

**КЕНЖЕҒАЛИ САҒАДИЕВ
АТЫНДАҒЫ
ХАЛЫҚАРАЛЫҚ БИЗНЕС
УНИВЕРСИТЕТИ**



**KENZHEGALI SAGADIYEV
UNIVERSITY OF
INTERNATIONAL BUSINESS**

APPROVED

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

RULES

**FOR THE TRANSFER, REINSTATEMENT AND WITHDRAWAL OF
STUDENTS TO/FROM**

"Kenzhegali Sagadiyev University of International Business" LLP

EDITION12

Effective from the date of signing

Almaty, 2024

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Document passport

Document type	Rules
Document title	Rules for the Transfer and Reinstatement of Students
Purpose of the document	Regulates the procedures for transfer, reinstatement and withdrawal of students to and from Kenzhegali Sagadiyev University of International Business LLP.
Development	Director of the Department for Academic Affairs
Approval	Director of DAA Dean of the Faculty of Basic Higher Education Head of the Quality Assurance Center Legal Adviser
Approval	Rector
Executors of the document	Structural subdivisions of the University of International Business involved in the educational process
Monitoring of implementation	Rector
Exceptions	None
Regulatory references	<ul style="list-style-type: none"> - Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education" (<i>with amendments and additions</i>) - Standard rules for the activities of organizations of higher and postgraduate education. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595. (Registered with the Ministry of Justice of the Republic of Kazakhstan on October 31, 2018 No. 17657) (<i>with amendments and additions</i>). - State mandatory standard of higher and postgraduate education. Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2. Registered with the Ministry of Justice of the Republic of Kazakhstan on July 27, 2022 No. 28916. (<i>with amendments and additions</i>). - Rules of organization of the educational process on credit technology of training, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 (<i>with amendments and additions</i>). - Approval of the form of strict reporting documents used by organizations of higher and (or) postgraduate education in educational activities. Order No. 502 of the Acting Minister of Education and Science of the Republic of Kazakhstan dated October 23, 2007. Registered with the Ministry of Justice of the Republic of Kazakhstan on November 9, 2007 No. 4991 (<i>with amendments and additions</i>).
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Approval Sheet

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1. Scope of application

1.1. These Rules establish the procedure for transfer, reinstatement and expulsion of students to and from Kenzhegali Sagadiyev University of International Business LLP (hereinafter – UIB or the University).

2. Regulatory references

These Rules for transfer and reinstatement of students refer to the following regulatory acts:

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

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

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

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

2.5 Rules on the Approval of the Forms of Documents of Strict Accountability Used by Organizations of Higher and/or Postgraduate Education in Educational Activities. Order No. 502 of the Acting Minister of Education and Science of the Republic of Kazakhstan dated October 23, 2007 (registered with the Ministry of Justice of the Republic of Kazakhstan on November 9, 2007 No. 4991) (*with amendments and additions*).

3. Basic terms and definitions

Term	Definition
<i>Academic freedom</i>	a set of powers of subjects of the educational process granted to them to independently determine the content of education in the disciplines of their 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;
<i>Academic period (Term)</i>	period of theoretical training that can be set independently by the educational organization in one of three forms: semester, trimester, quarter;
<i>Academic credit</i>	-a unified unit of measurement for the volume of scientific and (or) academic work (load) of the student and (or) teacher;
<i>Transcript</i>	- A document containing a list of completed disciplines and/or

	modules, as well as other types of academic work for the corresponding period of study, indicating credits and grades
<i>Grade Point Average (GPA)</i>	is 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 the selected period). this training period).
<i>Nostrification of educational documents</i>	is a procedure carried out to determine the equivalence of documents issued to persons who have received education in other states, in international or foreign educational institutions (their branches);
<i>Recognition of educational documents</i>	is an official confirmation by the authorized body of the significance of a foreign educational qualification.

4. General provisions

4.1 Students are transferred from the current academic year to the next, from one educational organization to another, from one form of study 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 (grant). Transfer of a student from a paid basis to training under a state educational order is carried out by awarding educational grants released in the course of training.

4.2 Transfer or reinstatement of students, with the exception of educational organizations under the President of the Republic of Kazakhstan and higher education institutions, is carried out in educational institutions that have a license and (or) appendix to the license to engage in educational activities, as well as having international specialized accreditation of national and (or) foreign accreditation bodies included in the registers and (or) associations of accreditation bodies of states-Members of the Organization for Economic Cooperation and Development (OECD) in the field of education.

4.3 Transfer of students from foreign educational institutions is carried out to educational institutions that have a state educational order for the corresponding level of education, field of education and year of admission and (or) have international specialized accreditation of national and (or) foreign accreditation bodies included in the registers and (or) associations of accreditation bodies of the member States of the Organization for Economic Cooperation and Development (OECD) in the field of education.

4.4 **Students** of higher educational institutions **can transfer** or **reinstated** at the UIB after being expelled, **if they have fully completed the first academic period (semester) of the program** they are studying in accordance with the individual curriculum (2.5, p. 33).

At the same time, the student may transferred to or be reinstated in any educational program regardless of the length of time since their withdrawal at the moment of reinstatement.

4.5 When transferring or reinstating students, the year of their further education is determined by the Department of Academic Affairs (DAA) based on the amount of credits disbursed.

4.6 The transfer of mastered credits is carried out on the basis of a comparison of educational programs, the content of the list of mastered disciplines, their volumes, acquired knowledge, skills, abilities and competencies, as well as learning outcomes.

4.7 When transferring or restoring students, a corresponding commission is created for re-recording the results of training in IHPE.

4.8. The difference in the forms of final control is not taken into account when transferring completed credits in academic disciplines.

4.9 Credit is equated to the letter system of assessment of academic achievements of the student, corresponding to the digital equivalent of a four-point system in the range from the minimum D (1.0; 50-54%) to the maximum A (4.0; 95-100%).

4.10 A student under an educational grant or state educational order who has reached the established transfer score and is transferred to the next year of study, if there is an academic debt, liquidates it on a paid basis, while retaining an educational grant or a place under a state order.

4.11 Students and undergraduates studying under an educational grant can transfer with the retention of the educational grant from the UIB to another university and vice versa.

4.12 Transfer of students and undergraduates from UIB to a national university is carried out only on a paid basis.

4.13 Transfer of a student from a paid basis to training under a state educational order is carried out by awarding educational grants released in the course of training in accordance with the Rules for awarding an educational grant to pay for higher or postgraduate education with the award of a bachelor's or master's degree (Order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 25, 2023 year No. 443 *with amendments and additions*).

4.14 Students' applications for transfer and reinstatement are considered by the first head of the UIB during the summer and winter holidays no later than five days before the start of the next academic period. At the same time, in the event of a state of emergency, social, natural and man-made emergencies, wartime, as well as in conditions of armed and military conflicts in the country of study, the transfer and restoration of citizens of the Republic of Kazakhstan, kandas status holders from foreign vocational schools is carried out during the school year.

4.16 The academic difference in the subjects of the working curriculum is determined on the basis of the list of subjects studied, their educational programs and volumes in academic hours or credits reflected in the transcript, or a certificate issued to persons who have not completed their education (hereinafter referred to as the academic certificate).

4.17 When transferring or reinstating students to the UIB, the academic difference should not exceed 25 credits of the mandatory component of general education

disciplines for bachelor's degree and no more than 15 credits of the mandatory component of general education disciplines for master's degree, in the disciplines of the working curriculum studied by them during previous academic periods. Transfer of a student from one EP to another, from one language department to another within the university is carried out according to similar requirements.

4.18 In accordance with the mastered prerequisites, the year of study is determined, and the credits are re-credited in accordance with the educational program;

4.19 In order to eliminate the academic difference in the disciplines of the working curriculum, the student is enrolled in these disciplines, attends all types of training sessions during the academic period, passes all types of current control, and receives admission to the final control.

4.20 If the academic difference subjects are not included in the schedule of academic classes of the current academic period, the student is enrolled in them in the summer semester.

4.21 Academic differences in the subjects of the working curriculum that are not eliminated in the summer semester are further accounted for as academic arrears.

5. Transfer of students from other educational organizations to UIB

5.1 The procedure for transferring a student from another university to UIB is carried out in the following order:

- a student who wants to transfer to the UIB submits an application in any form for transfer to the name of the first head of their university, and, having received a written consent to transfer, sealed, writes an application for admission to the name of the first head of the UIB;

- copies of the transcript signed by the registrar, Dean, Director of the Department of Academic Affairs (vice-rector for Academic Affairs, rector of another university and sealed) are attached to the application for transfer addressed to the first head of the UIB.

- A copy of the UNT certificate.
- copy of the certificate of the educational grant holder in the form (if any).
- in accordance with the visas of the registrar, Director and First Head of the University issues an order for the transfer of the student.

The application and the attached documents are submitted to the DAA. The DAA forms a commission to determine the difference in disciplines and transfer ECTS according to the educational program, the provided transcript and the transfer period (the permissible difference in the number of ECTS is clause 4.17).

5.2 The University sends a written request to the Organization of Higher and Postgraduate Education (OHPE), where the student previously studied, to forward his/her personal file no later than five days before the start of the next academic period. The request must be accompanied by a copy of the transfer order.

5.3 After receiving such a request, the head of the OHPE, where the student previously studied, issues an order on deduction with the wording "deducted due to

transfer to (Kenzhegali Sagadiyev UIB LLP) "and within three working days from the date of issuing the order on deduction, sends the student's personal file to the UIB.

5.4 When transferring a student on the basis of an educational grant from another university to UIB, the first head of the university submits to the Ministry of Education and Science of the Republic of Kazakhstan (administrator of the corresponding budget program) a copy of the order on enrollment of the student together with a copy of the certificate of the educational grant issued in his/her name,

5.5 When transferring or reinstating a student from a foreign educational organization, the following documents are submitted:

- document on completed academic programs (academic reference or transcript);
- a document on completion of the previous level of education, which is undergoing the procedure of nostrification in the Republic of Kazakhstan in accordance with the procedure established by the Rules for Recognition and nostrification of educational documents;
- results of entrance tests for admission to foreign educational organizations.

6. Reinstatement of students in the UIB

6.1 Reinstatement as a student is carried out only on a paid basis.

6.2 The reinstatement procedure is carried out according to the same rules as the transfer of students from another educational organization to the UIB. At the same time, the student submits an application for reinstatement to the first head of the UIB before the start of the academic period.

6.3 The application is written in any form and the application is accompanied by the originals of all documents: transcript, UNT certificate, documents on previous education.

6.4 Further, the registrar indicates the academic difference in the application (if any). If the application is approved, an order is issued to reinstate the student no later than 5 days before the start of the next academic period.

7. Transfer of students from UIB

7.1 The procedure for transferring a student from UIB to another university is carried out in the following order:

- a student who wants to transfer to another university submits an application in any form for transfer to the first head of the UIB, and having received a written consent to transfer, sealed, writes an application for admission to the name of the head of the university to which he is being transferred;
- the application for transfer is accompanied by copies of the transcript signed by the registrar, the Director of the Department of Academic Affairs and sealed with a certificate of the educational grant holder (if any);
- when receiving a request from another university, the UIB issues an order with the wording " expelled due to transfer to another university (name indicated)".

– the student's personal file is sent to another university after the procedure of passing the clearance slip and if the student has no financial debt within three working days from the date of issuing the order.

– if a student is transferred from the UIB under an educational grant, the personal file is sent to the host university no later than three days (provided that the student passes the bypass list).

7.2 The original contract, copies, and an inventory of the documents to be sent remain in the UIB.

8. Expelling students from UIB

8.1 The procedure for expelling a student from the UIB is carried out in the following order:

– a student who wants to be expelled submits an application to the first head of the UIB, indicating the reason for the expulsion:

- financial debt.
- academic debt;
- moving to another city.
- moving to another country;
- transfer to another university;
- at student’s own request.

Then, after the signatures of the registrar, accountant, director, the application is signed by the Rector of UIB.

8.2 Within three working days from the date of writing the application, students are issued an order for expulsion.

8.3 The student goes through a clearance form procedure, submits the clearance slip to the registrar and receives the original documents on previous education against signature.