraduate education;
- 3) mandatory recognition and automatic transfer of training periods and results based on agreements, general principles and quality assurance standards;
- 4) involvement of teachers in two-degree education, joint development of the educational program, teaching, participation in general admission and attestation commissions;
- 5) students who have fully completed two-degree programs are awarded the degree of each partner organization of higher and / or postgraduate education, or one joint degree on the basis of agreements.

Inclusion of a student in the program of two-degree education is carried out on the basis of his application and in accordance with the concluded agreement (contract) with the partner university.

The student goes through enrollment procedures at a partner university.

Foreign students included in the two-degree program undergo similar enrollment procedures in the general student body with a special mark "included education" and an indication of the period, duration of study, number of disciplines and volume of credits to be mastered.

The individual study plan includes a list of academic disciplines, their labor intensity (in credits and hours), distribution by semester, organizations of higher and (or) postgraduate education-partners where they will be mastered, and the order of transfer.

The educational program of two-degree education takes into account the requirements of the state mandatory standards of higher and postgraduate education of the Republic of Kazakhstan and the requirements of the organization of a partner university.

The list of disciplines in the educational programs of both parties is taken into account when drawing up the individual curriculum of the student. Also, the student fully passes all types of internships and final certification.


When studying under two-degree programs, it is possible to use various learning technologies, including distance learning.

At the end of each academic year, the partner university that implements the corresponding module of the program issues a transcript to the student.

Upon completion of the training and fulfillment of all the requirements for each of the programs, the student is issued two diplomas of established academic degree awards and two transcripts or one joint diploma on the basis of agreements.

## ***9. EDUCATIONAL PROCESS WITH THE USE OF DISTANCE LEARNING TECHNOLOGIES.***

The organization of the educational process using distance learning technologies is carried out in accordance with the academic calendar of KAFU. The work procedure and training requirements are set out in the Rules for organizing the educational process in Distance Learning Technologies at KAFU (Decision of the Academic Council No. 3 of November 17, 2021) posted on the university's website <https://kafu.edu.kz/ob-universitete/2014-10-20-06-42-43.html>.

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

In order to ensure the DLT learning process, students are offered the instruction "Basics of working in the MOODLE distance learning portal", which is available on the KAFU website at the link <http://edu.kafu.kz/mod/page/view.php?id=1> .

To provide students with educational and methodical materials, the university has electronic educational and methodical complexes for all disciplines of the curriculum, implemented using DLT.

Preparation of electronic educational and methodical complexes is carried out by course teachers. DLT training is carried out according to the working curricula of all educational programs and forms of study.

The University provides methodological assistance to students through the interaction of participants in the educational process using all available modern telecommunications tools.

KAFU has the ability to implement MOOCs on the Moodle online platform.

For the organization of educational process on DLT KAFU has:

- 1) the Moodle educational portal with sections and subsections containing educational, methodological, organizational and administrative information for students;
- 2) equipment that has access to the telecommunications network (Internet);
- 3) digital educational resources;
- 4) network learning management systems (Learning Management System) or services through cloud computing ("software as a service");
- 5) the structural unit responsible for organizing the DOT learning process.

For the implementation of the DLT training process KAFU:

- 1) annually at the beginning of the academic year, organize a training seminar for teachers, tutors and services for the implementation of distance learning technologies;
- 2) create conditions for teachers and teaching staff to develop and update digital content;
- 3) identify the identity of students and trainees through an authentication system;
- 4) provide interaction between participants in the DLT learning process (forum, chat, video and audio conferences);
- 5) provide students and trainees with access to the electronic libraries of the educational organization and partners.

## **10. ACADEMIC MOBILITY OF STUDENTS AT KAFU**


To ensure academic mobility, students study certain disciplines in other educational institutions, including abroad. At the same time, a bilateral agreement is concluded between educational organizations.

In order to benefit from the diverse educational experience of other educational institutions, the "mobility windows" determine the time frame, academic disciplines and the amount of credits that a student learns at another university.

The order of organization of academic mobility of students, the selection of students is carried out by the university independently.

At the same time, referral for participation in academic mobility within the framework of programs funded at the state level is carried out in accordance with the Rules of Referral for Studying Abroad, including within the framework of academic mobility, approved by Order No. 613 of the Minister of Education and Science of the Republic of Kazakhstan dated November 19, 2008 (with amendments and additions as of 19.09.2016) (registered in the Register of State Registration of Regulatory legal Acts of the Republic of Kazakhstan under No. 5499).

To participate in international credit mobility, you must have a foreign language proficiency at the level provided for by the host educational organization.

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

The final document confirming the student's education under the mobility program is a transcript or its equivalent in the host country. The transcript contains information about the training program: the names of disciplines (modules), grades, and the number of academic credits completed.

The results of studies that are fully mastered by students within the framework of academic mobility and confirmed by a transcript are recalculated by the university without fail.

The procedure for sending students to study within the framework of academic mobility is reflected in the document "Rules for Organizing Academic Mobility of Students at KAFU" (Approved by the Academic Council No. 11 of 13.07.02022) posted on the university's website <https://kafu.edu.kz/ob-universitete/2014-10-20-06-42-43.html>.

## **11. THE STUDENT'S INDEPENDENT WORK (SIW) and TEACHER-GUIDED STUDENT'S INDEPENDENT WORK (TGSIW)**

Independent work is a mandatory component of the training process for students of different levels of professional education, in all areas and profiles, specialties and specializations of training.

*Student's independent work (hereinafter referred to as SIW)* This is an important factor in the integral assessment of the quality of the educational process, affecting the depth and strength of acquired knowledge and skills, contributing to the development of students' ability to self-education and self-development, the need for creative mastery of knowledge in their practical activities. In the course of independent work, the student acts as an active participant in educational progress and acquires the skills of free critical thinking, the ability to argue and defend their position, and initiative.

TGSIW is an extracurricular type of student work that is performed in contact with the teacher, according to a separate schedule, which is not included in the general schedule of training sessions.

The ratio between the student's independent work with the teacher and the student's independent work in the total volume of independent work is determined by the university independently.

SIW planning, TGSIW and recommendations for teachers and students to organize independent and individual work are reflected in the document "Rules of organization of SIW and TGSIW" (Approved by the Academic Council No. 11 of 13.07.02022) posted on the university's website <https://kafu.edu.kz/ob-universitete/2014-10-20-06-42-43.html>.


## **12. ORGANIZATION OF ONGOING MONITORING OF ACADEMIC PERFORMANCE, MIDTERM AND FINAL CERTIFICATION OF STUDENTS**

### **12.1 Ongoing performance monitoring**

The procedure for conducting current monitoring of academic performance of undergraduate, graduate, and doctoral students is determined in accordance with this Academic Policy and the established point-rating letter system for evaluating students' academic achievements with their transfer to the traditional assessment scale and ECTS in accordance with Appendix 3 of this Academic Policy.

*Current monitoring* of students' academic performance provides a systematic review of students' academic achievements, conducted by the teacher in current classes in accordance with the curriculum of the discipline. The curriculum of the discipline defines various types of ongoing monitoring of students' progress: oral survey, written control, combined control, presentation of homework, discussions, trainings, round tables, case studies, tests, etc.

Types of tasks and forms of current control by teachers leading this course are determined in-

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

dependently, depending on the specifics of the course, and reflect in the curriculum of the discipline (syllabus). This can be an oral survey, written control, combined control, presentation of homework, discussions, trainings, round tables, case studies, tests, etc.

Coursework, calculation and other types of work provided for in the curriculum must be protected before the start of the examination session and serve as admission to the exam in this discipline. Grades for these types of work must be taken into account when calculating the admission rating (that is, when summing up the rating control) for the discipline. If only the course work (project) is defined as the form of control for the discipline according to the curriculum, then the assessment for the defense of the course work (project) is the final assessment for the discipline as a whole.

### **12.2 Midterm certification of students**

The order of organization and conduct of midterm certification of bachelor's, master's and doctoral students is determined by the university in accordance with this Academic Policy, the schedule of examination sessions, the academic calendar and the working curriculum.

Midterm certification of students at KAFU is carried out in accordance with the schedule of examination sessions, academic calendar and working curriculum.

Midterm certification of students is defined as an examination session and is conducted in the form of passing exams, defending term papers (projects) and reports on professional internship with a mandatory assessment.

The organization and conduct of midterm certification (examination session) of students is carried out by the office Registrar.

### **12.3 State exam in the discipline "Modern History of Kazakhstan"**

Students of the University of all bachelor's degree programs pass the state exam in the discipline "Modern History of Kazakhstan" upon completion of its study, in the same academic period.

The procedure for organizing and conducting the state exam in the academic discipline "Modern History of Kazakhstan", as well as the procedure for the meeting of the State Attestation Committee, is determined by the university in accordance with this academic policy.

The organization and conduct of the state exam in the academic discipline "Modern History of Kazakhstan" is carried out by the department that conducts classes in this academic discipline together with the deans of faculties and the Registrar's office.


To conduct the state exam, the department, based on the standard curriculum of the general education discipline "Modern History of Kazakhstan" for organizations of higher and (or) postgraduate education (Appendix 1 to the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 603), develops a working curriculum (syllabus) that is uniform for all educational programs.

The form of conducting the state exam in the discipline "Modern History of Kazakhstan" is determined by the university based on the decision of the Academic Council.

### **12.4 Final certification of undergraduate, graduate, and doctoral students**

The procedure for organizing and conducting final attestation of undergraduate students, the form of final attestation and the procedure for meetings of the attestation commission are determined by the university in accordance with this academic policy and the established point-rating



	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

letter system for evaluating students' academic achievements with their transfer to the traditional assessment scale and ECTS in accordance with Appendix 3 of this Academic Policy.

Final certification of students at all levels, as well as intermediate certification, is organized by the Registrar's office.

The purpose of the final certification is to assess the learning outcomes and key competencies achieved upon completion of the study of the higher education curriculum.

Final certification of students is carried out according to the forms established by the university, the duration and timing of which are provided for by the academic calendar and working curricula.

The procedure for conducting checks on the amount of borrowing (plagiarism) is mandatory for theses (projects), master's theses (projects), doctoral theses (PhD). Verification is carried out by the StrikePlagiarism anti-plagiarism Internet system. The procedure for conducting an audit is reflected in the Rules for conducting an audit for the presence of borrowings (Approved by the Academic Council No. 1 of 01.09.2021) and posted on the university's website <https://kafu.edu.kz/ob-universitete/2014-10-20-06-42-43.html>.

The procedure for conducting current monitoring of academic performance, intermediate and final certification of students is reflected in the "Rules for conducting current monitoring of academic performance, midterm and final certification of students" (Approved by the Academic Council No. 11 of 13.07.02022) posted on the university's website <https://kafu.edu.kz/ob-universitete/2014-10-20-06-42-43.html>.

### **13. PLANNING OF ACADEMIC WORK OF THE TEACHING STAFF**

Planning of academic work and workload of the teaching staff is carried out in accordance with the Rules for organizing the educational process on credit technology of Training, approved by Order No. 152 of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 (registered in the Register of State Registration of Regulatory Legal Acts under No. 6976 with amendments and additions).

The amount of work of the university's teaching staff is set within an eight-hour working day with a five-day working week.

The planned types of teaching staff work include:

- academic work performed during school hours.
- educational and methodical work, research work, educational work with students, career guidance and organizational and methodological work performed outside of school hours.

Planning of academic work of teaching staff is carried out for all categories of teaching staff: professors, associate professors, senior teachers, teachers and is 680 hours.


The average annual teaching load of teachers is determined based on the approved staff of teaching staff and the annual volume of the university's teaching load.

The average annual teaching load of teachers is approved by the decision of the Academic Council of the University.

The workload of a teacher who performs his / her activities during an incomplete academic year is formed based on the hours of teacher workload for the allotted period, recalculated for a year (for example: the number of hours of workload x for 10 months / for the number of months of actual work).

The amount of teaching load for individual teachers of the department can be reduced in exceptional cases by the decision of the rector's office for writing textbooks and scientific articles, performing research, defending dissertations and fulfilling the instructions of the rector's office.

The scope of various activities planned for each teacher is determined depending on his quali-

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

fications and taking into account his individual capabilities.

The head of the department has the right to redistribute the teaching load between teachers in order to perform all types of work in a high-quality manner. If the amount of teaching and research work changes, the teacher's academic work may be reduced (increased).

Participation of teachers in contractual research work and other work that is subject to additional payment can be carried out if the requirements of educational, methodological, and research work are fully fulfilled.

Planning, documentation, control, distribution and implementation of the teaching load of teaching staff are reflected in the document “Regulations on the planning of academic work of the teaching staff”. (Approved by the Academic Council No. 11 of 13.07.02022) posted on the university's website <https://kafu.edu.kz/ob-universitete/2014-10-20-06-42-43.html> .

#### **14. ADMISSION OF STUDENTS TO KAFU**

KAFU accepts individuals with general secondary, technical and vocational, post-secondary, and higher education.

To participate in the competition for awarding an educational grant of higher education at the expense of the republican budget or the local budget and (or) enroll in paid education, persons with secondary, technical, vocational or post-secondary education are allowed, with the exception of applicants in related areas of higher education training that provide for shorter training periods, who have passed the UNT and have scored on its results: - not less than 50 points, in the field of "Pedagogical Sciences" and in the direction of training "Law" - not less than 75 points.

At the same time, for each UNT subject and / or creative exam, you must score at least 5 points.


To participate in the competition for awarding an educational grant of higher education at the expense of the republican budget or local budget and (or) enroll in paid training in related areas of higher education training that provide for shorter training periods, persons with technical and professional, post-secondary education who have passed the UNT and scored at least 25 points based on its results are allowed and in the field of education "Pedagogical Sciences" – at least 35 points, including at least 5 points for each discipline of the UNT and (or) creative exam. When passing the UNT in electronic format in the competition for awarding an educational grant of higher education at the expense of the republican budget or the local budget, the applicant participates with one of the two UNT results that have the required number of points specified in this paragraph.

Admission of foreign citizens to study at the University on a paid basis is carried out based on the results of an interview conducted by the University's admissions committee during the calendar year.

Admission to master's and doctoral programs, including targeted training, is carried out on a competitive basis based on the results of comprehensive testing (hereinafter referred to as CT) or entrance exams. Admission of foreigners to master's, doctoral and residency programs is carried out on a paid basis. Obtaining free postgraduate education by foreigners on a competitive basis in accordance with the state educational order is determined by international agreements of the Republic of Kazakhstan, with the exception of the scholarship program for master's programs.

The procedure for admission, enrollment and conducting a special or creative exam is reflected in the Rules of Admission to the Kazakh-American Free University (Approved by the Academic Council No. 5 of 18.12.2018, as amended on 17.11.2021) posted on the university's website <https://kafu.edu.kz/ob-universitete/2014-10-20-06-42-43.html> .



	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

## **15. TRANSFER AND RESTORATION OF STUDENTS**

Transfer and restoration is carried out in accordance with the "Standard Rules for the activities of educational organizations of appropriate types and types" approved by Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018; registered with the Ministry of Justice of the Republic of Kazakhstan on October 31, 2018 No. 17657.

Transfer of students is carried out from one educational organization to another, from one form of education to another, from one language department to another, from one educational program to another, from a paid basis to training under a state educational order during the summer and winter holidays.

A student is transferred or reinstated to any university, regardless of the terms of deduction during reinstatement, but with the condition that they have fully completed the first academic period of the program being mastered in accordance with the individual curriculum.

A fee-based student who is deducted for non-payment of tuition fees in any period, in case of repayment of this debt, is restored within four weeks from the date of deduction.

The procedure for transferring or restoring students is described in the document "Rules for transferring and restoring students of KAFU". (Approved by the Academic Council No. 1 of 01.09.2021) posted on the university's website <https://kafu.edu.kz/ob-universitete/2014-10-20-06-42-43.html>

## **16. RECOGNITION OF LEARNING OUTCOMES THROUGH NON-FORMAL AND INFORMAL EDUCATION**


Recognition of the results of various types and forms of non-formal and formal education describes the procedures for credit transfer based on ECTS principles at the Kazakh-American Free University and is applied for individuals:

- 1) enrolled in the University for higher and postgraduate education on the basis of technical and professional, post-secondary education and higher professional education;
- 2) graduates of "Nazarbayev Intellectual Schools" on the basis of certificates in the framework of formal and non-formal education;
- 3) transferred to the University from other educational organizations, from one educational program to another;
- 4) restored after being expelled from the University.
- 5) restored to the University from other educational organizations to continue their studies;
- 6) confirming the results of formal and non-formal education within the framework of educational programs implemented at the University, including those participating in internal and external academic mobility programs, joint educational programs and double degree programs.

Formal education is provided by the university, according to certain educational and professional programs and the duration of training, by measures of final certification, which is confirmed by obtaining the relevant educational documents.

Non-formal education is provided by organizations that provide educational services provided without taking into account the place, terms and form of training, with the issuance of a document confirming the results of training in accordance with subparagraph 2) of Article 37 of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education".

The procedure and procedures for the university's recognition of learning outcomes obtained through formal and non-formal education are reflected in the document "Regulations on the recognition of learning outcomes through Non-formal and Formal Education" (Approved by the Academic Council No. 10 of 10.06.2021) posted on the university's website <https://kafu.edu.kz/ob-universitete/2014-10-20-06-42-43.html>.

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

## **17. PROFESSIONAL INTERNSHIP OF KAFU STUDENTS**

Professional practice is a mandatory component of the educational training program.

Types, terms, scope and content of professional practice are determined by standards, working curricula and programs.

As a facility for conducting professional practice of students, organizations are defined whose statutory activities correspond to the profile of personnel training and the requirements of the educational program, which have qualified personnel for managing professional practice and material and technical base.

An agreement is concluded with the organization designated as the base of professional practice, indicating its type in accordance with the profile of the educational program. Contracts with the professional internship facility of students studying at KAFU are concluded no later than one month before the start of the internship. The contract defines the duties and responsibilities of the university, the enterprise (institution, organization) that is the internship facility, and students.

Enterprises, organizations, and institutions can offer the university their own version of the internship contract with the consent of both parties.

Responsibility for timely conclusion of contracts with organizations on conducting students' professional practice on the basis of organizations' data, compliance of the internship facility with the profile of the educational program and expected learning outcomes is borne by the head of the department, who monitors the work of internship managers from the university.

Students have the right to independently search for a professional internship facility and initiate the conclusion of an internship contract, provided that the proposed internship facility corresponds to the profile of the educational program and the expected results of training in the program in terms of developing practical skills and abilities.

To conduct professional practice, departments develop and approve programs and calendar schedules for practical training, agreed with enterprises (organizations) that are the internship facilities.

For each type of professional internship, students are assigned managers from the university and from the enterprise (institution, organization) – internship facility.


If necessary, consultants are appointed. The functions, duties and responsibilities of managers are determined independently by the university and the enterprise (institution, organization) – the internship facility, as agreed.

The costs of professional internship are planned by the university and the enterprise (institution, organization) that is the internship facility, and are determined by the contract for conducting professional internship. In case of industrial necessity, trainees are accepted for temporary work in certain positions with payment for their work.

The organization, which is the professional internship facility, provides places for students to complete professional internship in accordance with its program and provides students with safe working conditions in the workplace.

The organization-internship facility is fully responsible for accidents with students during their professional internship in accordance with the Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V ZRK (with amendments and additions).

The procedure for conducting professional internship is reflected in the document "Rules for organizing and conducting professional internship of KAFU students" (Approved by the Academic Council No. 2 of 30.10.2019) posted on the university's website <https://kafu.edu.kz/ob-universitete/2014-10-20-06-42-43.html>.

	Kazakh-American free university	Date July 13, 2022
	<b>Academic Policy</b>	IQAS «Educational Process in KAFU» Edition 2

## 18. ADVISING ACTIVITIES

The main goal of advisors' activity is to form a harmoniously developed personality of young people, to foster civic maturity (position) of students.

The main task of the adviser's activity is to organize educational work in the study group, form self-government and gradually involve students in the social and creative life of the university, promote professional self-determination and professional adaptation of students at the final stage of their studies at the university.

Advisors are appointed by the Order of the Dean of the faculty for one academic year.

The work of an adviser is the most important indicator of the professional activity of a university teacher and is taken into account when concluding an individual employment contract for the next year.

The educational work of the adviser is reflected in the teacher's rating along with educational, methodical and scientific works.

Exemption from performing the duties of an adviser is made by order of the Dean of the faculty. Advisors are subordinate and accountable to the Chairman of the Faculty's Board of Advisors, who regulates their activities and informs them of the faculty's instructions. In turn, the chairman of the Board of Advisors is responsible to the Dean of the faculty. The head of the department, together with the Chairman of the Board of Advisors, makes recommendations on the appointment of academic group advisors, monitors and organizes assistance to advisors in solving current issues.

The Dean's Office coordinates and supervises the activities of advisors together with the University's Board of Advisors. They provide methodological and organizational assistance to the chairman of the Board of Advisors, as well as to the advisors of academic groups.

The student government of the university, through the chairman of the Board of Advisors, maintains close contact with the advisors of academic groups, informs them about events held in the university or city.

The order of work of advisors is reflected in the document "Regulations on the Council of Advisors "(Approved by the Academic Council No. 11 of 13.07.02022) posted on the university's website <https://kafu.edu.kz/ob-universitete/2014-10-20-06-42-43.html> .

## 19. AGREEMENT ON STUDENT ACADEMIC POLICY

The academic policy of students is a list of rules and procedures that should contribute to improving the effectiveness of the organization of the educational process, the quality of education, and creating favorable conditions for students' personal development. This policy is available on the university's website <https://kafu.edu.kz/akademicheskije-programmy-ru/akademicheskaya-politika-studenta.html>

## **ACADEMIC POLICY**

Informational publication

© Kazakh-American  
free university, 2022

76 M. Gorky str., Ust-Kamenogorsk, 070018  
phone: (7232) 50-50-10, 50-50-15  
US Office: 44490 SE Phelps Rd., Sandy, OR  
e-mail: kafu\_ukg@mail.ru  
web: [www.kafu.kz](http://www.kafu.kz)