

**КЕНЖЕҒАЛИ САҒАДИЕВ
АТЫНДАҒЫ
ХАЛЫҚАРАЛЫҚ БИЗНЕС
УНИВЕРСИТЕТІ**



**KENZHEGALI SAGADIYEV
UNIVERSITY
OF INTERNATIONAL BUSINESS**

APPROVED

**By the Academic Council of UIB
named after Kenzhegali Sagadiyev
Protocol No 16_ dated 30.05.2025
Chairperson: A. M. Makhmetova**

RULES

OF INTERNAL REGULATIONS FOR STUDENTS

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

EDITION 7

Effective from the date of signing

Almaty, 2025

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Document passport

Document type	Regulation
Document Title	Rules of Internal regulations for students
Document Purpose	These Rules are an internal regulatory document of the University <i>and</i> are designed to regulate relationships and control the discipline of students of the UIB.
Development	QAC
Approval	Vice-Rector for directions Director of Graduate School of Busness Dean of the Faculty of Basic Higher Education Director of Department of Academic Affairs Head of the Quality Assurance Center Head of the SL (Scientific Library) Director of DLA
Approval	the AC of UIB
Performers of the document	Students of UIB
Control over the implementation	Rector
Exceptions	No
Regulatory references	<p>-Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education" (<i>with amendments and additions</i>).</p> <p>- Rules for organizing the educational process based on credit technology of training. Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 152 dated 20.04.2011 (<i>with amendments and additions</i>).</p> <p>- 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 No. 595 dated October 30, 2018 (<i>with amendments and additions</i>).</p> <p>- State compulsory 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>).</p>
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1. Scope of application

1.1. These Rules are the main local regulatory act that determines the internal life schedule of students of Kenzhegali Sagadiyev University of International Business LLP (hereinafter referred to as the University or UIB).

2. Regulatory references

These Internal Regulations for Students use references to:

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

2. Rules for organizing the educational process based upon redit technology of education. Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 152 dated 20.04.2011 (*with amendments and additions*).

3. 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*).

4. State compulsory 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*).

5. Rules on conducting current monitoring of academic performance, intermediate and final assessment of students at the Kenzhegali Sagadiyev University of International Business.

3. Terms and definitions

Term	Definition
Academic Calendar	Calendar of educational and control events, professional practices during the school year with indication of rest days (vacations and holidays).
Academic rating of a student (Rating)	is a quantitative indicator of the level of mastery of a student's curriculum of disciplines, compiled based on the results of intermediate assessment
Active Handouts (APM) (Hand-outs)	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).
Final assessment of students (Qualification Examination)	A procedure carried out to determine the degree to which they have mastered the scope of academic subjects provided for in the state compulsory standard of education;
Final assessment	Control of students ' academic achievements in order to assess the quality of their development of the during the interim assessment in the form of an exam. If the discipline is studied over several academic periods, then the final control can be carried out in part based on the discipline studied in current term.

Control of students academic achievements	Checking the level of students' knowledge by various forms of control (current, midterm and final) and attestation, determined independently by the higher educational institution
Credit technology of training	Training based on the choice and independent planning of the sequence of studying disciplines by the student using credit as a unified unit of measurement for the amount of academic work of the student and the teacher.
Office of Registrar (department, sector)	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.
Intermediate assessment 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.
Syllabus of the Discipline (Syllabus)	A curriculum that includes a description of the discipline being studied, the goals and objectives of the discipline, a summary of its content, topics and duration of their study, tasks for independent work, consultation times, a schedule for testing students 'knowledge, teacher requirements, criteria for evaluating students' knowledge, and a list of references.
Midterm assessment	Control of students' academic achievements upon completion of a section (module) of one academic discipline.

4. General provisions

4.1. The internal regulations are developed on the basis of the Academic Integrity Code of the UIB and the Rules on conducting current monitoring of Academic performance, intermediate and final assessment of students at the Kenzhegali Sagadiyev UIB.

4.2. The internal schedule is defined as the procedure for conducting all types of academic classes, extracurricular scientific, educational and other activities and requirements for maintaining order in the premises and on the territory of the University.

4.3. Academic discipline is defined as mandatory for all students to comply with the rules of conduct established at the University, the order of implementation of curricula, programs, attendance at classes, as well as the proper performance of the duties assigned to them by students.

4.4. Internal regulations and academic discipline are regulated by regulatory legal acts of the Republic of Kazakhstan, the Charter, decisions of the Academic Council of the University, orders and directives of the President of the University, these Rules and other internal regulatory documents and organizational and administrative acts of the University administration.

4.5. Academic discipline at the University is ensured by the University administration creating appropriate organizational and economic conditions necessary for students to comply with academic discipline, by methods of persuasion, encouragement for conscientious study, as well as by applying disciplinary penalties for violation of academic discipline.

5. Rights and obligations of students

5.1. Every student of the University has the right to:

5.1.1 Respect for one's human dignity, freedom of conscience, information, and free expression of one's own opinion and beliefs.

5.1.2. Protection of life and health and protection from all forms of physical and mental violence, personal insults.

5.1.3. Obtaining high-quality higher and postgraduate education in the chosen educational program in accordance with the state compulsory standards of education.

5.1.4. Training within the framework of state compulsory standards of education according to individual curricula by the decision of the Academic Council of the University. Training according to an individual curriculum, including accelerated training, within the limits of the educational program being mastered in accordance with the procedure established by the legislation of the Republic of Kazakhstan and local regulatory acts of the University and the rules of credit technology of training.

5.1.5. Reinstatement and transfer from one educational institution to another, from one specialty to another in accordance with the procedure established by the authorized state body in the field of education and internal regulatory documents of the University.

5.1.6. Obtaining additional educational services, knowledge according to their inclinations and needs on a paid basis.

5.1.7. Participation in the management of the University in the forms established by the current legislation and internal regulatory documents of the University.

5.1.8. Free use of information resources at the University, provision of textbooks, educational and methodical complexes and teaching aids in accordance with the procedure established by the Government of the Republic of Kazakhstan.

5.1.9. Free use of sports, reading rooms, assembly halls, and the University library.

5.1.10. Encouragement and remuneration for academic, scientific and creative achievements.

5.1.11. Subsidized travel by public transport (except taxi) by decision of local representative bodies.

5.1.12. Combining training with work in your free time.

5.1.13. Academic leave for medical reasons and in other exceptional cases for the period and in accordance with the procedure established *in the Rules for Granting Academic Leave (with amendments and additions)*.

5.2. Each student of the University must:

5.2.1. Acquire knowledge, skills, practical skills and competencies in accordance with the requirements of the state mandatory standards of education.

5.2.2. Take care of your health, strive for spiritual and physical self-improvement.

5.2.3. Maintain loyalty to the legitimate interests of the University, exercise their rights and fulfill their obligations towards the University in good faith and reasonably, and do not take actions that cause financial or other damage to its interests and business reputation.

5.2.4 Support the honor and dignity of the University student by their conduct, attitude to study, take care of increasing the University's authority, preserve and multiply the best traditions of the University.

5.2.5. Comply in good faith with the terms of the educational services agreement concluded with the University, as well as other contracts and agreements.

5.2.6. Make timely payment of tuition fees in accordance with the agreement on the provision of educational services (for students on a paid basis), and provide the administration of the relevant faculty (educational unit) with a copy of the payment document within 3 (three) days.

5.2.7. They should regularly familiarize themselves with the announcements and information posted by the administration of the University, faculty (educational division) on information stands in the University's structural divisions and library, regularly visit the official website of the University and review the information posted on the site.

5.2.8. Know and study the laws and other regulatory legal acts in force in the Republic of Kazakhstan, regulating the rules and procedure for studying in higher educational institutions of the Republic of Kazakhstan.

5.2.9. Comply with the requirements of the Charter, these Rules and other internal regulatory documents of the University on the organization of educational processes.

5.2.10. Duly execute orders, instructions, directions, and regulations issued by the administration of the University and the faculty (academic unit) within the scope of their competence."

5.2.11. Pass all types of academic performance monitoring and attestations established at the University to check students' academic achievements within the prescribed period.

5.3. Show good faith when passing all types of performance monitoring and certification, including avoiding cases of:

5.3.1. Use of educational and other informational materials at exams and other mandatory attestation events without the teacher's permission, as well as technical means of communication, other methods for unauthorized obtaining of information, for the task performed by the student;

5.3.2. Submission for evaluation (defense) of control, term papers, theses and other mandatory written works, the authorship of which does not belong to the certified student.

5.4. Show integrity in the learning process, including:

5.4.1. Attend all types of training sessions in accordance with the working curricula, individual training plan, programs and schedules of training sessions, do not be late for classes, as well as attend consultations (pre-examination, intermediate state control disciplines, etc.) conducted by University departments;

5.4.2. In the event of missing classes for valid reasons, students must inform the administration of the relevant faculty (educational unit) either independently or through relatives, doing so in the shortest possible time, but no later than one calendar month from the day the first class was missed. On the first day of return, students must present documents of the established format (medical certificates, summons, explanatory notes, and others) explaining the reasons for the absence.

5.4.3. Perform all types of tasks provided for in the working curricula of disciplines within the established time frame;

5.4.4. Observe the procedure for attending classes established by these Rules and other internal regulatory documents of the University.

5.4.5. Eliminate academic debt within the time limits established by the relevant order of the President or other authorized official of the University on a paid basis.

Note: in the event that the academic debt was formed due to the temporary disability of the student, the academic debt is liquidated free of charge, provided that the students are provided with a certificate of the MCC (medical consultation commission) of the established form issued by the student polyclinic.

5.5. Take care of the student's personal documents (student ID card, credit card, etc.), and in case of their loss, immediately notify the administration of the faculty (educational unit).

5.6. Respect the honor and dignity of the teaching staff, other employees of the University, as well as persons studying at the University, including:

5.6.1. Stand up when a professor (or instructor) or University administrative staff enters the classroom

5.6.2. Avoid actions that interfere with the normal conduct of academic sessions;

5.6.3. Avoid using rude, incorrect, or obscene language in your speech.

5.6.4. Behave with dignity, be polite and tactful when communicating, and avoid insulting the individual;

5.6.5. Refrain from actions that prevent other persons from fulfilling their duties.

5.7. In case of repeated actions during the academic session that interfere with its normal conduct (or a single one committed in a rude or cynical form), the student may be suspended by the teacher from participating in this training session, about which the teacher informs the administration of the faculty (educational unit) immediately after the end of the lesson with a report (report).

5.8. Observe the established internal regulations, public order, and generally accepted norms of behavior.

5.9. Do not commit actions, including during non-academic hours, for which administrative or criminal liability is stipulated by the legislation of the Republic of Kazakhstan.

5.10. Observe the access control regime established in the University, including not transferring one's document, which grants the right of access to the University's territory and premises, to other persons, and not using a document issued to another person.

5.11. Observe the rules of safety, fire safety, industrial sanitation and personal hygiene.

5.12. Immediately inform the University administration about any situation or incidents that pose a threat to the life or health of people, the safety of the University's property.

5.14. Be disciplined, maintain cleanliness and order on the territory and in the premises of the University for public use.

- During lessons, the student must not interfere with the process by talking, moving around, or distracting others.

- The student may ask questions regarding the content of the lesson, using methods that do not disrupt its proceedings.

- During training sessions, the mobile phone signal must be turned off or switched to silent mode.

- It is forbidden to perform religious rites on the territory of the University.

- Smoking is strictly prohibited in the building and in the surrounding area.

- On the territory of UIB, it is strictly forbidden to drink alcoholic beverages, be in a state of alcoholic or other intoxication, use or distribute narcotic substances, publicly express aggression in any form.

- Approval, indirect advertising or direct promotion of harmful products (drugs, gambling, etc.) is prohibited.

5.15. Keep a health record in a timely manner and annually undergo a mandatory medical examination on time and in accordance with the order (instructions) of the President or other authorized official of the University.

5.16. Immediately notify the University's medical officer of any deterioration in their health status.

5.17. To treat the property and material assets of the University, provided for use in educational and other purposes, with care, and to prevent their loss, damage, or spoilage.

5.18. Immediately inform the Department of Academic Affairs (further DAA) or the administration of the faculty (educational unit) in case of changes in the address, phone number and other data provided to students upon admission to the University.

5.19. Immediately report upon call of the University administration, faculty (educational unit).

5.20. Upon graduation from the University, before the date of graduation:

- Surrender to the student's office a student ID card, a reader's ID card, and other documents issued to the student by the University.
- if there is a financial debt owed to the University, pay off the amount of the debt in full;
- sign the clearance slip according to the form issued by the Educational and methodical center (OR), submit the clearance slip to the registrar's office.

6. Financial responsibility of students

6.1. If students cause damage to the University's property, as well as to the property of third parties, for which the University is responsible by virtue of legislative acts or an agreement, the student bears full material responsibility and compensates the losses caused to the University in accordance with the procedure established by the current legislation of the Republic of Kazakhstan, voluntarily or on the basis of a court decision.

6.2. Termination of the agreement on the provision of educational services between the University and the student after causing damage (harm) does not entail the release of the student from material liability for compensation of the damage (harm) caused to the University.

6.3. The student's material liability for damage (harm) caused to the University arises from: damage (harm) caused as a result of guilty unlawful conduct (action or inaction) and a causal link between the guilty unlawful conduct and the damage (harm) caused, unless otherwise provided by the laws of the Republic of Kazakhstan.

6.4. The student's liability for damage caused to the University is excluded if the damage occurred as a result of force majeure or extreme necessity, necessary defense.

6.5. The student's ignorance of the norms of the current legislation, contracts and agreements concluded by him, these Rules and other internal regulatory documents and organizational and administrative acts of the University administration does not release the student from liability and obligations to compensate for damage (losses) caused to the University by students.

6.6. For violation of academic discipline, internal regulations, requirements of the Educational process and practice, one of the following penalties may be applied to students:

- 1) verbal warning:
 - regarding the entry of violations into the transcript (appendix) to the Diploma
 - regarding expulsion from the University.
- 2) apologizing publicly, as well as through social networks, instant messengers and other means of communication;
- 3) refutation of false information, judgments, insults and other statements in public, as well as through social networks, instant messengers and other means of communication;
- 4) recording of violations in the transcript (appendix) to the Diploma
- 5) expulsion from the University.

Conclusion

This Rule is mandatory for all students of the University from the moment of approval.