

**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. 6 dated 26.01.2024
Chairperson: A. M. Makhmetova**

REGULATIONS

ON ACADEMIC MOBILITY

**KENZHEGALI SAGADIYEV
UNIVERSITY OF INTERNATIONAL BUSINESS LLP**

EDITION 8

Effective from the date of approval

Almaty, 2024

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Document passport

Document type	Organizational documentation
Document name	Regulations on academic mobility
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Approval	Rector of Kenzhegali Sagadiyev UIB
State University Document Executors	International Department, Training and Methodological Center
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Regulatory documents References	<ol style="list-style-type: none"> 1. Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319 (with <i>amendments and additions</i>). 2. Rules of organization of the educational process under credit technology of training, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated 20.04.2011 No. 152 (with <i>amendments and additions</i>). 3. Rules of referral for studying abroad, including within the framework of academic mobility, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated November 19, 2008 No. 613. Registered with the Ministry of Justice of the Republic of Kazakhstan on January 22, 2009 No. 5499 (with <i>amendments and additions</i>). 4. Bologna Declaration of 19 June 1999
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1 Scope of application

1.1 This Regulation regulates the goals, grounds and defines the conditions and procedure for organizing academic mobility of students, teachers and employees of the Kenzhegali Sagadiyev University of International Business (hereinafter referred to as the University or UIB), as well as establishes sources of funding for international academic mobility, rules and procedures for transferring learning outcomes within the framework of academic mobility of students (hereinafter referred to as academic mobility).

1.2 The present Regulation defines academic mobility as the acquisition of educational services by UIB students outside the University, subject to the re-crediting of completed academic programs or courses in the form of academic credits.

2 Normative references

This Regulation on Academic Mobility uses references to:

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

2.2 Rules of organization of the educational process under credit technology of education (*with amendments and additions*.)

2.3 Referral rules 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, Registered with the Ministry of Justice of the Republic of Kazakhstan on January 22, 2009 No. 5499 (*with amendments and additions*).

2.4 The Bologna Declaration of 19 June 1999.

3. General provisions

3.1. Academic mobility of students, graduate students, teachers and staff is one of the main principles of the Bologna Declaration and one of the important areas of international activity. It contributes to improving the quality of higher education, increasing the effectiveness of scientific research, improving the management system, establishing external and internal integration links, and fulfilling the mission of the UIB.

3.2. The main goal of academic mobility is to integrate into the international educational space and use the world's educational resources.

3.3. The goals, objectives and general rules for ensuring and implementing individual academic mobility comply with the basic principles of the Bologna Declaration.

3.4. The rules and procedures for implementing academic mobility apply to students, full-time master students, as well as full-time teachers and employees of UIB.

3.5. The objectives of academic mobility are to improve the quality of education, introduce new forms and technologies of education, participate in the international education system, create conditions for further expansion of employment areas for UIB graduates, ensure their competitiveness in the international labor market, and increase the prestige of UIB in the educational market.

3.6. Academic mobility of students, teachers and employees of the University is carried out within the framework of international agreements (memoranda and cooperation agreements, exchange and scholarship programs) and agreements between educational organizations of the Republic of Kazakhstan and foreign countries, as well as joint international educational programs (ERASMUS+, DAAD, BOLASHAK, etc.).

3.7. To enhance the effectiveness and efficiency of foreign business trips and the rational use of financial resources, a Commission for Internationalization (hereinafter – the Commission) operates on a permanent basis within the UIB. The procedure for the establishment and organization of the Commission's activities is regulated by the Provision on the UIB Academic Council (Council for Internationalization). All travel by university students to countries near and far abroad for academic mobility, whether funded by the university's budgetary and/or extra-budgetary funds, the inviting party's funds, or at their own expense, is carried out only by a decision of the Commission.

4. Terms and definitions

4.1 The following terms are used in this Regulation:

Term	Definition
<i>Academic mobility</i>	The movement of students or faculty of higher education institutions for a specified academic period (semester or academic year) to another educational or scientific institution (within the country or abroad) for the purpose of studying, conducting research, or teaching."
<i>Information package</i>	Catalog of courses in the state, English or Russian languages, describing the most important areas of university activity – academic, organizational, methodological, scientific and includes additional information (sports and mass events, cultural and leisure services, material and technical base). The form, structure, content and format of presentation of the information package is determined by the university independently.
<i>European Credit Transfer and Accumulation System</i>	A pan-European system of accounting for students' academic performance during the development of an educational program or course.
<i>A study agreement</i>	This is a tripartite agreement that approves the planned study-abroad program, and which must be signed by the

	student, the University staff member responsible for approving the study program, and the student mobility coordinator or another responsible person at the host university. The tripartite agreement must be completed before the start of the study abroad period and/or during the study period.
<i>Internationalization Commission</i>	Commission consisting of University staff that selects and evaluates applicants for academic mobility. The composition of the Commission is approved by the order of the head of the University.
<i>GPA (Grade Point Average)</i>	Average score of a student's overall academic performance
<i>Depending on the type of activity involved in academic mobility, there are two forms of mobility: educational and scientific.</i>	
<i>1) Educational mobility</i>	Training, advanced training or retraining on the basis of an individual student's plan or an international (including joint) educational program, which specifies the subjects that are supposed to be studied at another domestic or foreign university.
<i>2) Scientific (research) mobility or internship</i>	Activities related to the collection and analysis of information and materials of a scientific-theoretical and scientific-practical nature for writing a thesis, dissertation, or monograph in a specific field and/or for preparing a textbook or teaching manual, based on library resources and other resources from universities and countries.
<i>Depending on the place of receiving educational services, academic mobility is divided into internal (within the country), external (international), and incoming (in the UIB):</i>	
<i>1) Internal academic mobility</i>	The movement of students or teachers of the University for a certain academic period to another educational or scientific institution in Kazakhstan.
<i>2) External (international) academic mobility</i>	The movement of students or teachers of UIB for a certain academic period to another educational or scientific institution abroad.
<i>3) Incoming academic mobility</i>	The movement of students from foreign or domestic higher education institutions to study, conduct research, and complete internships at the UIB.
<i>4) Outgoing academic mobility</i>	The movement of students of UIB to study in foreign or domestic higher educational institutions, conduct research and complete internships.

4.2 The implementation of academic mobility is advisable for students of 2-3 bachelor's degree courses, for students of master's and doctoral studies - in accordance with the profile and terms of study.

5. Coordination and organization of academic mobility

5.1 Coordination and monitoring of academic mobility at UIB is carried out by the International Department (ID) on the basis of inter-university agreements, a tripartite agreement for training and an invitation from a foreign educational institution. At the same time, the partner university and its educational programs must be accredited in their country and entered in the Register of Accredited Educational Organizations and Accredited Educational Programs.

5.2 Coordinator of Academic Mobility Programs:

- in cooperation with the departments and heads of the EP, it monitors educational programs and organizes the conclusion of cooperation agreements with partner universities for academic mobility of students;
- organizes the receipt of letters of invitation from a foreign educational institution with an indication of the full list of disciplines for the planned period of academic mobility together with the departments;
- together with the head of the graduate department, the curator and the student determines the list of subjects to study and issues an application-request for registration of a student for disciplines of a foreign university;
- draws up a tripartite agreement for studying at a foreign educational institution between the applicant (student) and both universities;
- together with departments and advisors, conducts extensive awareness-raising activities among students about the opportunities for studying under academic mobility programs: organizing meetings with students at least once a month (for example, every first Saturday of the month);
- in cooperation with the heads of graduate departments and curators, it provides comprehensive assistance to students in choosing a university (within the country or abroad) from among partner universities with which there is an agreement on academic cooperation (except in special cases approved by management);
- Organizes and conducts a competitive selection of candidates for participation in grant-based academic mobility programs;
- Develops, together with the departments, an Information Package, including a description of the educational program and a catalog of courses in the state language, English, or Russian;
- In collaboration with the departments, maintains ongoing correspondence with students and official representatives of the foreign university regarding academic performance, living conditions, and the implementation of the student's Individual Study Plan (ISP);
- In cooperation with the Head of the DAA and the head of the department, it

transfers credits that students have mastered at a foreign university;

- prepares an annual report on the implementation of academic mobility at UIB.

5.3 All involved parties, including the International Department, heads of graduating departments, curators, and the Academic Affairs Department (DAA), are responsible for the proper organization and implementation of academic mobility programs."

The head of graduating department is responsible for ensuring that the content of subjects taught to students in academic mobility programs, UIB training programs, and individual curricula is consistent.

6. Procedure for funding and selection of applicants for academic mobility

6.1 Academic mobility can be financed by:

- funds from the republican budget, for students studying under the state educational order;
- extra-budgetary funds of the UIB received from providing paid services;
- grants from employers, social, academic and scientific partners, international and domestic foundations and scholarships;
- funds from the host country, including grants from international organizations and private foundations;
- students' personal funds.

6.2 Funds from the national budget are allocated for students under the state educational order within the limits of the established standards for studying abroad, which cover the cost of living (120 days), travel to and from the place of study, the cost of obtaining a visa and medical insurance for a participant in the academic mobility program.

6.3 The basis for international academic mobility is an official invitation from a foreign university and a tripartite study agreement signed by the host university.

6.4. The student has the right to participate in academic mobility without restrictions at the expense of personal funds.

6.5. The student has the right to participate once in exchange programs, which are financed by the state order and international programs.

6.6 Information about opportunities to participate in academic mobility programs is provided to students through the electronic learning portal Moodle, on bulletin boards within the University, during informational events and individual consultations.

6.7 To participate in the academic mobility competition, students submit an application to the International Department in accordance *with Appendix 1*, certified by the head of the Department. In the application, students must indicate the desired country without further right to change, since the subsequent stages of selection among applicants will be held separately by country, independently of each other.

6.8 A package of documents for a foreign business trip under the academic mobility program is considered individually by the Commission.

6.99 The main criteria for selecting applicants are:

- completion of one academic period at UIB;
- The student's GPA is 3.0 or higher, and in the Erasmus+ program, the overall GPA is 3.5 or higher.
- academic performance for the entire training period;
- proficiency in English at least B2 level
- be of legal age at the time of submission
- non-academic activity while studying at UIB (sports, volunteering, participation in student life)

6.10 When a student or master's student studies at a partner university on a non-reimbursable basis in accordance with inter-university agreements, payment is made according to the contract concluded between the student and the sending university. No payment is charged for taking the academic difference."

6.11. When a student/master's student is studying at a partner university on a paid basis, the amount and procedure of payment is determined individually for each student.

7. Selection procedure

7.1 The selection procedure for students and undergraduates consists of three stages:

1. *Accepting student applications and checking for compliance with the above criteria.* Registered applications are accepted according to the selection criteria, and the coordinator determines the applicants with the highest GPA results.

2. *Determining the level of English proficiency.* One can confirm the level of foreign language proficiency in the following ways: certificate of proficiency in a foreign language (IELTS, TOEFL, DET) or certificate of confirmation of the level of English from the teacher of the Language Center, specify the level in accordance with the CEFR (Common European Framework of Reference for Languages) (with the signature, full name, contacts of the teacher) *Appendix 6. awarding points according to the levels: A1-30, A2-50, B1-70, B2-85, C1-100*

3. *Passing the interview in English.* A selection committee is established to choose participants for training within the framework of academic mobility, consisting of 3–6 people, one of whom is a representative of the International Department. Members of the selection committee must be proficient in English. Interview topics/questions are not provided to participants in advance. If necessary, interviews with applicants are recorded in real time to further ensure transparency and openness of the process. The interview results are entered into the evaluation sheets by each member of the Commission. (*Appendix 4*).

7.2 The final results are calculated by adding the scores for all stages according to the following formula: 20% * GPA + 20% * certificate/statement of foreign language proficiency+ 60% * interview. Applicants who receive the maximum number

of points are eligible to participate in the academic mobility program. The selection results are drawn up in the form of minutes of the competition commission meeting. Calculation formula: $(GPA * 25) * 0.2 + (\text{English language certificate score} * 0.2) + (\text{total interview score} * 1.7) * 0.6$

7.3 Selection procedure for doctoral students

1. Determining the level of English proficiency. One can confirm the level of proficiency in a foreign language in the following ways: certificate of proficiency in a foreign language (IELTS, TOEFL, DET).

2. Academic resume with a list of publications

3. Research proposal (2000-3500 words) (will be checked for plagiarism and borrowing)

4. Passing the interview in English. To select participants for training in the framework of academic mobility, a competition commission is created, consisting of 3-6 people, one of whom is a representative of the international department. Members of the competition committee must speak English. Interview topics/questions are not provided to participants in advance. If necessary, interviews with applicants are recorded in real time to further ensure transparency and openness of the process. The results of the interview are entered in the assessment sheets by each member of the Commission (*Appendix 4*).

5. The final results are calculated by adding the scores for all stages according to the following formula: $20\% * \text{certificate/statement of foreign language proficiency} + 20\% * \text{research proposal} + 60\% * \text{interview}$. Applicants who receive the maximum number of points are eligible to participate in the academic mobility program. The selection results are drawn up in the form of minutes of the competition commission meeting. Calculation formula: $(\text{English language certificate score} * 0.2) + (\text{research proposal} * 0.2) + (\text{total interview score} * 1.7) * 0.6$

8. Procedure for referral and return from academic mobility training

External academic mobility

8.1. Outbound academic mobility funded by the Ministry of Education and Science of the Republic of Kazakhstan

- The Ministry of Education and Science of the Republic of Kazakhstan allocates financial resources (within the established norms) for travel expenses of students sent to study abroad as part of academic mobility, and an "Agreement for studying under the academic Mobility program at the expense of budget funds" is concluded with students. *Appendix 7*.

- The acceptance of documents and the competitive selection of applicants is carried out in accordance with the Rules for Studying Abroad, including within the framework of academic mobility, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan.

– After the announcement of the competition results, the Academic Mobility Coordinator of the International Department organizes the process of sending students’ documents to partner universities. Upon receiving the invitation letter from a partner university, the Academic Mobility Coordinator of the International Department assists in the process of preparing and submitting the applicants’ applications for placement in the partner university under the academic mobility program.

– Based on the order on departure of students for academic mobility training, the accounting department develops an individual planned calculation of expenses in accordance with the standards of the Ministry of Education and Science of the Republic of Kazakhstan and makes an advance payment of funds to the bank card account of the Participant of the academic mobility program.

– Upon completion and returning from the academic mobility program, the Participant must submit a document on the results of the academic mobility program, a notarized translation of the transcript into the state or Russian languages to the ID and DAA of the UIB and a financial report to the financial department of the UIB within 3 business days.

8.2. Outbound academic mobility funded by international programs (ERASMUS+, Mevlana, DAAD, FULBRIGHT, UGRAD, etc.)

– The requirements for candidates to participate in the above-mentioned programs are established by the rules of these programs.

– Funding for participation in international programs is carried out in accordance with the rules for financing each individual academic mobility program.

– Upon returning from the academic mobility program, the Participant must submit a document on the results of the academic mobility program, a notarized translation of the transcript into the state or Russian languages to ID and DAA of the UIB.

8.3. Outgoing academic mobility funded by the program participant (self-financing)

– The applicant of this academic mobility program independently covers all expenses, including tuition, accommodation, transportation costs, visa processing costs, medical insurance, etc.

– GPA should be 3.0 or higher.

– The level of knowledge of a foreign language (if necessary) can be confirmed by one of the following documents:

a) a certificate of proficiency in the language that is the language of instruction at the host university, at the level of B2 and above;

b) transcript - for students in groups with the English language of instruction (who have mastered more than 2 disciplines in the specialty in English);

– Upon returning from the academic mobility program, the Participant must submit a document on the results of the academic mobility program, a notarized

translation of the transcript into the state or Russian languages to ID and DAA of the UIB.

8.4. Incoming academic mobility implemented with foreign partner universities

– Applicants for the academic mobility program can be students, master and doctoral students from partner universities with which there are cooperation agreements (including Erasmus+, Mevlana, etc.). In the absence of an agreement, according to the submission of the Department, if necessary, the ID concludes a Memorandum of Cooperation (Agreement) between the University and a partner university.

– The applicant for participation in the academic mobility program sends the required package of documents to the ID of the UIB in accordance with the established deadlines. Applicants can apply for their own/or related educational program.

– The candidates’ documents undergo a procedure of approval with the relevant department, the dean’s office, and the DAA. In case of a positive decision, the department prepares a submission in the prescribed format. The Academic Mobility Coordinator of the ID assists in properly preparing the submission, coordinates it with the Vice-Rector for Academic Affairs, the Director of the DAA, and the supervising Vice-Rector, and then submits it to the DAA for the preparation of the “Enrollment” order.

– Based on the order, the ID sends an official invitation letter to the Participant of the academic mobility program indicating the terms of study and the department, the terms of payment for training, as well as, if necessary, other documents for obtaining a visa to the Republic of Kazakhstan. The University provides assistance in finding housing at the student's request.

– The participant of the academic mobility program independently purchases an airline or train ticket, arranges medical insurance for the period of stay in the Republic of Kazakhstan, and obtains a visa with the assistance of the academic mobility coordinator of the ID.

– Upon arrival at the University, the participant of the academic mobility program must register with the ID (within 3 days after crossing the border). An employee of the ID introduces the student to the rules of stay in the Republic of Kazakhstan.

– The coordinator for academic mobility, together with the departments, youth center, curators, etc., provides advisory assistance to students during their stay at the University. The University is not responsible for their illegal actions (inaction).

– The coordinator/adviser at the department assists in coordinating the IEP/Agreement for the student's training. The host department is responsible for monitoring the student's academic progress/attendance under the academic mobility program.

– Upon completion of the program, DAA issues the student participating in the academic mobility program a transcript of the established form; DAA issues an order for expulsion based on the recommendation of the department, agreed with the ID.

Internal academic mobility

8.5. Outgoing academic mobility implemented with partner universities in the Republic of Kazakhstan

- through the coordinator for academic mobility of the ID the student submits an application to the selected university with a request to provide a working curriculum for the semester that interests him;
- the student, together with the advisor of the department, considers the possibility of studying at a partner university;
- the head of the department, together with the advisor, prepares a submission with a preliminary statement indicating the list of courses studied at another university and the courses to be studied through distance learning technologies (DLT)., the list should reflect all the disciplines studied in the UIB according to the student's IEP;
- the student writes an application for permission to leave and receive approval on both documents with the head of the department, the dean of the faculty, and the head of the Finance Department;
- the head of the department prepares a letter of recommendation for the student;
- the student provides the academic mobility coordinator with a letter of recommendation, application, presentation, transcript and a copy of the ID card.
- the student, together with the coordinator, fills out the student's application in 3 copies, indicating the purpose of departure, destination, course, etc., and the training agreement in 3 copies;
- a tripartite training agreement prepared by the coordinator and signed by the head of the legal service, the head of the Finance Department is coordinated and approved by the Rector of UIB;
- the coordinator prepares an official letter to the Rector of the host university, requesting admission of students;
- after the agreement of the partner university (signing of tripartite study agreements), the university issues an order on permission to leave for academic mobility.

8.6. Incoming academic mobility implemented with partner universities in the Republic of Kazakhstan

- coordinators of partner universities send a request to the e-mail of the ID UIB for providing a working curriculum for the semester they are interested in, and the ID asks the UIB Department for working curriculum of the corresponding EP;
- the coordinator of the sending university prepares the necessary package of documents for the student;
- the coordinator of the ID UIB coordinates with the university management the documents provided by the partner university;
- the procedure and cost of tuition fees are regulated by a tripartite agreement between the student, host and sending universities.

- an order is issued to enroll the student in the framework of academic mobility;
- upon completion of the training, the student is issued a transcript.

8.7. Academic mobility of teaching staff, AMP and research staff

– Teaching staff, AMP, and researchers are eligible to participate in the academic mobility program in their own or related specialty. AMP participates in academic mobility programs, according to the position held and the areas of activity of the University's structural divisions.

– If necessary, the ID UIB enters into a Tripartite Cooperation Agreement between the University, a foreign partner university and a teaching staff/AMP/ researcher.

– The period of time for sending teaching staff/AMP for academic mobility is determined by the contract or order of the Rector of the University. For teaching staff/AMP, the duration of an internship abroad should not exceed 40 calendar days, excluding travel time. For the entire period of internship or advanced training, the academic mobility participant retains his/her workplace, position, and average salary. The University has the right to grant researchers participating in academic mobility leave for up to one year with the retention of their place of work and position without pay.

– The academic mobility program is implemented in the following forms:

- a) study at a foreign university for one or more months;
- b) teaching at a partner university: giving lectures, conducting classes and consultations, taking exams, etc.;
- c) representing the interests of the University in the work of scientific schools;
- d) conducting joint research with a partner university.

– The application-justification for participation in the academic mobility program is submitted 1 month before the start of the program. The basis for submitting an application is an invitation letter from the host party with a recommendation from the heads of structural divisions, as well as an academic mobility plan.

– Funding for the academic mobility program of a teaching staff/AMP/researcher can be carried out at the expense of the University, international programs, a partner university, self-financing, etc.

– Upon completing and returning from the academic mobility program, the Participant must submit a document on the results of the academic mobility program (diploma, certificate of professional training, etc.) to the ID UIB, a report on the results of the academic mobility program to the Human Resources Department and a financial report (if expenses are reimbursed by the University) within 3 business days.

– The teaching load of a teaching staff who has participated in academic mobility (for a period of more than 1 month) is redistributed among the employees of the department for the entire period of absence. Upon the return of the teaching staff, its teaching load is resumed.

– The official duties of the AMP/researcher for the period of his/her absence on academic mobility are assigned to the employee of his/her structural division. For the period of absence, the AMP/researcher retains his/her workplace.

8.8. *Conditions for participation in academic mobility programs for teaching staff, AMP and researchers at the expense of the University, international scholarship programs (Erasmus+ etc.)*

1. Be a full-time faculty member, AMP, and research fellow
2. Proficiency in English, certificates (IELTS, TOEFL, DET)
3. Summary with a list of publications (KOKSON-approved journals list, Scopus, Web of Science)
4. Interview in English
5. Compliance of the subjects taught with the partner university

8.8.1. *The following documents are accepted for sending teaching staff, AUP and research staff of UIB on academic mobility:*

- an application addressed to the Rector in any form
- a copy of the ID card and a valid national passport
- CV
- certificates (IELTS, TOEFL, DET)
- a copy of the official invitation to a foreign university;
- a copy of the order of the higher educational institution on sending a teacher/employee to a partner university;

8.9. The following documents are accepted for sending students of UIB on academic mobility to study:

- student's application *form (Appendix 1)*;
- a tripartite training agreement in accordance *with Appendix 3*;
- IEP, where all the disciplines studied at the host university are indicated.
- a copy of the student's transcript.
- letters of recommendation;
- certificate confirming knowledge of a foreign language (IELTS, TOEFL, HSK), if available;
- a copy of the identity card and/or national passport (notarized if the originals are not submitted for verification);
- medical certificate in the form 082/Y (when traveling abroad);
- a copy of the official invitation to a foreign university;
- a copy of the order of the higher education institution on sending a student or master's student to study at a partner university;
- written consent of the applicant's parents (guardians, legal representatives) to be sent to study abroad within the framework of academic mobility, for a period of more than two months (for persons under the age of 18)
- memo for UIB students traveling abroad (Appendix 5)

8.10 A student who has academic debts and differences must eliminate them in the additional or summer semester on a paid basis.

8.11 The final document confirming the student's training under the external mobility program is a transcript of training in the form established by the rules of business trips abroad, issued by the host university where the training was carried out. Students must also provide an authentic transcript of the host university in English with a notarized translation into the state or Russian language.

8.12 The transcript of study includes information about the program of study (discipline code), the name of the discipline, the duration of study of the discipline (year, semester, trimester), the grade for training (in the national scale and in the ECTS scale), the number of ECTS credits awarded.

8.13 A student studying under a state educational grant, who is traveling abroad for a business trip/internship, shall retain their scholarship in full for the entire duration of the trip/internship, but for no more than four months, unless otherwise stipulated in the order on the student's assignment

8.14 Departments should take into account the contingent of students who are abroad for academic mobility programs, when forming the staff schedule of teaching staff, and distributing the teaching load.

8.15 The student, the head of the department, and the dean of the faculty are responsible for providing invalid data and falsifying documents for traveling abroad under academic mobility and for failing to complete readmission procedures (or recovery/reinstatement) after returning from a foreign assignment, as determined by the decision of the university's Ethics Committee."

8.16 If an academic difference is identified in the UIB EP, the student/master's student is given the opportunity to pass this difference remotely while studying at a partner university or upon returning.

9. Information support

9.1. General management of the organization and information support of the external academic mobility program is carried out by the ID.

9.2. Official website of the University: www.uib.edu.kz

9.3. The ID coordinator creates and constantly updates a database of partner universities and academic mobility programs, informs graduating departments about the current state of external international cooperation, and the recruitment of participants for academic mobility programs through the University's educational portal (moodle).

10. Conclusion

10.1 The Regulations are approved by the Rector of the University and are valid until their cancellation.



Appendix 1

International Department
University of International Business
named after Kenzhegali Sagadiyev

Student's application form
for participation in academic mobility

This application form is intended for students of K. Sagadiyev UIB who wish to study at K. Sagadiyev UIB partner universities

Note

1. This form is intended for internal use and is used only for the purposes of selecting candidates
2. All fields must be filled in
3. The completed form should be returned to the following address:

UIB, International Department 8A, Abaya Ave., office 123 Almaty 050010 Republic of Kazakhstan	Tel: +7 727 25963 10 E-mail address: id.head@uib.kz , id@uib.kz
--	---

Have you participated in exchange programs, and if so, when and in what program?

First Name:		Last Name:	
Student number (barcode)		Passport data	
Department and EP at UIB (specify the cipher of the educational program)			
Credits scored		Passport No	
Average academic score		Issuing authority	
Gender		Date of issue	
Date of birth (d/m/y)		Valid period	
Personal contact information		Emergency contact person	
Address in Almaty city		Name, address	
Tel (mobile/home)		Phone(mobile/home)	
E-mail		E-mail	
Specify the partner university and program name in order of preference:			
1.			
2.			
Period of study at a partner university: * Fall Semester * Spring Semester * Summer period *			
Other (specify) _____			

- *Please write a short essay on this page about your motivation to study at a partner university, its relevance to your curriculum, how this study can be useful for you and your future career, describe your extracurricular activities, hobbies, knowledge of the language of instruction and the host country (each point will be taken into account when selecting a candidate). Attach certificates of extracurricular activities during your studies at UIB, language programs)*

Submitting an application confirms that the information provided above is true, that I accept responsibility for all my expenses for studying at the host university, and that I have read and agree to the academic mobility/exchange rules and payment regulations.

Student's full name

Signature

Date:

Credit transfer rules

Coordination, compliance with the principles and mechanisms of ECTS at the UIB is the responsibility of the University's Department of Academic Affairs (DAA).

The ECTS academic credit is a unit of measurement for the workload of studying a discipline, both in the classroom and during independent work. One ECTS credit is equal to 25-30 academic hours.

When converting grades (scores) of the Republic of Kazakhstan to ECTS grades:

KZ	Digital Equivalent Points	% content	Rating according to traditional system	ECTS score
A	4	95-100	Excellent	A
A-	3.67	90-94		
B+	3.33	85-89	Good	B
B	3	80-84	Good	C
B-	2.67	75-79		
C+	2.33	70-74		
C	2	65-69	Satisfactory	D
C-	1.67	60-64		
D+	1.33	55-59		
D	1	50-54	Satisfactory	E
F	0	0-49	Unsatisfactory	FX, F

When translating ECTS grades (points) into the Republic of Kazakhstan grades:

ECTS	ECTS letter system score KZ	Digital equivalent of points	% content	Rating according to traditional system
A	A	4	100	Excellent
B	B+	3.33	85	Good
C	B	3	80	
D	C	2	65	Satisfactory
E	D	1	50	
FX, F	F	0	0	Unsatisfactory

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*]

Recognition at the Sending Institution
Mobility type: Semester(s)

Table B	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
				Total: ...	

Provisions applying if the student does not complete successfully some educational components: [*web link to the relevant information*]

If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution
Mobility type: Semester(s)

Table C	Component code (if any)	Component title or description of programme at the Receiving Inst	Short description of the virtual component (obligatory field):	Number of ECTS credits to be	Automatic recognition
					Yes <input type="checkbox"/>
					Yes <input type="checkbox"/>
					Yes <input type="checkbox"/>
				Total: ...	

Study Programme at Receiving Institution and recognition at the Sending Institution

Mobility type: Blended mobility with short-term physical mobility

	Component code (if any)	Component title or description of the mobility programme	Short description of the virtual component (obligatory field):	Number of ECTS credits to be	Automatic recognition
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
				Total: ...	

**Study Programme at Receiving Institution and recognition at the Sending
Institution**

**Mobility type: Short-term doctoral mobility
Commitment of the three parties**

Component code (if any)	Component title or description of the mobility programme	Short description of the virtual com (optional field):	Number of ECTS credits to be	Automatic recognition	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p>By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.</p>					
Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Any Mobility type

**Changes to the learning agreement
Mobility type: Semester(s)**

Exceptional changes to Table A (to be approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) (to be approved by the student and the responsible person in the Sending Institution)							
Table B2	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)	Automatic recognition

			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	Yes <input type="checkbox"/> No <input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Exceptional changes to Table C (if applicable) (to be approved by the student and the responsible person in the Sending Institution)						
Table	Component code (if any)	Component title or description study programme at the Receiving In	Short description of the virtual component	Reason for change	Number of ECTS credits to be awarded	Automatic recognition
C2						Yes <input type="checkbox"/>
						Yes <input type="checkbox"/>

- In case of changes to the learning agreement for mobility types: Blended mobility with short-term physical mobility or Short-term doctoral mobility, please create a new learning agreement**

Glossary

Term	Definition/Explanation
Nationality	Country to which the person belongs administratively and that issues the ID card and/or passport.
The European Student Identifier (ESI)	A unique European Identifier number used to identify and authenticate students using the Erasmus+ Mobile App and/or the desktop version of the app to fill in and sign their online learning agreement. If the sending institution does not issue an ESI for its students an alternative mechanism for identifying and authenticating students can be accepted. For more information, visit the Erasmus Without Paper Competence Centre .
Study cycle	Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
Field of education	The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.
Erasmus code	A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.
Administrative Contact person	A person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.
Mobility type: Semester(s)	A study period abroad lasting at least one academic term/trimester or 2 months to 12 months (long-term mobility)
Blended mobility	Any mobility can be carried out as a “blended mobility” by combining the study period abroad with on virtual component at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.
Short description of a virtual component	An indication of whether the virtual component is an online course(s), embedded in a course(s) selected at the receiving institution, embedded in a blended intensive programme and/or other type of online activity at the receiving institution along with component title(s) or short description of the online activity.

Blended mobility with short term physical mobility	If a long-term physical mobility is not suitable, the student may undertake a study period abroad lasting between 5 days and 30 days and combined with a compulsory virtual component to facilitate an online learning exchange and/or teamwork.
Short-term doctoral mobility	A study period abroad lasting between 5 days and 30 days. An optional virtual component to facilitate an online learning exchange and/or teamwork can be added to further enhance the learning outcomes.
ECTS credits (or equivalent)	In countries where the "ECTS" system is not in place, in particular for institutions located in third countries not associated to the programme not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
Automatic recognition	All credits gained abroad – as agreed in the Learning Agreement and confirmed by the Transcript of Records – will be transferred without delay and counted towards the students' degree without any additional work or assessment of the student. This is signalled in the learning agreement by the “Yes” check box. If the “No” check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied e.g. registration in the students’ <u>diploma supplement</u> or <u>Europass</u> Mobility Document.
Educational component	A self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
Level of language competence	A description of the European Language Levels (CEFR) is available at: https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr
Course catalogue	Detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
Responsible person at the Sending Institution	An academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
Reasons for deleting a component	<ol style="list-style-type: none"> 1. Previously selected educational component is not available at the Receiving Institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify)
Reason for adding a component	<ol style="list-style-type: none"> 5. Substituting a deleted component 6. Extending the mobility period 7. Adding a virtual component 8. Other (please specify)

Interview Evaluation Sheet

№	Applicant's full name	Component rating (max. 5 points)				Overall rating
		Grammar	Vocabulary	Fluency	Coherence	

Comments:

Memo for UIB students traveling abroad

This memo is intended for students of the UIB (citizens of the Republic of Kazakhstan) traveling abroad, and contains general rules and practical recommendations, compliance with which will help to avoid difficulties during a trip abroad.

During your stay in a foreign country, you are subject to its laws, which you must strictly observe. However, ignorance of the laws of the host country does not exempt you from liability.

While abroad, follow the generally accepted standards of ethics and morality, adjust your behavior in accordance with the environment, it is important to observe local customs and traditions.

Do not forget that knowing at least the basic words and phrases in a foreign language will make your stay in the country easier, and will also be welcomed by the local population.

In general, it is advisable to adhere to the following recommendations.

- During a trip abroad, always be in touch with the University staff: an employee of the international department, curator, head of the department, office registrar.
- Upon arrival at the hotel (hostel, dormitory), pay special attention to the rules of accommodation and fire safety; it is advisable to always have a business card with you (in addition, in hotels, hostels you can always get booklets with maps).
- In case of unforeseen circumstances (detention by local law enforcement agencies, threats from other persons, road accidents, etc.), you have the right to request a meeting with an employee of the Kazakhstan’s consular office in the host country. Do not sign any protocols or other documents in a foreign language in the absence of employees of the consular office of the Republic of Kazakhstan.
- During foreign travel, it is also recommended to carry a copy of your passport, visa, and the invitation, if the latter served as the basis for its issuance. A copy of your passport or identity card of a citizen of the Republic of Kazakhstan (RK) will help you, in the event of possible theft or loss of these documents, to obtain a 'Certificate of Return to the Republic of Kazakhstan' at the RK Consulate. If you do not have any documents or their copies with you (in case of theft or loss), you will have to undergo an identity verification procedure at the RK Consulate in order to be issued the aforementioned Certificate.
- Each student is personally responsible for all his/her actions/inactions, the UIB is not responsible for the consequences that have arisen in the form of illegal behavior of the student.

The memo is based on recommendations for citizens of the Republic of Kazakhstan traveling abroad:
https://m.egov.kz/cms/ru/articles/reminder_for_kz_citizens_abroad?mobile=yes

Information about contacts of embassies of Kazakhstan abroad:
https://egov.kz/cms/ru/articles/move_abroad/kz_foreign_establishments

Reviewed by:

(Full name of the student)

(Full name of the parent / guardian)

Date _____ **Date** _____

Signature _____ **Signature** _____

Appendix 6

On the letterhead

Certificate of foreign language proficiency

To Whom It May Concern,

Language Center of Kenzhegali Sagadiyev University of International Business
confirms that

(Name surname, year of study, study programme)

has ____ level of English language.

First, last name of Instructor

Contact details

Signature

Appendix 7

Agreement

*to study under the academic mobility program
at the expense of budgetary funds*

Almaty city __. ____ 20__

Kenzhegali Sagadiyev University of International Business LLP, hereinafter referred to as the "University", represented by Rector A. M. Makhmetova, acting on the basis of the Charter, on the one hand and

(FULL NAME), _____ year of birth, IIN _____ (student _- th year (4 years of education), Faculty of BHE, educational program " _____"), hereinafter referred to as the "Student", on the other hand, have entered into this Agreement as follows:

1. Subject of the agreement.

1.1. Based on the results of the selection of applicants, the University sends a Student to study abroad within the framework of academic mobility at the expense of budget funds in accordance with the expenditure rate specified in Appendix No. 1, which is an integral part of this Agreement.

1.2. The term of study abroad is 1 (one) semester (120 days).

1.3. The day of departure for a study trip is considered to be the day of departure of the vehicle, determined by the date of the travel document.

1.4. The day of arrival is considered to be the day of arrival of the vehicle, the date of which must coincide with the date of the travel document.

2. Rights and obligations of the parties.

2.1. Familiarize with the rate of expenses specified in Appendix No. 1 in the framework of academic mobility to the country of study before starting the trip to study.

2.2. After returning from a trip to study, the Student must submit an advance report with appendices (documents confirming the intended use of funds allocated for academic mobility) to the University's Accounting department within 3 days. In case of incomplete expenditure of funds, the balance is returned to the University's bank account no later than 3 days from the date of submission of the advance report.

2.3. A Student who has been sent for academic mobility is reimbursed for the following expenses, and the amount should not exceed the rate of expenses specified in Appendix No. 1. If exceeded, the difference is covered by the Student himself:

a) travel expenses to and from the place of study are reimbursed based on actual costs documented by supporting evidence, including by air travel, or, in the absence of air service, by rail not exceeding the cost of a coupé carriage (compartment), or by bus."

- when traveling by air, the following documents are provided to confirm expenses: e-ticket, boarding passes, ticket purchase receipt; when traveling by rail and bus: ticket, receipt (if available).

b) accommodation rental expenses. The following documents must be provided to confirm the expenses: a lease agreement, a payment receipt (fiscal receipt) or a bank statement indicating the purpose of payment and for whom the payment was made, and, if necessary, an invoice and an act of completed works.

c) medical insurance expenses. To confirm the expenses, the following are provided: the original insurance policy, and a receipt for the payment of the insurance company's services.

d) visa expenses, to confirm the expenses provided: a check for payment of the consular fee, a photocopy of the visa.

2.4. Food expenses (per diem) under the academic mobility program are NOT PROVIDED. These expenses are covered by the student who is assigned for academic mobility **at their own expense.**

2.5. The use of funds allocated under the academic mobility program to cover expenses that are not provided for in the norm of expenses specified in Appendix No. 1 is inappropriate. In this case, the funds are subject to an undisputed refund to the University.

2.6. Certificates are not a supporting document. Documents confirming the expenses should be provided by each person sent to study in the framework of academic mobility.

3. Academic responsibilities of the student

3.1. The final document confirming the Student's training under the mobility program is a transcript of training, a notarized translation in the state or Russian language, which must be submitted to the Department of Academic Affairs (DAA) of the University.

3.2. If Students does not master the disciplines-differences in the time spent on outgoing academic mobility or in the case of unsatisfactory grades (F, Fx) - the disciplines are considered debt and are studied in the additional summer semester on a paid basis at the University.

3.3. Students are required to follow the laws of the country of arrival and all academic and other rules and regulations established by the host Country.

3.4. This Agreement comes into force from the moment of its signing by the parties and is valid until all its terms are fulfilled.

3.5. The liability of the parties is determined in accordance with the current legislation of the Republic of Kazakhstan.

3.6. The agreement is drawn up in 2 copies for each party and each of these copies has the same legal force.

4. Details of the parties.

University: " Kenzhegali Sagadiyev University of International Business" LLP Address: 050010, 8 "a" Abay Ave., Almaty, 050010 PHH 600200014685 KZ736017131000014675 Halyk Bank JSC BIC HSBKKZKX BIN 001240005189, Kbe 17 Rector _____/ Makhmetova A.M.	Student: FULL NAME _____ _____ year of birth IIN: _____ Address: _____ ID number _____ Date of issue _____ Phone number: _____ Email address: _____ Signature ✓ _____
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