

**КЕНЖЕҒАЛИ САҒАДИЕВ
АТЫНДАҒЫ
ХАЛЫҚАРАЛЫҚ БИЗНЕС
УНИВЕРСИТЕТИ**



**KENZHEGALI SAGADIYEV
UNIVERSITY OF
INTERNATIONAL BUSINESS,
UIB**

APPROVED
by the Academic Council of UIB
named after Kenzhegali Sagadiyev
Minutes No. 1 dated 06.09.2024
Chairperson: Makhmetova A. M.

REGULATION

**ON THE UNIFIED SYSTEM FOR ASSESSING ACADEMIC WORKLOAD
AND STUDENTS' KNOWLEDGE**

**“KENZHEGALI SAGADIYEV UNIVERSITY OF INTERNATIONAL
BUSINESS” LLP
EDITION 6**

Effective from the date of signing

Almaty, 2024

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Document Profile

Type of the Document	Regulation
Title of the Document	On the System of Academic Workload and Assessment of Students’ Knowledge
Purpose of the Document	This Regulation describes the rules for structuring the system for assessing students’ academic workload and knowledge at the Kenzhegali Sagadiyev University of International Business.
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Approval Sheet

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1. Scope of Application

1.1 This Regulation describes the rules for structuring the system for assessing the academic workload and knowledge of students at the “Kenzhegali Sagadiyev University of International Business” LLP (hereinafter – UIB or the University).

1.2 This Regulation is applied for the assessment of students’ academic workload and knowledge, regardless of the language or form of instruction, as well as for conducting internal evaluations of the University’s educational activities.

2. Normative References

This Regulation on the unified system for assessing students’ academic workload and knowledge includes references to the following documents:

2.1 Law of the Republic of Kazakhstan dated 27 July 2007 No. 319-III “On Education” (*with amendments and additions*)

2.2. Model Rules for the Activities of Higher and Postgraduate Education Institutions. Order of the Minister of Education and Science of the Republic of Kazakhstan dated 30 October 2018 No. 595 (registered with the Ministry of Justice of the Republic of Kazakhstan on 31 October 2018 No. 17657) (*with amendments and additions*).

2.3 State Compulsory Standard of Higher and Postgraduate Education. Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 20 July 2022 No. 2 (registered with the Ministry of Justice of the Republic of Kazakhstan on 27 July 2022 No. 28916) (*with amendments and additions*)

2.4 Rules for Organizing the Educational Process under the Credit Technology of Education, approved by Order No. 152 of the Minister of Education and Science of the Republic of Kazakhstan dated 20 April 2011 (*with amendments and additions*).

2.5 Order of the Minister of Education and Science of the Republic of Kazakhstan dated 31 March 2011 No. 127 “On Approval of the Rules for Awarding Academic Degrees” (*with amendments and additions*).

3. Basic Terms and Definitions

Terms	Definition
Academic Calendar	A schedule of academic and assessment activities, as well as professional internships conducted throughout the academic year, indicating rest days (vacations and public holidays)
Rating	A quantitative indicator of the level of mastery of a student's academic discipline(s), determined based on the results of interim assessment.
Hand-outs	Visual and illustrative materials distributed during academic classes to motivate students toward creative and effective mastery of the topic (lecture summaries, references, slides, examples, glossary, assignments for independent work).
Qualification Examination	A procedure conducted to determine the extent to which students have mastered the academic disciplines specified by the State Compulsory Educational Standard.
Final control work	An assessment of students’ academic achievements aimed at evaluating the

	quality of their mastery of an academic discipline. It is conducted during the period of interim attestation in the form of an examination. If a discipline is studied over several academic periods, the final control may be carried out for the portion of the discipline studied during the given academic period.
Assessment of Students’ Academic Achievement	Evaluation of students’ level of knowledge through various forms of assessment (current, midterm, and final) and attestation, determined independently by the higher education institution.
Credit-Based Learning Technology	Learning based on the student's choice and independent planning of the sequence of studying disciplines, using a credit as a standardized unit for measuring the volume of academic work performed by both the student and the teacher.
Registrar’s Office (Department, Section)	An academic service responsible for maintaining the complete record of a student’s academic achievements and ensuring the organization of all types of knowledge assessment, as well as the calculation of the student’s academic rating.
Interim Attestation of Students	A procedure conducted during the examination session to assess the quality of students’ mastery of part or the entire scope of an academic discipline upon completion of its study.
Syllabus	An academic program that includes a description of the discipline being studied, its goals and objectives, a brief course outline, topics and their duration, independent work assignments, consultation hours, the schedule of student assessments, teacher requirements, criteria for evaluating student performance, and a list of references
Midterm Control	Assessment of students’ academic achievements upon completion of a section (module) of an academic discipline; referred to as Midterm Control (MTC).
Learner’s Independent Work (hereinafter – LIW)	Work on a specified list of topics designated for independent study, supported by educational and methodological literature and guidelines, and monitored through tests, assignments, colloquia, essays, written papers, and reports. Depending on the learner category, it is divided into Student’s Independent Work (hereinafter – SIW) and Master’s Student’s Independent Work (hereinafter – MSIW). The entire volume of LIW is confirmed by assignments that require daily independent work from the learner.
Learner’s Independent Work with Teacher (hereinafter – LIWT)	Out-of-class work performed by the learner under the guidance of an teacher according to an approved schedule. Depending on the learner category, it includes: Students’ Independent Work with Teacher (SIWT) for undergraduate students; Master’s Students’ Independent Work with Teacher (MSIWT) for master’s students.
Grade Point Average - GPA	The weighted average score of a learner’s academic achievements for one academic year within the chosen program (calculated as the ratio of the sum of products of credits and the numerical equivalents of interim assessment grades to the total number of credits for the current period of study).
Current Academic Performance Control	Systematic assessment of students’ knowledge in accordance with the curriculum, conducted by the teacher during in-class and out-of-class activities throughout the academic period.
Tests	A set of tasks of a defined format that allow for an objective and accurate assessment of students’ academic achievements.
Transcript	A document of an established format that contains a list of completed

	courses for the corresponding period of study, indicating the number of credits and the grades in both letter and numerical form.
Students’ Academic Achievements	The knowledge, skills, abilities, and competencies acquired by learners during the educational process, reflecting their achieved level of personal development.
Oral Assessment	An assessment conducted in the form of responses to questions and discussion of situations.
Examination	A form of final assessment conducted in written, oral, combined formats, or through testing.
Examination Session	The period of interim attestation of students.
Advisor	A teacher who performs the functions of an academic advisor for a learner in the corresponding specialty, providing support in selecting the learning pathway (developing the individual study plan) and in mastering the educational program throughout the period of study.
Elective Disciplines	Academic courses included in the elective component within the established number of credits and introduced by educational institutions. They reflect the learner’s individual preparation, take into account the specifics of the socio-economic development and needs of the particular region, and correspond to the established academic traditions and scholarly schools of the higher education institution.
<i>Letter-Based Rating System for Assessing Academic Achievement</i>	A system for evaluating the level of students’ knowledge using scores that correspond to the letter grading system adopted in international practice, allowing for the determination of a student’s rating.

4. General Provisions

4.1 The Regulation on the system for assessing students’ academic workload and knowledge has been developed with the purpose of practical implementation of the concept of independent and objective control of students’ knowledge at all stages of their studies at the Kenzhegali Sagadiyev University of International Business, in accordance with the unified criteria and principles for assessing students’ academic achievements adopted within the unified educational space of the Republic.

4.2 The purpose of the system for assessing students’ academic workload and knowledge is to improve the quality of the educational process by increasing the academic activity of learners throughout the entire educational process at the university and by ensuring the objectivity of grades expressed in a wider range (from 0 to 100).

4.3 The introduction of a unified system for assessing students’ knowledge will make it possible to solve the following tasks:

- to optimize the management of the educational process at the university;
- to increase the objectivity of evaluating the level of training in bachelor’s or master’s educational programs;
- to improve learners’ motivation through more flexible differentiation of the assessment of their academic work;
- to activate students’ independent work and stimulate its consistent performance;
- to ensure a high level of students’ attendance at academic classes;

– to obtain more objective information on the quality and effectiveness of the work of academic units and individual teachers.

5. Requirements for the Maximum Academic Workload of Students

5.1. The volume of a learner’s academic workload is measured in academic credits, and one academic credit equals 30 academic hours for all types of work, and one academic hour for all types of academic activities equals 50 minutes.

5.2 The workload of one Kazakhstani academic credit (30 academic hours) corresponds to 1 ECTS credit (25–30 academic hours).

5.3 Independent work of learners is divided into two parts: independent work carried out under the guidance of a teacher (SIWT), and the part performed completely independently (LIW — Learner’s independent work).

5.4 The entire volume of LIW is confirmed by assignments that require daily independent study from the learner.

5.5 The ratio between contact hours with the teacher and independent work for all types of academic activities is determined independently by the University, while the volume of classroom work must constitute at least 30% of the volume of each discipline.

5.6 Each academic discipline is studied within one academic period and ends with final control.

5.7 The full academic workload for one academic year generally amounts to 60 academic credits or 1,800 academic hours, and a student is allowed to complete a smaller or larger number of academic credits per semester.

5.8 The main criterion for completing bachelor’s programs is the learner’s mastery of no fewer than 240 academic credits over the entire period of study, including all types of academic activities.

5.9. An academic period represents a semester with a duration of 15 weeks.

5.10. Each academic period ends with a period of interim attestation of students, the duration of which must be at least 1 week.

5.11. During the interim attestation period, final control is conducted for all completed disciplines, and final grades for the disciplines are calculated taking into account the current academic performance.

5.12. The volume of a learner’s academic workload is measured in academic credits mastered during the academic year for each discipline or type of academic work in accordance with the State Compulsory Standard of the Republic of Kazakhstan, and the time norms are presented in *Table 1*.

Table 1 — Time Standards for Types of Academic Work in the Planning and Organization of the Educational Process

Number of Credits	Type of Academic Work	Number of Hours	Weeks / Academic Hours														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
5	Lecture	30	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
	Practical / Seminar / Laboratory Session	15	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	SIWT	45	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
	LIW	45	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
	Total Hours			9	9	9	9	9	9	9	9	9	9	9	9	9	
		15	– Preparation for and taking examinations (planned only in the syllabus)														
	Total	150															

Number of Credits	Type of Academic Work	Number of Hours	Weeks / Academic Hours														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
4	Lecture	23	2	1	2	1	2	1	2	1	2	1	2	1	2	1	
	Practical / Seminar / Laboratory Session	15	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	SIWT	31	2	2	2	2	2	2	2	2	2	2	2	2	3	2	
	LIW	36	2	3	2	3	2	3	2	3	2	3	2	3	2	2	
	Total Hours			7	7	7	7	7	7	7	7	7	7	7	7	7	
		15	– Preparation for and taking examinations (planned only in the syllabus)														
	Total	120															

Number of Credits	Type of Academic Work	Number of Hours	Weeks / Academic Hours														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
3	Lecture	15	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Practical / Seminar / Laboratory Session	15	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	SIWT	18	1	1	1	1	1	2	1	1	2	1	1	1	1	2	
	LIW	27	2	2	2	2	2	1	2	2	1	2	2	2	2	1	
	Total Hours			5	5	5	5	5	5	5	5	5	5	5	5	5	
		15	– Preparation for and taking examinations (planned only in the syllabus)														
	Total	90															

Number of Credits	Type of Academic Work	Number of Hours	Weeks / Academic Hours														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2	Lecture	0															
	Practical / Seminar / Laboratory Session	20	2	1	1	2	1	1	2	1	1	2	1	1	2	1	1
	SIWT	17	1	2	2	1	1	1	1	1	1	1	1	1	1	1	1
	LIW	18	1	1	1	1	1	2	1	2	2	1	1	1	1	1	1
	Total Hours		4	4	4	4	3	4	4	4	4	4	3	3	4	3	3
		5	– Preparation for and taking examinations (planned only in the syllabus)														
	Total	60															

6. System for Monitoring Students’ Academic Achievement at the University

6.1 The University applies a 100% assessment system: 60% is allocated to current and midterm control, and 40% to final control.

6.2 The system for monitoring students’ academic achievements includes various forms: current academic performance control, interim attestation of students (final control), and final attestation.

6.3 Current academic performance control is carried out by teachers during lectures, practical sessions, seminars, and laboratory classes through systematic assessment of academic achievements in accordance with the course syllabus.

6.4 Current academic performance control is conducted according to the class schedule, and various types of current assessment are determined depending on the specifics of the discipline: oral questioning, written assessment, combined assessment, presentation of homework, discussions, trainings, round tables, tests, reports, seminar presentations, report-based presentations, solving tasks and exercises, quizzes, independent student work, research work of students, etc. Projects, design-and-calculation work, and other types of work stipulated by the curriculum must be defended before the start of the examination session and serve as admission to the exam in the given discipline, and grades for all types of work must be taken into account when calculating the admission rating (i.e., when determining the midterm control result) for the discipline.

6.5 Students’ abilities to analyze, compare, generalize, and systematize the studied material are assessed.

6.6 The forms of midterm control include colloquia, quizzes, essays, reports, independent work, and others, and the assignment of points to students is carried out based on one rating according to the scale of the learning outcomes assessment system for the discipline (*Appendix 1*).

6.7 A student’s rating for a discipline is determined as the sum of all points earned for midterm controls (MTC1, MTC2), and the points of midterm control include the sum of current assessment points for that module and the points received by the student

for the midterm assignment, and after the expiration of the final control week, the rating results cannot be changed.

6.8 Midterm control is conducted according to the approved academic calendar in the 8th and 15th weeks of the academic period, and retaking midterm control is not allowed except in cases justified by official documentation.

6.9 The organization of midterm control is carried out by the teacher of the discipline, and the grade is assigned for each discipline separately in percentage terms according to the 100% scale, and the results of rating control are taken into account during examinations in academic disciplines in the examination session.

6.10 Interim attestation of students at the university is carried out in accordance with regulatory documents at the end of each semester.

6.11 During the period of interim assessment, students take exams in accordance with the approved schedule.

6.12 Winter and summer examination sessions are distinguished. The duration of each examination session must be at least two weeks.

6.13 The summer examination session is a transfer session, based on the results of which an order is issued by the head of the university on the advancement of students from one academic year to the next.

6.14. The organization and conduct of interim assessments of students are entrusted to the Academic Affairs Department. For the administration of examinations, teachers whose qualifications correspond to the profile of the respective academic discipline are engaged.

6.15 Examinations are conducted in written, oral, or test formats. In the case of a test format, a comprehensive examination covering two or more disciplines may be established, provided that the principle of their relevance and relatedness is observed. In this case, the examination grade is assigned separately for each discipline in accordance with the established procedure.

7. Assessment Materials for Measuring Student Knowledge

7.1 The materials for measuring students’ knowledge are developed by higher education institutions in various forms: control questions, examination tickets, tests, essays, as well as assignments for laboratory work, calculation and graphic work, project work, and other types of tasks.

7.2 Control questions are developed for all topics of the academic program. Depending on the nature of their use, they may have a concise wording (for inclusion in an examination ticket), an essential explanatory content, or a thematic focus.

7.3 Examination tickets are developed on the basis of control questions and must allow for the assessment of students’ academic achievements across the entire discipline. As a rule, an examination ticket includes three to four questions taken from different sections (modules) of the discipline. If the discipline has a practical orientation, one of the questions must be formulated to assess students’ skills in problem-solving or performing calculations.

7.4 Written and oral assignments used for interim assessment are developed by the course teacher, undergo review at the department level, and are then approved by the dean of the faculty.

7.5 Test questions for the discipline, in accordance with the course syllabus and language divisions, are compiled by leading teachers of the discipline and entered into the question bank on the academic portal for each discipline no later than one month before the start of the examination session. The test database for the discipline must contain at least 300 questions.

7.6 It is recommended to unify test questions for the same discipline, regardless of the teacher teaching the course or the language of instruction.

7.7 The teacher responsible for developing the tests bears full responsibility for the quality of the assessment and measurement tools of students’ knowledge.

7.8 The final grade is calculated only if the student has received positive grades both for the midterm assessment and for the final assessment.

7.9 For the discipline Physical Education, Midterm Control 1 and Midterm Control 2 are not provided. Students take the final assessment in the form of an exam.

8. Tools for Assessing Students’ Knowledge

8.1 The scale of grades serves as an instrument for measuring students’ knowledge.

8.2 The grading scale is based on a point-rating-letter system.

8.3 The point-rating-letter system is built on an eleven-point scale, which includes letter grades, their corresponding numerical equivalents, percentage ranges, and traditional grades.

8.4 Letter grades consist of letters of the English alphabet from A (the highest grade) to F (the lowest grade), depending on the level of knowledge.

8.5 The numerical equivalents are Arabic numerals in the decimal system from 4.0 to 1.0 for passing grades, and 0 for a failing grade.

8.6 The percentage range of each grade is expressed in percent: passing grades range from 50% to 100%, failing grades—from 0% to 49%.

8.7 The traditional grading scale is a four-point scale with the following grades: “excellent”, “good”, “satisfactory”, and “unsatisfactory”.

8.8 The point-rating-letter system is applied to assess the knowledge of students of all forms of study.

8.9 The monitoring and assessment of a student’s knowledge are carried out according to the point-rating-letter system with a corresponding conversion to the traditional grading scale as presented below.

Point–Rating Letter Grade System for Assessing Student Knowledge

Letter Grade	Points	Percentage	Traditional Grade
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	Satisfactory
C	2.0	65-69	
C-	1.67	60-64	
D+	1.33	55-59	
D	1.0	50-54	Unsatisfactory
FX, F	0	0-49	

8.10 This scale provides only a general indication of a student's academic performance, since the final grade largely depends on the performance level of the entire group, which may vary significantly, especially in small groups.

8.11 The assessment of knowledge is carried out in accordance with established procedures and includes current assessment, midterm assessments, and final attestation:

1) Current assessment includes the evaluation of students’ academic achievements during the academic period in accordance with the schedule indicated in the course syllabus and is conducted for each topic of the discipline during in-class and out-of-class activities. Students’ academic achievements are assessed on a 100-point scale for each completed task. The final result of the current assessment is calculated based on the selected assessment policy.

2) Midterm assessment is conducted upon completion of a section (module) of a discipline twice during one academic period—on the 8th and 15th weeks of theoretical training. The form of midterm assessment is determined by the teacher. The admission rating has a cumulative nature and consists of current assessment results and the midterm assessment score. A student who receives less than 50% of the total semester rating score is not allowed to take the examination session.

3) Each academic discipline concludes with a final assessment. The form of the final assessment is determined by the teacher and approved by the decision of the Academic Council of the university. If a student receives an “unsatisfactory” grade (“FX”) on the final assessment (exam), they are allowed to retake the final assessment without repeating the discipline/course module, but no more than once.

Retakes of the final assessment with a grade corresponding to “FX” are allowed during the examination session and during the vacation period before the start of the next academic period.

8.12 In the case of receiving an “unsatisfactory” grade corresponding to “F”, the student must re-enroll in the given discipline/module, complete the entire program, fulfill all assignments, obtain admission to the final assessment in accordance with the established procedure, and take the final assessment (exam). Re-enrollment in the academic discipline/module is carried out on a paid basis only.

8.13 It should also be noted that the total number of re-examinations in one discipline must not exceed three: the first — the initial examination; the second — the repeated study of the discipline (Retake) or a retake after receiving an “FX” grade; and the third — a re-examination after repeated study of the discipline during the summer semester. If, during the third attempt at taking the examination in the discipline, the student receives an “unsatisfactory” grade (corresponding to the “FX” or “F” mark), the student shall be expelled from the university for academic failure.

8.14 If a student who has earned at least 50 points for continuous assessment fails to appear for the final assessment for a valid, documented reason (in case of illness — upon submission of supporting documents from a clinic (“form 037/u” or an extract from the medical record)), the student receives the grade “I – Incomplete.”

8.15 To obtain an “I” grade in a discipline, the student submits to the Dean of the BHE (or the Director of GSB) an application endorsed by the Head of the Department, indicating the reason for missing the exam and attaching the originals of supporting documents (certificates). If the reason for missing the exam is recognized as valid, the Dean issues an order assigning the student an “I” grade and establishing an individual exam schedule.

8.16 To convert the “I” grade into a standard grade, based on the Dean’s order and in accordance with the individual schedule, the Office of the Registrar issues an examination sheet for the teacher of the discipline to change the grade in the academic portal. The “I” grade is replaced with a standard grade (“A”, “B”, “C”, “D”) after the student completes the exam according to the approved schedule. If the student fails to fulfill all requirements within the specified period, the “I” grade is converted to “F”, i.e., “unsatisfactory.”

9. Procedure for Assessing Students’ Academic Performance

9.1 When conducting the midterm assessment for a discipline, the score obtained on the exam (final assessment) and the average score of the student’s ongoing academic performance during the semester, based on the results of the first and second ratings, are taken into account.

9.2 The final grade in the discipline, expressed as a percentage, is determined as follows:

$$\text{Final Grade} = \frac{\text{Midterm 1} + \text{Midterm 2}}{2} \times 0,6 + \text{Exam} \times 0,4$$

where:

Final grade– the final grade expressed as a percentage;

Midterm 1 – the percentage content of the first rating score;

Midterm 2 – the percentage content of the second rating score;

Exam – the percentage content of the examination score (minimum 0%, maximum 100%);

0.6, 0.4 – the weighting coefficients of the ratings (first and second) and the final assessment in the final grade;

/2- the average percentage content of the first and the second Midterms.

9.3 The final grade expressed as a percentage (F%) is converted into a final grade in its numerical equivalent (Fn), into a letter grade, and into a traditional grade in accordance with the “Point-Rating Letter System of Assessing Students’ Knowledge.”

9.4. When preparing the syllabus, it is necessary to choose one of the grading scales options for assessing learning outcomes in the discipline adopted at UIB (*Appendix 1*).

9.5. To determine the number of assignments for each section.

9.6. Each assignment is assessed on a 100-point scale.

9.7. To determine the submission deadlines. An assignment submitted one week late is accepted with a coefficient (for example, 0.8). A delay of more than one week without a valid reason is not accepted.

9.8. To define the assessment criteria for the assignments.

10. Assessment Criteria for Students’ Knowledge

10.1 Students’ knowledge, skills, abilities, and competencies for all types of assessment are determined according to the point-rating-letter system, which maintains a directly proportional correlation.

10.2. The assessment criteria must correspond to the level of training (bachelor’s, master’s, doctoral programs).

10.3. Assessment criteria must be defined for each type of assignment. Each assessment criterion must have its own weight (*Appendix 2*).

10.4. For each type of assessment, methodological guidelines and a list of individual assignments indicating submission deadlines must be developed in accordance with the grading scale. (*Appendix 3*)

10.5. The evaluation of examination papers is carried out based on the degree of completeness of the student's answer:

Grade	Criteria
Excellent	1. Full and correct answers are given to all theoretical questions; 2. The practical task is fully completed; 3. The material is presented competently and in a logically consistent manner; 4. The student demonstrates the ability for critical thinking.
Good	1. Correct but incomplete answers are given to all theoretical questions, with minor inaccuracies; 2. The practical task is completed, but a minor error is present; 3. The material is presented competently and with logical consistency.
Satisfactory	1. Answers to theoretical questions are generally correct but incomplete,

	<p>with inaccuracies and logical inconsistencies; 2. The practical task is not fully completed; 3. The material is presented competently, but the logical sequence is disrupted.</p>
Unsatisfactory	<p>1. Answers to theoretical questions are not provided or contain serious errors; 2. The practical task is not completed; 3. The response contains grammatical and terminological errors, and the logical sequence is not observed.</p>

11. Monitoring and Analysis of Students’ Academic Workload

11.1 When determining the academic workload of students, the University is guided primarily by state regulations (the State Compulsory Educational Standard for all levels of education – SCES), while exercising its granted degree of academic freedom.

11.2 To optimally determine the academic workload on a regular basis, two tools are used: monitoring of workload completion through UIB Powerbi Analysis and surveys conducted among students/master’s students by the Quality Assurance Center.

11.3 The results of the analysis allow conclusions to be drawn regarding the optimality of the workload and, if necessary, to take appropriate measures.

11.4 The implementation of measures is assigned to the Department for Academic Affairs, the dean’s office, and advisors.

11.5 The following measures are taken to optimize students’ academic workload:

1. Reduction/increase of academic workload;
2. In cases of underperformance due to the student’s fault: individual work with students (office hours); acceptance of assignments with a coefficient, retaking the course in the summer semester with repeated study of the discipline, expulsion.

12. Expulsion of Students from UIB

12.1 A student who has failed to meet the requirements of the educational program shall be expelled from the university by an order of the Registrar’s Office, signed by the First Head of the University, as a student who is academically failing or who has not completed their studies.

12.2 The procedure for the expulsion of a student from UIB (*detailed in the Rules for Transfer and Readmission of Students*) is carried out as follows:

- a student wishing to be expelled submits an application addressed to the First Head of UIB, indicating the reason for expulsion:
- financial debt;
- academic debt;
- relocation to another city;
- relocation to another country;
- transfer to another university;
- personal request (voluntary expulsion).

After being signed by the Registrar, Accountant, Director of the Department for Academic Affairs, and the Dean of the faculty, the application is signed by the First Head of UIB.

12.3 Within three working days from the date the application is submitted, an expulsion order is issued.

Appendix 1

Assessment Scale for Learning Outcomes in the Discipline

Option 1. ACCA, CFA Standards

Type of Assessment	Weight
Knowledge Assessment Test *	100%

Option 2. Language Disciplines

Type of Assessment	Weight
Practical Classes	20%
Completion of SIWT Assignments	20%
Completion of SIW Assignments	30%
Knowledge Assessment Test *	30%

Option 3.

Type of Assessment	Weight
Class Participation	10%
Independent study of video lectures with module testing	20%
Discussion lecture with quick quiz as current assessment	30%
Practical classes and task-solving	20%
Knowledge Assessment Test *	20%

Option 4.

Type of Assessment	Weight
Lectures	10%
Practical classes, SIWT	30%
Written work	10%
Completion of SIW Assignments	20%
Knowledge Assessment Test *	30%

Option 5.

Type of Assessment	Weight
Practical classes, SIWT	55%
Completion of SIW Assignments	15%
Knowledge Assessment Test *	30%

*Knowledge Assessment Test – may include any type of assessment work, including midterm control.

Appendix 2

Sample Assessment Criteria

№	Assessment Criteria	Level			
		Excellent	Good	Satisfactory	Unsatisfactory
1.	Level of understanding of the topic	18-20	14-17	10-13	0-9
2.	Critical thinking	18-20	14-17	10-13	0-9
3.	Completeness of theoretical knowledge in the response	18-20	14-17	10-13	0-9
4.	Language accuracy (written speech) Use of terminology	18-20	14-17	10-13	0-9
5.	Ability to draw conclusions and summarize	18-20	14-17	10-13	0-9
		90-100	70-89	50-69	0-49

Examples of Methodological Guidelines

Methodological Guidelines for the Written Assignment

Purpose: To reinforce the theoretical concepts covered in the lectures and those studied independently within the given topic.

Methodological recommendations for completing the assignment: Study the corresponding topic in detail using the lecture materials and the recommended literature. Write an essay on a selected topic.

Grading Policy

The maximum grade for this assignment is 100 points.

Assessment Criteria

№	Assessment Criteria	Level				Total
		Excellent 22-25	Good 17-21	Satisf. 12-16	Unsatisf. 0-11	
1	Uniqueness percentage*					
2	Level of understanding of the topic					
3	Critical thinking					
4	Language proficiency (writing) / Use of terminology					
5	Total					

**If the uniqueness percentage is:
between 90–100% – “excellent”;
between 75–89% – “good”;
between 65–74% – “satisfactory.”*

Requirements for the Written Assignment

1. Maximum length: **500 words**.
2. Introduction.
3. Main body.
4. Conclusion.

Literature Required for Completing the Assignment

1. Vasil'ev A.N. *Samouchitel' Java s primerami i programmami*. 2011 god.
2. Sedgewick R., Wayne K. *Algorithms in Java*. 2013.
3. H. Deitel, P. Deitel. *How to Program in C, C++, Java*. Moscow: Binom-Press, 2002, 336 p.
4. Viazovik N., Zhilin E. *Programmirovaniye na Java*. – Tsentr Sun-tekhnologii, MFTI, 2003.
5. H. Schildt. *The Art of Java Programming*. Moscow: Williams Publishing House, 2005, 336 p.
6. Herbert Schildt. *Java: The Complete Reference*. 8th edition, 2012.

Submission Deadline: Week 3.

Topics for Written Assignments

1. Binary Search Algorithm
2. Bubble Sort Algorithm
3.

Methodological Guidelines for Completing Practical Tasks and SIWT

Task No. 1. Data Types in the C Language. Type Conversion. Logical Operations.

Purpose: to consolidate the theoretical principles presented in the lecture material and the content studied independently on this topic.

List of questions to be studied independently by the student on this topic:

1. Data types.
2. Type conversion: explicit and implicit type conversion.
3. Operators.
4. Logical operators.
5. Bitwise operations.
6. Compound statement.
7. Selection operator: short and full forms.
8. Unconditional jump operator.

Methodological guidelines for completing the assignment: Study the relevant topic in detail using the lecture materials and the recommended literature.

Literature:

1. Vasil'ev A.N. *Samouchitel' Java s primerami i programmami*. 2011 god.
2. Sedzhvik R., Uein K. *Algoritmy na Java*. 2013 god.
3. Kh. Deĭtl, P. Deĭtl. *Kak programmirovat' na C, C++, Java*. – M.: Binom-Press, 2002 g. – 336 s.
4. Viazovik N., Zhilin E. *Programmirovanie na Java*. – Tsentr Sun-tehnologii, MFTI, 2003.
5. G. Shildt. *Iskusstvo programmirovanie na Java*. – M.: Izdatel'skiĭ dom «Vil'iams», 2005 g. – 336 s.
6. Gerbert Shildt. *Java. Polnoe rukovodstvo*. 8-e izdanie, 2012 god.

Report:

Review the listed questions, prepare a summary of the topic, and complete the individual task whose number corresponds to your sequential number in the class list.

Grading Policy

The maximum score for the assignment is **100 points**.

Assessment Criteria:

№	Assessment Criteria	Level				Total
		Excellent 18-20	Good 14-17	Satisf. 10-13	Unsatisf. 0-9	
1	Level of understanding of the topic					
2	Critical thinking					
3	Completeness of theoretical knowledge in the response					
4	Language accuracy (written speech) Use of terminology					
5	Ability to draw conclusions and summarize					
6	Total					

Submission Deadline: Week 4.

Variants of Individual Assignments

Develop a program to determine the value of the function y. Provide output indicating which branch was used in calculating the value of the function’s argument x.

1. $y = (\ln(1 + x^2) + \cos(x + 1))^{e^{k \cdot x}}$, where $x = \begin{cases} k \cdot z^3, & \text{при } k < 1 \\ z \cdot (z + 1), & \text{при } k \geq 1 \end{cases}$
2. $y = \frac{a \cdot x + b \cdot x \cdot \cos \sqrt{x}}{x + a \cdot b}$, where $x = \begin{cases} \sqrt{a^2 + b^2 \cdot z}, & \text{при } z < a \cdot b \\ \sin^2 z + |a \cdot b \cdot z|, & \text{при } z \geq a \cdot b \end{cases}$
3. ...

Methodological Guidelines for SIW

The purpose of SIW is to reinforce the theoretical concepts covered in lectures and to support students’ independent exploration of the topic.

Methodological recommendations for completing the assignment: Study the corresponding topic thoroughly using lecture materials and the recommended literature. Write a program to solve the assigned problem.

Grading Policy

The maximum score for the assignment is **100 points**.

Assessment Criteria

№	Assessment Criteria	Level				TOTAL
		Excellent 18-20	Good 14-17	Satisf. 10-13	Unsatisf. 0-9	
1	Completeness of theoretical information					
2	Presence of a mathematical model and a graphical algorithm					
3	Program listing					
4	Correctness of the solution					
5	Formatting / Presentation					
6	Total					

Requirements for the Assignment

The explanatory note of the work shall consist of the following sections:

5. Title page
6. Assignment
7. Introduction
8. Main part: must include the mathematical model of the problem, a flowchart (graphical algorithm), and the program listing (the main part may be divided into several subsections).
9. Conclusion
10. List of references and online sources
11. Table of contents
12. Appendix (program listing)

Requirements for the Formatting of the Work

1. The text must be typed in **Word** and formatted on A4 paper.
2. Font size – 14 pt.
3. Line spacing – single.
4. Paragraph indent – 10 mm.
5. Alignment – justified.
6. Automatic hyphenation must be enabled.

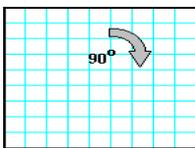
7. Page margins: right – 1.5 cm, left – 2.5 cm, top and bottom – 2 cm.
8. Page numbering – at the bottom right corner.
9. The text must contain in-text references and headers/footers. The header must include: “Independent Work No. 1 for the course Fundamentals of Programming in C”. The footer must include the student’s surname, course, and group.
10. The Table of Contents must be generated automatically using Word tools.
11. The titles of the structural sections — TABLE OF CONTENTS, INTRODUCTION, CONCLUSION, and REFERENCES — must not be numbered and must be centered.
12. Chapter titles must be numbered and written in uppercase letters (e.g., 1. MICROSOFT WORD TEXT EDITOR).
13. Subchapter headings must be numbered consecutively and written with a paragraph indent, as in regular sentences (e.g., 1.2.1. Document Formatting).
14. Line breaks within chapter or subchapter titles are not allowed.

Required literature for completing the assignment

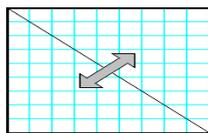
1. Vasiliev A.N. Self-Study Guide to Java with Examples and Programs. 2011.
2. Sedgewick R., Wayne K. Algorithms in Java. 2013.
3. H. Deitel, P. Deitel. How to Program in C, C++, Java. Moscow: Binom-Press, 2002, 336 p.
4. Vyazovik N., Zhilin E. Programming in Java. Sun Technologies Center, MIPT, 2003
5. H. Schildt. The Art of Java Programming. Moscow: Williams Publishing House, 2005, 336 p.
6. Herbert Schildt. Java: The Complete Reference. 8th edition, 2012.

Submission Deadline: Week 7.

Individual Assignments:



1. Fill the matrix with random numbers. Rotate the matrix 90° clockwise



2. Fill the matrix with random numbers. Reflect the matrix symmetrically with respect to the main diagonal.