

**КЕНЖЕҒАЛИ САҒАДИЕВ  
АТЫНДАҒЫ ХАЛЫҚАРА-  
ЛЫҚ БИЗНЕС  
УНИВЕРСИТЕТИ**



**KENZHEGALI SAGADIYEV UNI-  
VERSITY OF INTERNATIONAL  
BUSINESS, UIB**

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

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## **ACADEMIC POLICY**

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

**EDITION 11**

**Effective from the date of signing**

**Almaty 2024**

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*Profile*

<b>Document Type</b>	Internal Regulatory Documentation
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<b>Original Holder</b>	The Quality Assurance Centre

## 1. GENERAL INFORMATION

The Academic Policy (hereinafter — the Policy) of the LLP “Kenzheghali Sagadiyev University of International Business” (hereinafter — the University or UIB) has been developed in accordance with the applicable legislation in the field of education and the regulatory acts of the Ministry of Education and Science of the Republic of Kazakhstan, taking into account the University’s priority objectives and its Development Programme (Strategy).

### 1.1. General Provisions

1.1.1. *The Academic Policy* constitutes a system of rules and procedures for planning and organising educational activities aimed at implementing student-centred learning and enhancing the quality of education.

1.1.2. The Policy is defined by the University’s strategic goals and mission (the Development Programme (Strategy) of the LLP “UIB” for 2024–2028, approved by the Academic Council of the UIB, Minutes No. 6 dated 26.01.2024).

1.1.3. The provisions of the Policy may be revised in the event of amendments to the regulatory acts governing educational activities in the Republic of Kazakhstan, the University’s Charter, or its Development Programme (Strategy), as well as changes to the content of educational programmes, and in accordance with recommendations arising from the outcomes of international institutional or programme accreditation.

1.1.4. *The purpose of the Academic Policy* is to provide high-quality educational services to students through the development of competitive educational programmes and the advancement of academic mobility.

#### 1.1.5. *Objectives of the Academic Policy:*

– the development and enhancement of educational programmes based on the University’s own research outcomes, advanced international scientific achievements, and aligned with professional standards, incorporating multidisciplinary, interdisciplinary, and transdisciplinary approaches;

– establishing an educational environment and social infrastructure to support student-centred learning;

– developing a highly qualified academic faculty to enhance the effectiveness of managing the educational environment.

1.1.6. The Policy is intended for students, academic faculty, and the heads and staff of the University’s structural units involved in organising the educational process, as well as other interested parties.

#### 1.1.7. The University defines the following guiding principles of academic activity:

– UIB provides all students with equal opportunities to receive high-quality and accessible education;

– UIB does not permit discrimination against students with special needs, nor on the basis of race, nationality, ethnicity, religion, gender, social status, physical ability, age, or any other subjective criteria;

– UIB provides academic freedom to students in selecting individual learning pathways and developing essential skills through the choice of elective courses and by monitoring their own progress via the electronic learning portal;

– UIB supports talented applicants and high-achieving students by providing special tuition discounts and scholarships;

– UIB strives to train in-demand and successful professionals who possess a high level of professional competencies, fundamental knowledge, innovative approaches, and practical skills;

– UIB encourages the application and implementation of new educational technologies, as well as the integration of scientific research into the educational process;

UIB upholds the principles of academic integrity and maintains zero tolerance for any form of deception or misconduct in scientific and educational activities.

1.1.8. The Policy is aimed at improving the credit-based learning system in accordance with ESG standards, and at ensuring an understanding of the extent to which the University meets the criteria for objective evaluation set by the League of Academic Integrity.

1.1.9. The implementation of this Policy is carried out through:

- the UIB Academic Council — the highest collegial governing body of the University, operating in accordance with *the Regulations on the UIB Academic Council*;
  - the UIB Administration — the highest executive body responsible for the University’s operational management, operating in accordance with the job descriptions of the administrative and managerial staff (AMS);
  - the Academic and Methodological Council — the highest collegial body governing the University’s academic and methodological processes, strategically responsible for academic policy and operating in accordance with the *Regulations on the UIB Academic and Methodological Council*;
  - the Faculty of Basic Higher Education — the main structural unit of the University responsible for academic policy in the area of student development and support, operating in accordance with *the Regulations on the UIB Faculty*;
  - the Departments and the Language Centre — key academic units responsible for staff training, the scholarly development of the respective unit, and the implementation of academic policy within the supervised educational programmes, operating in accordance with *the Regulations on the UIB Department*;
  - the Registrar’s Office — an academic service operating under the Regulations on the Registrar’s Office, responsible for recording students’ academic achievements and maintaining all academic and non-academic records of the educational process;
  - the Departments and Centres — units responsible for activities related to specific functional areas of the University, as defined in the respective departmental or centre regulations;
  - the Research Library — an academic service operating under the Regulations on the Research Library, providing members of the academic community with access to educational and scientific literature, as well as information and library resources;
- the Committees and Commissions whose members include participants in the educational process, including students.

## 1.2. Normative References

1.2.1. This Academic Policy of the UIB has been developed on the basis of the following normative documents:

- 1) Law of the Republic of Kazakhstan “On Education” dated 27 July 2007 No. 319 (*as amended and supplemented*).
- 2) Law of the Republic of Kazakhstan “On Science” dated 18 February 2011 No. 407-IV ZRK (*as amended and supplemented*).
- 3) State Compulsory Standard of Higher Education — On the Approval of the State Compulsory Standards of Higher and Postgraduate Education. Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 20 July 2022 No. 2;
- 4) Model Rules for the Activities of Organisations of Higher and/or Postgraduate Education (HPE). — Order of the Minister of Education and Science of the Republic of Kazakhstan dated 30 October 2018 No. 595 (*as amended and supplemented*);
- 5) Rules for Organising the Educational Process under the Credit-Based Learning System — Order of the Minister of Education and Science of the Republic of Kazakhstan dated 20 April 2011 No. 152 (*as amended and supplemented*).
- 6) Regulations on Conducting Ongoing Academic Performance Monitoring, Mid-Term and Final Assessment of Students at the LLP “Kenzheghali Sagadiyev University of International Business”.

7) Model Regulations on the Dissertation Council — Order of the Minister of Education and Science of the Republic of Kazakhstan dated 31 March 2011 No. 126 (*as amended and supplemented*).

8) Regulations on the Dissertation Council at the UIB.

9) Rules for Awarding Academic Degrees — approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated 31 March 2011 No. 127 (*as amended and supplemented*).

10) “On the Approval of the Rules for Organising and Implementing Academic-Methodological and Scientific-Methodological Work” — Order of the Minister of Education and Science of the Republic of Kazakhstan dated 29 November 2007 No. 583 (*as amended and supplemented*);

11) “On the Approval of the Requirements for Educational Organisations Providing Distance Learning and the Rules for Organising the Educational Process under Distance Learning” — Order of the Minister of Education and Science of the Republic of Kazakhstan dated 20 March 2015 No. 137 (*as amended and supplemented*).

“On the Approval of Qualification Requirements for Educational Activities of Organisations Providing Higher and/or Postgraduate Education, and the List of Documents Confirming Compliance Therewith” — Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 5 January 2024 No. 4 (*as amended and supplemented*).

### 1.3. Abbreviations and Definitions

Abbreviation	Full Name (Explanation)
ACCA	Association of Chartered Certified Accountants (ACCA — it is a global association of professionals in the fields of finance, accounting and audit)
AQAustria	Agency for Quality Assurance and Accreditation Austria (Accreditation agency)
ECTS	European Credit Transfer and Accumulation System (European system for the transfer and accumulation of credits)
FIBAA	Foundation for International Business Administration Accreditation (Accreditation agency)
GPA	Grade Point Average (average performance score)
GSB	Graduate School of Business
IT	Information technology
KazSEE	Kazakhstan Society for Engineering Education
KPI	KEY PERFORMANCE INDICATORS (Evaluation of Academic Faculty Performance Based on Key Performance Indicators)
PhD	Doctor of Philosophy
ROS	Research oriented study
UIB	University of International Business
AC	Attestation Commission
AMS	Administrative and Managerial Staff
LBC	Library and Bibliographic Classification

<i>DB</i>	Database
DBI	Department of Business Informatics
<i>ISC</i>	In-Semester Control
<i>SCES</i>	State Compulsory Educational Standard
<i>SEC</i>	<i>State Examination Commission</i>
<i>DAA</i>	Department for Academic Affairs
ITD	Information Technology Department
<i>DC</i>	Disciplinary Committee
<i>DLT</i>	Distance Learning Technologies
<i>UNT</i>	Unified National Testing
<i>CCC</i>	Competition and Contract Commission
<i>KOKSNVO MNVO RK</i>	Science and Higher Education Quality Assurance Committee of the Ministry of Science and Higher Education of the Republic of Kazakhstan
<i>CT</i>	Comprehensive Testing
<i>CBS</i>	Credit-Based System
CEC	Catalogue of Elective Courses
<i>MBA</i>	Master of Business Administration (Master of Business Administration), abbreviated as MBA – is a qualification degree in management.
<i>DMB</i>	Department of Management and Business
<b>IMS</b>	International Medical School
MSHE RK	Ministry of Science and Higher Education of the Republic of Kazakhstan
<i>MEP</i>	<i>Modular Educational Programme</i>
<i>HAAP (IAAR)</i>	Independent Agency for Accreditation and Rating
<i>HAOKO (IQAA)</i>	Independent Agency for Quality Assurance in Education
SRW/M/D	Student / Master’s / Doctoral Research Work
<i>NCE “Atameken”</i>	National Chamber of Entrepreneurs of the Republic of Kazakhstan “Atameken”
<i>OHPE</i>	<i>Organisation of Higher and Postgraduate Education</i>
<i>EP</i>	Educational Programme
RO	Registrar’s Office
<i>IIIC</i>	<i>Academic Staff</i>
<i>RHMB</i>	Restaurant and Hospitality Management Business
<i>WAP</i>	Working Academic Plans
<i>PRUE</i>	Plekhanov Russian University of Economics
<b>DSHS</b>	Department of Social and Human Sciences
<i>ISRW</i>	Independent Scientific Research Work (Student)

<i>IWS/M/D</i>	Independent Work of Student / Master’s Student / Doctoral Student
<i>DTH</i>	Department of Tourism and Hospitality
<i>LLP</i>	Limited Liability Partnership
<i>SAP</i>	Standard Academic Programme
<i>UDC</i>	Universal Decimal Classification – Information Classification System
<b>UIB</b>	University of International Business named after Kenzheghali Sagadiyev
<i>AC</i>	Academic Council
<i>FBHE</i>	Faculty of Basic Higher Education
<i>DFA</i>	Department of Finance and Accounting
<i>CC</i>	Career Centre
<i>QAC</i>	Quality Assurance Centre
<b>LC</b>	Language Centre

## 1.4 Terms and Definitions

<b>Terms</b>	<b>Definition</b>
<i>European Credit Transfer and Accumulation System (ECTS – European System for the Transfer and Accumulation of Credits)</i>	A pan-European system for recording students’ academic work in the process of mastering an educational programme or course, as well as a method for assigning credit units (credits) to the components of educational programmes (subjects, courses, modules). It enables the comparison and transfer of completed academic components (with credits and grades) when students change their learning pathway, educational institution, or country of study.
<i>Graduate School of Business (GSB)</i>	A structural unit of the University responsible for organising and coordinating academic and methodological activities within Master's and Doctoral educational programmes.
<i>Grade Point Average (GPA)</i>	A weighted average grade of a student’s academic achievements, based on which progression to the next year of study is determined. It is calculated as the ratio of the sum of the products of credits and the numerical equivalent of the mid-term assessment grade to the total number of credits for all courses.

Example of GPA Calculation:

<b>Course</b>	<b>Number of Credits</b>	<b>Letter Grade</b>	<b>Numerical Equivalent</b>
Philosophy	3	A	4.0
History of Kazakhstan	4	B	3.0
Informatics	2	F	0.0

Philosophy  $4.0 \times 3 = 12.0$

History of Kazakhstan  $3.0 \times 4 = 12.0$

Informatics  $0.0 \times 2 = 0.0$

Sum of Products =  $12 + 12 + 0 = 24$

Total Number of Credits =  $3 + 4 + 2 = 9$

GPA = sum of products / total number of credits =  $24.0 / 9 = 2.67$

<b>Terms</b>	<b>Definition</b>
<i>Academic Backlog</i>	The presence in a student’s academic record, as defined by the curriculum, of courses that have not been completed or courses with an unsatisfactory grade in the final assessment.
<i>Academic Mobility</i>	The movement of students or academic staff-researchers for the purpose of study or research for a defined academic period (a semester or an academic year) to another university (within the country or abroad), with the mandatory transfer and recognition of completed educational programmes or courses in the

	form of academic credits at their home university or for the continuation of studies at another institution. Academic mobility is classified into:
<i>Academic Policy</i>	A system of measures, rules and procedures for planning and managing educational activities, and for the effective organisation of the learning process, aimed at implementing student-centred learning and enhancing the quality of education.
<i>Academic Freedom</i>	A set of powers granted to participants in the educational process, enabling them to independently determine the content of education for elective components, additional types of learning, and the organisation of educational activities, with the aim of creating conditions for the creative development of students and teaching staff, as well as for the application of innovative technologies and teaching methods.
<i>Academic Degree</i>	A degree awarded by educational institutions to learners who have completed the relevant educational programmes and passed the final assessment.
<i>Academic Calendar</i>	A calendar outlining the schedule of academic and assessment activities, as well as placements, throughout the academic year, including designated rest days (holidays and breaks).
<i>Academic credit</i>	A standardised unit for measuring the volume of research and/or academic work (workload) undertaken by a learner and/or a teacher.
<i>Academic Term</i>	A period of theoretical instruction determined by the educational institution in one of three formats: a semester, a trimester, or a quarter. The duration of one semester is 15 weeks.
<i>A student’s academic ranking</i>	A quantitative indicator of a learner’s level of mastery of a course’s curriculum, based on the results of interim assessment.
<i>Academic hour</i>	The time a learner spends in scheduled contact with a teacher across all types of academic sessions (classroom-based instruction). One academic hour is equivalent to one contact hour (50 minutes) for lectures and practical (seminar) classes, or two contact hours (100 minutes) for laboratory sessions and physical education classes. It is also equivalent to one contact hour (50 minutes) for all types of academic placements, two contact hours (100 minutes) for all types of teaching placements, and five contact hours (250 minutes) for all types of industrial placements.
<i>Handouts</i>	Visual and illustrative materials distributed during classes to motivate learners and support their creative and effective understanding of the topic (lecture notes, references, slides, examples, a glossary, and tasks for independent study).
<i>Appeal</i>	A procedure carried out to identify and eliminate cases of unfair or inaccurate assessment of a learner’s knowledge.
<i>Placement sites</i>	Enterprises, organisations, institutions, educational establishments, research institutes and centres, or the university’s own structural units where students undertake their professional placements.
<i>Bachelor</i>	An academic degree awarded to individuals who have completed a bachelor’s degree programme (higher professional education).
<i>Bachelor's Degree Program</i>	A professional higher-education programme designed to train specialists and award the academic degree of “Bachelor” in the relevant field, with a standard duration of no fewer than four years and the mandatory completion of at least 240 credits.
<i>A letter-based grading and rating system for assessing academic achievement.</i>	A system for assessing the level of knowledge in points aligned with the internationally adopted letter-grade system, enabling the determination of students’ academic ranking.
<i>Graduating department</i>	A department responsible for training and graduating specialists in educational programmes aligned with its area of expertise.
<i>Attestation Commission (AC)</i>	A commission established by order of the University’s head, composed of leading academic staff members in the field of the relevant educational programme, which conducts the final assessment of learners under the chairmanship of a

	person approved by the Academic Council who is not a lecturer or employee of the university.
<i>State Examination Commission (SEC)</i>	A commission established by order of the University’s head to administer the state examination in the subject <i>Modern History of Kazakhstan</i> , comprising a chair and commission members. The Chair of the SEC is approved by the University’s Academic Council for a term of one calendar year. The composition of the SEC is approved by order of the University’s head from among highly qualified teaching staff.
<i>Dual-degree education</i>	An opportunity to study concurrently under two curricula (educational programmes) with the aim of obtaining two equivalent degrees, or one primary degree and an additional.
<i>Descriptors</i>	A description of the level and scope of knowledge, skills, abilities, and competences acquired by students upon completion of an educational programme at the corresponding level of higher or postgraduate education; the descriptors are based on learning outcomes, the competences developed, and the total number of credits (credit units).
<i>Degree thesis (project)</i>	An undergraduate final project that summarises the results of a student’s independent study and research on a current issue within the specific educational programme and its related field of study.
<i>Doctor of Philosophy (PhD)</i>	An academic degree awarded to individuals who have completed doctoral professional training programmes in the corresponding fields of study.
<i>Doctorate programme</i>	Postgraduate education whose programmes are aimed at preparing specialists for scientific, pedagogical and/or professional activity, culminating in the award of the Doctor of Philosophy (PhD) degree (or a Doctor of the relevant field), with the mandatory completion of at least 180 academic credits.
<i>Doctoral dissertation</i>	A scholarly work constituting an independent research study that develops theoretical propositions which may be regarded as a new scientific achievement, or resolves a scientific problem of significant socio-cultural or economic importance, or presents scientifically substantiated technical, economic or technological solutions whose implementation makes a substantial contribution to the country’s development.
<i>Defence of the final project or dissertation</i>	The public presentation of a completed degree project / master’s or doctoral dissertation by the student at a meeting of the Attestation Commission or Dissertation Council, following which a decision is made regarding the awarding of the academic / scientific degree.
<i>Individual educational pathway (IEP)</i>	The learner’s independent choice, planning, and mastery of the educational content in accordance with an individual study plan, within the framework of a higher or postgraduate educational programme.
<i>Individual work plan of a master’s / doctoral student</i>	A document that sets out the learner’s academic (theoretical training) and research (scientific or experimental research) pathway within a master’s or doctoral educational programme.
<i>Individual study plan (ISP)</i>	A document that outlines an individual learner’s educational pathway, compiled annually by the student with the support of an adviser, based on the standard curriculum and the catalogue of elective courses.
<i>Research internship</i>	A type of professional placement for master’s and doctoral students aimed at familiarising them with the latest theoretical, methodological and technological developments in domestic and international science and practice, with modern methods of scientific research, data processing and interpretation, as well as consolidating practical skills for applying these methods in their dissertation research.
<i>Qualification Examination</i>	A procedure carried out to determine the extent to which learners have mastered the programmes of the corresponding level of education, the results of which lead to the issuance of a state-recognised qualification (diploma). The final assessment is conducted in the form of a state or comprehensive examination

	and/or the defence of a degree project, master’s dissertation, or doctoral dissertation.
<i>Final Examination</i>	Assessment of learners’ academic achievement conducted after the completion of a course, during the interim assessment period at the end of the academic term; the final assessment may take the form of an examination—oral, written, testing, project-based, combined, or a <i>take-home</i> exam.
<i>Course catalogue (CC)</i>	A structured, annotated list of all courses, providing a brief description of each, including the purpose of study, a concise outline of the main sections, and the expected learning outcomes (the knowledge, skills, abilities and competences students are expected to acquire).
<i>Academic Quality Committee</i>	A permanent collegial governing body established to ensure the quality of education within the Academic and Methodological Office, in accordance with the legislation of the Republic of Kazakhstan regulating the activities of higher education institutions.
<i>Competences</i>	The ability of students to apply the knowledge, skills and abilities acquired during their studies in practical professional activities. Competences, being a dynamic combination of knowledge, understanding, skills and abilities, may be developed through the study of various courses and assessed at different stages.
<i>Elective component</i>	A list of academic courses and their corresponding minimum credit volumes (or academic hours) offered by the higher education institution and independently chosen by students in any academic term, taking into account their prerequisites and postrequisites.
<i>Assessment of learners’ academic achievement</i>	Evaluation of learners’ level of knowledge through various forms of assessment (ongoing, mid-term, and final) and attestation, as determined independently by the higher education institution.
<i>Credit, Credit-hour</i>	A standardised unit for measuring the volume of academic work undertaken by a learner or a teacher.
<i>Credit Unit System</i>	An educational technology that enhances self-directed learning and creative knowledge acquisition through individualisation and the choice of an educational pathway, based on credit volume and an accumulative learning system.
<i>Summer semester</i>	An academic period outside the regular academic year, organised to meet learners’ needs for additional study, to address academic deficiencies or differences in curricula, or to take courses at other universities by agreement, and so on.
<i>Master’s dissertation</i>	A final work that summarises the results of a master’s student’s independent scientific research on current issues within the specific speciality and its corresponding field of study.
<i>Master</i>	An academic degree awarded to individuals who have completed a master’s professional training programme.
<i>Master’s Degree Program</i>	A level of postgraduate education aimed at preparing specialists and awarding the degree of “Master” in the corresponding educational programme, requiring the completion of no fewer than 60–120 academic credits.
<i>Module</i>	An autonomous and complete structural element of an educational programme in terms of learning outcomes, characterised by clearly defined knowledge, skills, abilities, and competences to be acquired by learners, along with appropriate assessment criteria.
<i>Modular educational programme (MEP)</i>	A study programme comprising a set of academic modules aimed at enabling learners to acquire the key competences required for obtaining a specific academic degree and/or qualification.
<i>Modular learning</i>	A method of organising the educational process based on the modular structure of the educational programme, curriculum, and academic courses.
<i>Research work (of a student / master’s student / doctoral student)</i>	A mandatory and integral component of training qualified specialists at the university, forming an inseparable part of the unified educational, developmental, and scientific–innovative process.

<i>Research supervisor</i>	The student’s academic mentor who supervises the completion of the final project.
<i>Nostrification (recognition) of educational qualifications</i>	A procedure for recognising foreign higher and postgraduate educational qualifications, whereby the relevant state authorities grant legal validity to such documents within the territory of the state.
<i>Educational programme</i>	An approved set of modules or course units required for the awarding of a specific degree or diploma. When designing educational programmes, the intended learning outcomes are taken into account, along with a structured set of learning procedures and contexts that will lead to the achievement of those outcomes.
<i>Core Subjects</i>	A list of academic courses and their corresponding minimum credit requirements, established by the state compulsory educational standards and studied by students as mandatory components of the study programme.
<i>Online proctoring</i>	a system for identity verification and confirmation of online examination outcomes
<i>Course description</i>	A concise course description (no more than 300 words) that includes the course’s aims, objectives, and content.
<i>Main curriculum (MC)</i>	An academic document developed on the basis of the Classifier of Higher and Postgraduate Education Specialities of the Republic of Kazakhstan, regulating the structure and volume of an educational programme within a cycle of courses. It specifies the list and minimum credit requirements of mandatory courses, all types of placements, and the final assessment, and is approved by the University’s Academic Council.
<i>Office of the Registrar</i>	An academic service responsible for organising various forms of knowledge assessment, recording the full history of learners’ academic achievements, and calculating their academic ranking. At UIB, the functions of the Records Office are carried out by the staff of the Department for Academic Affairs.
<i>Grade «I» Incomplete</i>	Grade “Incomplete” (for a valid reason). It is not included in the GPA calculation.
<i>Pedagogical internship</i>	A type of professional placement aimed at consolidating the theoretical knowledge acquired by learners during their studies at a higher education institution, developing their teaching skills, and familiarising them with best practices in professional and organisational work relevant to their future pedagogical specialisation within an educational institution.
<i>Transfer GPA score</i>	The annual minimum weighted average grade set by the Academic Council of the Academic and Methodological Office for each year of study, required for progression to the next academic year.
<i>Credit transfer</i>	A procedure for recognising the equivalence of a course studied at another institution or under a different curriculum to the course contained in the current working curriculum for the relevant speciality, with the course and its earned grade being recorded in the student’s transcript.
<i>Retake</i>	Retaking a course in the event of receiving a failing final grade (“F”).
<i>Postrequisite</i>	Courses that provide the knowledge, skills, abilities, and competences required for the study of subsequent courses.
<i>Prerequisite</i>	Courses that provide the knowledge, skills, abilities, and competences required for the study of a given course; a mechanism used to regulate a learner’s progression to the next academic year.
<i>Diploma Supplement</i>	A Europe-wide standardised supplement to an official higher-education qualification, developed in accordance with the standards of the European Commission, the Council of Europe, and UNESCO. It is used to describe the nature, level, context, content, and status of the studies undertaken and successfully completed by the holder of the qualification.
<i>Industrial Internship</i>	A type of professional placement aimed at consolidating theoretical knowledge from core and specialised course cycles through the student’s real performance of professional duties, the acquisition of practical skills, and the assimilation of

	best practices in professional and organisational work relevant to their future speciality. During the industrial placement, students receive direct preparation for professional activity across all areas in real workplace conditions.
<i>Interim assessment</i>	A procedure carried out during the examination period to assess the quality of learners’ mastery of part or all of a course’s content upon completion of its study.
<i>professional internship</i>	An integral part of the vocational education process and an effective form of professional training that prepares skilled technical and service-sector workers for employment.
<i>Working Academic Plan (WAP)</i>	An academic document independently developed by the university on the basis of the main or model curriculum for the speciality and the individual study plans of the students.
<i>Course registration</i>	The procedure for enrolling learners in academic courses for the upcoming academic term/year.
<i>Midterm Examination</i>	Periodic assessment of learners’ academic achievement upon completion of a section (module) of a course, carried out by the instructor in accordance with the approved academic calendar.
<i>Student Independent study (SIS)</i>	Work assigned for independent study on a specified list of topics supported by academic literature and methodological recommendations, monitored through tests, coursework, colloquia, essays, written assignments, and reports. Depending on the learner’s level, it is classified as a student’s independent work (SIW), a master’s student’s independent work (MIW), or a doctoral student’s independent work (DIW). The full volume of independent study is evidenced by tasks requiring daily self-directed work from the learner.
<i>Guided independent study (GIS) (Office Hours)</i>	Out-of-class independent work carried out by the learner under the supervision of an instructor, according to an approved schedule. Depending on the learner’s level, it is classified as: guided independent study for undergraduate students (GIS), guided independent study for master’s students (MGIS), and guided independent study for doctoral students (DGIS).
<i>Syllabus</i>	A course syllabus that includes a description of the course, its aims and objectives, a thematic plan indicating the duration of each topic, brief content outlines, independent study assignments, consultation hours, the schedule of mid-term assessments, a reading list, instructor requirements, and assessment criteria.
<i>Ongoing performance assessment</i>	Systematic assessment of learners’ knowledge in accordance with the course syllabus, carried out by the instructor during in-class and out-of-class sessions throughout the academic period.
<i>Transcript</i>	A document listing the courses completed during the relevant study period, indicating the credits earned and the grades in both letter and numerical form.
<i>Tutor</i>	An instructor who delivers the course and acts as the student’s academic adviser for mastering the specific discipline.
<i>Academic placement</i>	A type of professional placement in which the academic and practical components of the educational process are integrated at the early stage of a future specialist’s development, within the framework of certain core disciplines.
<i>Academic and Methodological Council</i>	A collegial body responsible for the academic and methodological governance of the university.
<i>Learners’ academic achievement</i>	The knowledge, skills, abilities, and competences acquired by learners in the course of their studies, reflecting their achieved level of personal development.
<i>Academic module</i>	A structural element of an educational programme aimed at enabling learners to achieve specific learning outcomes that wholly or partially contribute to the development of their competences.
<i>Forms of training</i>	Full-time study (daytime or evening mode)
<i>Advisor</i>	A member of the graduating department who serves as the student’s academic mentor in the relevant speciality, assisting in selecting the learning pathway

	(including the development of the individual study plan) and in mastering the educational programme throughout the period of study.
<i>Exam Session</i>	Interim assessment period.
<i>Elective Courses</i>	Academic courses within the elective component, taken within the allocated credits and reflecting the learner’s individual preparation.
<i>Residency</i>	A form of training for learners in clinical specialities within basic higher medical education, providing the qualification required for admission to clinical practice.
<i>Residency</i>	A form of postgraduate advanced medical education in clinical specialities (mandatory for all clinical specialities since 2014). The “Regulation on Residency” was approved by Order No. 28 of the Ministry of Healthcare of the Republic of Kazakhstan dated 30 January 2008.

### 1.5 Principles of academic policy

1.5.1 The basic principles of academic policy ensure its implementation within the system of rules and guidelines.

1. *The principle of alignment of the quality of the university’s educational activities (teaching and learning) with global educational standards.*

2. *The principle of student-centredness in the educational process.*

3. *The principle of integration of education, research, and industry, ensuring a balance between the systematic content of the educational programme, research, and industry, particularly in knowledge-intensive sectors.*

4. *The principle of lifelong learning.*

5. *The principle of internationalisation of education.*

6. *The principle of enhancing the social dimension of education.*

7. *The principle of supporting pedagogical innovation.*

## 2. POLICY FOR FORMING A HIGH-QUALITY STUDENT COHORT

### 2.1. Principles of Cohort Formation

2.1.1. The formation of the student cohort by fields and levels of education at the Kenzhekali Sagadiyev International Business University is carried out based on the following principles:

– equal accessibility of the University’s educational programmes for all categories of citizens of the Republic of Kazakhstan and foreign countries, utilising various teaching methods, including traditional, distance, and blended learning.

– selection of applicants oriented towards the University’s specialist training programmes, with extensive use of marketing activities to promote the educational offering in both the domestic (Kazakhstan) and international education markets.

– competitive selection of applicants through additional assessments (examinations, interviews, or testing) for admission to the University’s educational programmes.

### 2.2. Admission Rules at Kenzhekali Sagadiyev International Business University (UIB)

2.2.1. Undergraduate programmes admit individuals with general secondary, technical, post-secondary, higher, or professional education. Admission is carried out based on the Standard Rules for Admission to Educational Organisations implementing higher and postgraduate education programmes, approved by the Government of the Republic of Kazakhstan.

2.2.2. Admission to the first year of study is based on applications and scores from the UNT or CT certificate. The University ensures that all entrance examinations are conducted fairly and transparently. The Admissions Committee ensures maximum objectivity of exam results and timely notification of applicants by adhering to the University’s examination procedures.

2.2.3. The right of foreigners to receive tuition-free higher education on a competitive basis, in accordance with the state educational order, is determined by international agreements of the Republic of Kazakhstan.

2.2.4. Admission of foreign citizens to paid programmes is based on the results of an interview conducted by the University’s Admissions Committee throughout the calendar year. Enrolment is carried out in accordance with the academic calendar, five (5) days before the start of the next academic period.

2.2.5. Based on the University’s Strategy and recruitment plan, for certain programmes requiring a higher level of prior preparation or in cases of a large number of applicants, the University may set additional internal requirements. This aims to select more prepared applicants capable of successfully completing their chosen programme. Additional requirements may include higher UNT scores, subject-specific scores, English language proficiency, preliminary interviews, or additional examinations. The decision on additional admission requirements is made by the University Academic Council on the initiative of the Admissions Committee for all education levels.

2.2.6. The University is interested in enrolling talented applicants who are expected to achieve high professional results in the future.

2.2.7. The University recommends that applicants:

- Approach the choice of future specialty responsibly;
- Comply with the Admissions Committee’s requirements for document submission;
- Strive not only for a good education but also for personal talent and skill development, and continuous self-improvement;
- Respect the University’s rules and regulations, adhere to accepted ethical standards, and follow the University’s zero-tolerance policy regarding cheating, plagiarism, and corruption during entrance and other examinations at all levels;
- For applicants to paid programmes, responsibly fulfil obligations under the service agreement.

2.2.8. Enrolment is based on applicants’ applications on a competitive basis according to UNT or CT certificate scores. The enrolment order is issued by the UIB Admissions Committee by programme and language department. Each student receives a guidebook for the entire study period after enrolment.

2.2.9. The University provides all enrolled students with educational resources: textbooks, study aids, methodological guides, handouts, electronic textbooks, and access to online educational resources.

2.2.10. Admission to master’s and doctoral programmes is competitive based on comprehensive testing conducted by the MNVO of the Republic of Kazakhstan. For foreign citizens, entrance exams include a state or Russian language test and an interview.

2.2.11. Study in master’s programmes for Kazakhstan citizens is possible on a tuition-free basis (through a state grant) or on a paid basis (funded by the student or other sources). The right of foreign citizens to receive free postgraduate education is determined by international agreements of the Republic of Kazakhstan.

2.2.12. Information about master’s and doctoral programmes can be found in section 9.2, Postgraduate Education. Information on academic rules, admission requirements, and programme details is also available in brochures, booklets, and posters distributed during recruitment campaigns from April to June, and throughout the Admissions Committee’s work period.

2.3. Admission Rules for Master’s Programmes

2.3.1 Admission to master’s and doctoral programmes, including target training, is conducted on a competitive basis based on the results of comprehensive testing (hereinafter referred to as CT).

2.3.2 Admission of foreign citizens to master’s, doctoral programmes, and residency programmes is carried out on a paid basis. The eligibility of foreign citizens for tuition-free postgraduate education on a competitive basis, in accordance with the state educational order, is determined by international agreements of the Republic of Kazakhstan, except for scholarship programmes under master’s programmes.

2.3.3 Individuals who have completed compulsory military service may be admitted to profile master’s programmes on a paid basis within three years of completing service without entrance

examinations, based on the results of an interview conducted by the Admissions Committee throughout the calendar year. Enrolment of such individuals is carried out in accordance with the academic calendar, five (5) days before the start of the next academic period.

2.3.4 Admission of foreign citizens to paid programmes is based on the results of an interview conducted by the Admissions Committee throughout the calendar year. Enrolment is carried out in accordance with the academic calendar, five (5) days before the start of the next academic period.

2.3.5 Individuals with at least five years of managerial experience in accordance with the register of positions of political and administrative civil servants, the register of positions of civil servants in the relevant sectors, or at least ten years of experience in the relevant profile of the educational programme of a profile master’s programme, are admitted on a paid basis based on the results of an interview conducted by the Admissions Committee.

#### 2.4. Admission Rules for MBA Programmes

##### Requirements for MBA/EMBA Applicants:

2.4.1 MBA – a minimum of two (2) years of work experience, with a detailed CV including a description of education and professional experience.

2.4.2 Executive MBA – top managers and executives with at least two (2) years of work experience, with a detailed CV including a description of education and professional experience.

##### 2.4.3 Required Documents:

- Application addressed to the Head of the University;
- Copy of higher education certificate with attachments;
- Copy of employment record (if available), work reference indicating length of service, or proof of business ownership;
- CV or professional profile;
- Four photographs, 3x4 cm;
- Medical certificate (Form 075-U) and chest X-ray not older than six (6) months;
- Copy of identity document;
- List of scientific and methodological works and references (if available).

**2.5. Admission Rules for the International Medical School (IMS).** Foreign citizens who have completed general secondary, technical and vocational, post-secondary, or higher education are eligible for admission to the University.

2.5.1. Admission of foreign citizens is only on a paid basis. Tuition fees at the University are determined in accordance with established regulations.

2.5.2. Admission of foreign citizens to paid programmes is based on the results of an interview conducted by the University throughout the calendar year, in accordance with the admission plan for the academic year.

2.5.3. Enrolment of foreign citizens is carried out five (5) days before the start of the next academic period, in accordance with the academic calendar.

2.5.4 Registration rules for foreign students studying at UIB are provided in *Appendix 1*.

#### **2.5 Procedure for Admission of Foreign Citizens to the IMS Faculty (in English):**

##### **I. Submission of Documents**

- 1) Application for enrolment.
- 2) Copy of passport. The national passport must be valid for at least two (2) years from the date of entry into the Republic of Kazakhstan.
- 3) Copy of the education certificate with attachments. The original education certificate must be apostilled, i.e., it must bear a seal confirming the authenticity of the signature of the person who signed the document, confirming the authority of that person, as well as the authenticity of the seal or stamp with which the document is certified.
- 4) Certificate of completion of national testing and entrance examination (NEET) for citizens of the Republic of India.

5) International certificate confirming English language proficiency (if available). All documents must be submitted in high-quality PDF format. Incomplete applications will not be considered by the Admissions Committee. Internal UIB test transcript. *If necessary, the Admissions Committee reserves the right to request additional documents. After verification of the documents, the Admissions Committee sends a letter to the applicant confirming that they are permitted to attend an interview.*

## II. Interview

1) Admission of foreign citizens is based on the results of an interview. During the interview, the applicant must demonstrate general knowledge and complete a psychometric test. The psychometric testing programme is available on the University website.

2) The applicant will be informed of the dates of the interview.

3) A committee for conducting the competitive selection is formed by official order.

1) **Documents required for enrolment:**

2) Application.

3) Passport (returned after verification), a copy of the passport with a notarised translation into Kazakh or Russian. The national passport must be valid for at least two (2) years from the date of entry into the Republic of Kazakhstan.

4) Original education certificate with attachments. The documents must be apostilled (*legalised*).

5) Recognition (nostrification) of the education certificate.

6) IELTS/TOEFL certificate, if available.

7) Six (6) photographs, 3x4 cm.

8) Medical certificate (Form 075-U) following a full medical examination conducted in the Republic of Kazakhstan.

Admission letters are issued after the enrolment order has been signed.

### 2.6. Tuition Fees and Discounts

2.6.1. Tuition fees at the University are determined based on the actual costs of providing the educational process. Various forms of moral and material incentives are established for students for achievements in mastering educational programmes and for active participation in scientific, cultural, and extracurricular activities.

2.6.2. The University provides tuition discounts and named scholarships in accordance with the Regulations on the Tuition Fee and Discount System (approved annually) for:

- Members of the same family of the first degree of kinship;
- Orphans and persons with disabilities of groups 1 and 2;
- Winners of national subject Olympiads;

Students who pay the full tuition for one academic year.

2.6.3. The main objectives of providing discounts are social support for students, the provision of additional social guarantees established by the University, as well as encouragement for excellent academic performance and motivation for quality learning.

2.6.4. Discounts are provided to students, master’s students, and attendees pursuing higher education at UIB, regardless of the form of study:

- those who have achieved high results in academic, research, and social activities;
- those belonging to categories requiring social support, provided the grounds established by legislation are met.

2.6.5. If a student/master’s student is eligible for multiple discounts, the highest applicable discount will be granted.

2.6.6. **Planning of discounts** is carried out by the University Academic Council. When planning discounts, the following should be taken into account:

- analysis of previous financial periods;
- marketing data and recommendations regarding pricing competition in the educational market;

- requirements of the legislation of the Republic of Kazakhstan;
- strategies and recruitment plans.

2.6.7. There are no restrictions on the number of discounts for UIB bachelor graduates enrolling in UIB master’s programmes. The procedure for granting discounts is determined by the Regulations on the Tuition Fee and Discount System at UIB.

– If an applicant applies for a state educational grant and lists UIB programmes in all fields of study/universities, but does not receive a state grant, the discount is extended for each semester provided the student meets minimum academic requirements and participates actively in University life:

- GPA for each semester is stipulated in the contract;
- overall active participation in social activities must be at least 100 hours per semester.

2.6.8. If a student’s GPA falls below the established level or the student refuses to participate in active University life, the student must pay 100% of the annual tuition for the next semester until academic performance and active participation meet the required standards.

2.6.9. If a student decides to withdraw from the University, they must pay for all completed semesters based on the tuition fees at the time of enrolment.

2.6.10. ***Cancellation of discounts occurs in the following cases:***

–receiving unsatisfactory grades in exams, differentiated credits, course works, or any type of practice provided by the curriculum;

–violation of internal regulations at UIB, resulting in disciplinary measures issued by faculty or University order;

–violation of public order (including reports from police, court, or other authorised bodies responsible for law enforcement).

2.6.11. The order cancelling the discount is communicated to the student/master’s student/attendee and relevant legal entities within three (3) days, and an extract from the order is recorded in the student’s personal file.

2.6.12. In the event of contract termination at the initiative of any party, a student who received a discount must pay the full tuition fee, reimbursing any granted discounts.

### **3. ORGANISATION OF THE EDUCATIONAL PROCESS**

#### **3.1. Credit-based Learning Technology**

3.1.1. Teaching and learning at the University are conducted on the basis of credit-based learning technology with the use of Internet technologies, which allow effective organisation of the educational process in an online mode. Credit-based learning at UIB is implemented on the principle of student choice and independent planning of the sequence of studying disciplines, using the credit as a unified unit for measuring the workload of both the student and the instructor.

3.1.2. Credits reflect the conditional “cost” of individual disciplines and/or modules (elements) of the Educational Programme (EP). The concept of total workload includes: lectures, practical (seminar) sessions, laboratory sessions, studio classes, independent student work, calculation and graphical work (projects), all types of professional practice, preparation for and completion of the final assessment.

3.1.3. The organisation of the educational process within a single academic year is based on the Academic Calendar, approved by the Head of the University following the decision of the Academic Council. The academic year consists of academic periods, periods of interim assessment, holidays, and practical training. The final year of study includes the period of final assessment.

An academic period lasts 15 weeks per semester, and the academic year consists of two semesters. The period of interim assessment lasts at least one (1) week. Academic holidays are provided to students after each academic period. A *summer semester* of at least six (6) weeks is introduced to meet the needs for additional learning, elimination of academic backlog, or differences.

3.1.4. To ensure an individual educational trajectory and the choice of instructors under the credit-based learning technology, the timetable of classes is organised according to disciplines and instructors.

Classes are organised for students in two shifts.

Academic streams and groups are formed based on the sufficient number of students enrolled in a particular discipline with a particular instructor, and the achievement of a sufficient level of efficiency for the discipline (Educational Programme). Streams do not exceed 150 students, and groups consist of 10 to 30 students. An exception is IMS in the Healthcare field: for Preclinical and Clinical Departments, the norms are established as follows – 3rd year: 1 group of 10 students; 4th year: 1 group of 7 to 10 students; 5th year: 1 group of 7 students.

3.1.5. Under the credit-based learning technology, independent student work is divided into two parts: work carried out under the guidance of an instructor (SROP) and work carried out entirely independently by the student (SROS – actual independent work). The entire SRO workload is confirmed by assignments requiring daily independent work by the student.

SROP is an extracurricular form of student work conducted in contact with the instructor.

SROP follows a separate schedule, which is not part of the general timetable. SROP includes consultations on the most complex issues of the curriculum, completion of homework, course projects (works), control of semester works, reports, and other types of SRO assignments.

3.1.6. Enrollment of students in disciplines is organised by the Registrar’s Office. For organisational, methodological, and consulting purposes, the Department of Academic Affairs (DAA), deans’ offices, departments, and advisors are involved. During the first iteration, i.e., when students choose elective disciplines, a discipline is opened if 75% of students select it; otherwise, the discipline chosen by the largest number of students is opened.

3.1.7. General provisions on registration for disciplines and instructor selection are outlined in Paragraph 7 of the Regulations “On Conducting Current Academic Performance Control, Interim and Final Assessment of Students.”

3.1.8. The procedure for recognition of learning outcomes obtained through formal/informal education is reflected in the Regulations “On the Procedure for Recognition of Learning Outcomes of Formal and Non-formal Education.”

3.1.9. Credit-based learning technology is based on independent student planning of the Educational Programme, selection of an individual learning trajectory, and motivation to improve the level of self-education.

3.2. General Provisions on Registration for Disciplines and Instructors

3.2.1. Before the start of the registration process for disciplines and selection of instructors, and the formation of the Individual Study Plan (ISP), the student carefully studies the rules (instructions) for registration of students for disciplines and instructors.

3.2.2. To prevent chaotic selection of elective disciplines and ensure implementation of the University’s educational programmes, the department provides students with several educational trajectories – lists of elective disciplines and their sequence of study – allowing the student to complete the Educational Programme (EP) oriented towards a specific field of activity, taking into account labour market and employer needs.

3.2.3. Enrollment of students in disciplines is organised by the Registrar’s Office. For organisational, methodological, and consulting purposes, the Department of Academic Affairs (DAA), deans’ offices, departments, and advisors are involved. When forming their ISP, students:

1) familiarise themselves with the rules of organisation of the educational process under the credit-based learning technology;

2) comply with established deadlines for registration for academic disciplines and making changes to the ISP;

3) enroll in no fewer than the established number of credits per academic year to complete the Educational Programme of the relevant level.

4) First-year students are provided at the beginning of the academic year with a ready-made study plan for two semesters, including the compulsory components (CC) of the State Educational Standard (GOSO) and the University Compulsory Component (UCC). UCC is a list of disciplines and corresponding minimum credit volumes determined by UIB for completion of the Educational Programme.

Discipline selection is carried out via registration according to the prepared timetable. (The student selects disciplines for study in the upcoming academic year under the guidance of an advisor.)

3.2.4. In subsequent academic years, UIB students independently form their individual learning trajectories, based on expected learning outcomes and competencies to be acquired from the Educational Programme. The student selects the required number of compulsory and elective disciplines (modules), which are reflected in the Individual Study Plan (ISP).

3.2.6. The student bears personal responsibility for the preparation of their ISP and full completion in accordance with the requirements of the Educational Programme.

3.2.7. Registration for disciplines is carried out in the “Academo” system ([uib.academo.kz](http://uib.academo.kz)) in online mode within the deadlines established by the Academic Calendar, according to the registration schedule approved by the Faculty Dean.

3.2.8. Registration for disciplines is based on the Educational Programme curriculum and the discipline catalogue.

3.2.9. The maximum number of credits included in the student’s ISP must correspond to the number of credits established by the curriculum for the current semester and academic year, respectively.

3.2.10. Selection of disciplines (modules) must consider the sequence of study. A student cannot be registered for a discipline if they have not completed the prerequisites in the previous semester and have not achieved the minimum semester GPA.

3.2.11. At the end of exam sessions, the system calculates the semester Grade Point Average (GPA) as the weighted average of the student’s academic achievements. The selection of disciplines for the next semester takes into account the passing semester GPA (1.8 – from first to second year; 2.2 – from second to third year; 2.3 – subsequent years) and completion of prerequisites. Students who do not meet the minimum semester GPA cannot fully enrol in next-semester disciplines. GPA is rounded to one decimal place (tenths). If the hundredths are 5–9, the tenths increase by one. The transcript records all final grades, including successful retake results (*example: 1.97 = 2.0; 1.94 = 1.94, i.e., not rounded*).

3.2.12. A student is not allowed to select new disciplines if:

– they have not achieved the required annual GPA and have not completed the prerequisites for next-semester disciplines;

– they have achieved the required annual GPA but have not completed the prerequisites for next-semester disciplines.

3.2.13. In case of restriction according to 3.2.12, the student is advised to retake the disciplines to improve GPA and/or complete the prerequisites. Upon successful retake, the final grade is recalculated and recorded in the exam record and transcript.

3.2.14. The transcript records all final grades, including successful retake results.

3.2.15. The Head of the Graduating Department and advisors are responsible for timely informing students with academic backlog about opportunities for elimination in subsequent periods, ensuring the principle of prerequisites.

3.2.16. A student may change individual disciplines in their ISP within the discipline catalogue before the start of theoretical studies, in agreement with the Registrar’s Office.

3.2.17. A student may apply for recognition of credits for disciplines completed at other universities under academic mobility programmes if they correspond to the approved UIB Educational Programme curriculum.

3.2.18. The required number of ECTS per semester is between 20 and 40. The minimum number of ECTS per academic year is 60.

### 3.3. Attendance Requirements for Classes

3.3.1. Absence from 20% or more of classes for unexcused reasons is grounds for being barred from the final exam and requires repeating the discipline.

Absence of a student from a class is recorded in the class journal and in the electronic journal of the educational portal. In the case of missing (being late for) a control activity, the student is given an “F” grade (letter grade indicating “Fail”). In the case of missing control activities for a valid reason, upon arrival at the University, the student must provide the Dean (Director) of the Faculty (Basic Higher Education) with the original documents confirming the valid reason for absence, for verification of authenticity. If the certificates are issued by clinics, verification is carried out by a UIB doctor.

– Valid reasons for missing classes include: illness (personal or of a minor child), death of close relatives (father, mother, grandmother, grandfather, sibling, child, spouse). Certificates confirming a valid reason for absence must be submitted to the dean’s office within five working days.

– three working days for documents issued by city clinics of Almaty;

seven working days for documents issued by other medical organisations of the Republic of Kazakhstan.

The Dean (Director) of the faculty, based on the student’s application and the results of verification of the authenticity of supporting documents, decides on the make-up of the missed control activities free of charge and issues an order recognising the validity of the reason. The Dean (Director) monitors the procedure for making up missed activities. The Department of Academic Affairs (DAA), based on the Dean’s order, provides the student with access to make up missed classes.

In the case of submission of falsified documents, including medical certificates, disciplinary measures may be applied to the student, up to and including expulsion from the University.

Participation of students in the social life of the University is considered by the Dean (Director) of the Faculty (Basic Higher Education) on an individual basis, with the issuance of an appropriate order recognising the validity of the reason for absence from classes.

3.3.2. A student who is not allowed to study a discipline due to missed classes, or low performance preventing eligibility for the final exam, has the right in the next academic period or in the summer semester, on a paid basis, to retake the discipline and gain access to the final assessment. For this, the student must re-register for the discipline online. Payment made for studying the discipline is non-refundable.

3.3.3. During an online session in a distance learning format, attendance is recorded by the instructor based on the video stream from each student’s account, as well as logs of participant activity during the online session, regardless of the platform or service used (MS Teams, Zoom, etc.). In the absence of constant visual contact with the student via the platform or service, the instructor marks the class as missed for an unexcused reason. In case of technical problems preventing video streaming, confirmation of the student’s actual participation is the responsibility of the instructor (e.g., periodic oral questioning, content engagement checks, etc.).

### 3.4. Assessment of Knowledge and Learning Outcomes

3.4.1 The University has developed the Regulations “*On the Unified System for Assessing Students’ Knowledge*” with the aim of practically implementing the concept of independent and objective control of students’ knowledge at all stages of their studies. Assessment of knowledge and learning outcomes is described in detail in these Regulations. Information on students’ assessment results and learning outcomes at IMS is provided in *Appendix 2*.

3.4.2. Academic achievements (knowledge, skills, abilities, and competencies) of students are evaluated in points on a 100-point scale, corresponding to the internationally adopted letter grading

system (passing grades, in descending order, from “A” to “D”, “Fail” – “F”), with a corresponding numerical equivalent on the 4-point scale, according to the following table:

*Point-based Letter Grading System*

<b>Letter Grading System</b>	<b>Numerical Equivalent of Points</b>	<b>% - breakdown</b>	<b>The Traditional Assessment System</b>
A	4.0	95-100	Excellent
A-	3.67	90-94	
B+	3.33	85-89	Good
B	3.0	80-84	
B-	2.67	75-79	
C+	2.33	70-74	
C	2.0	65-69	Satisfactory
C-	1.67	60-64	
D+	1.33	55-59	
D	1.0	50-54	Unsatisfactory
FX	0.5	25-49	
F	0	0-24	
I	–	–	Discipline Not Completed

3.3.3. Assessment of Knowledge is conducted in accordance with established procedures and includes current, intra-semester controls, and final assessment:

1) Current control includes checking students’ academic achievements during the academic period according to the schedule indicated in the discipline syllabus and is conducted for each topic of the discipline during both classroom and extracurricular sessions. Students’ achievements are evaluated on a 100-point scale for each completed assignment. The final result of the current control is calculated based on the chosen assessment policy.

If a student does not accumulate points in the intra-semester control for a valid reason, confirmed by documentation and submitted on time (e.g., illness with supporting documents), an individual schedule for completion of all types of control may be provided.

2) Intra-semester control is conducted upon completion of a section (module) of a discipline twice during one academic period, on the 8th and 15th weeks of theoretical study. The form of intra-semester control is determined by the instructor. The pass rating is cumulative and consists of the results of current performance control and the intra-semester control. A student who scores less than 50% of the total semester rating points is not allowed to the examination session.

3) Each discipline concludes with a final assessment. The form of final assessment is determined by the instructor and approved by the University Academic Council. In the case of receiving a grade “Unsatisfactory,” corresponding to the mark “FX,” the student may retake the final assessment without retaking the programme/module no more than once.

4) A student who arrives late for the final exam without a valid reason is considered absent and receives a failing grade corresponding to “F.”

Retakes of the final assessment for grades corresponding to “FX” are allowed during the examination session and in the holiday period before the start of the next academic period.

3.4.4. In the case of receiving a grade “Unsatisfactory,” corresponding to “F,” the student must re-enrol in the discipline/module, complete the entire programme, fulfil all assignments, obtain eligibility for the final assessment, and pass the final assessment (exam). Re-enrolment in the discipline/module is only allowed on a paid basis.

3.4.5. It should also be noted that the total number of exam retakes for one discipline must not exceed three times: first – initial exam, second – retake of the discipline or retake after receiving “FX,” third – retake during the summer semester after re-studying the discipline. If on the third attempt the student receives “Unsatisfactory” (corresponding to “FX” or “F”), they are expelled from the University for academic failure.

3.4.6. If a student scoring at least 50 points in current control misses the final assessment for a valid reason, confirmed by documentation (e.g., illness with supporting documents from a clinic – form 095-U or medical record extract), the student is assigned the grade “I – Incomplete.”

3.4.7. To receive an “I” grade for a discipline, the student submits an application to the Dean of the BHE Faculty (Director of GSB), with signatures from the Head of Department indicating the reason for missing the exam and attaching the original supporting documents. If the reason is recognised as valid, the Dean issues an order assigning the grade “I” and establishes an individual schedule for the exam.

3.4.8. To change the grade “I” to a standard grade based on the Dean’s order, according to the individual schedule, the Registrar’s Office generates an examination record for grade adjustment in the educational portal addressed to the discipline instructor. The grade “I” is changed to a standard grade (“A,” “B,” “C,” “D”) after the student takes the exam according to the approved schedule. If the student does not complete all requirements within the established timeframe, the grade “I” is converted to “F” (unsatisfactory).

The evaluation of examination works is conducted taking into account the completeness of the student’s answers:

Grade	Criteria
Excellent	<ol style="list-style-type: none"> <li>1. Correct and complete answers are provided for all theoretical questions;</li> <li>2. The practical assignment is fully completed;</li> <li>3. The material is presented competently, following a logical sequence;</li> <li>4. Critical thinking skills are demonstrated.</li> </ol>
Good	<ol style="list-style-type: none"> <li>1. Correct but incomplete answers are provided for all theoretical questions, with minor inaccuracies;</li> <li>2. The practical assignment is completed, but with a minor error;</li> <li>3. The material is presented competently, following a logical sequence.</li> </ol>
Satisfactory	<ol style="list-style-type: none"> <li>1. Answers to theoretical questions are generally correct but incomplete, with inaccuracies and logical errors;</li> <li>2. The practical assignment is partially completed;</li> <li>3. The material is presented competently, but the logical sequence is disrupted.</li> </ol>
Unsatisfactory	<ol style="list-style-type: none"> <li>1. Theoretical questions are not answered or contain major errors;</li> <li>2. The practical assignment is not completed;</li> <li>3. The answer contains grammatical and terminological errors, and the logical sequence is violated.</li> </ol>

### 3.5. Procedure for Conducting Interim and Final Assessments

3.5.1. Current performance control, interim, and final assessments are conducted to determine the extent to which students have mastered the Educational Programmes and the State Compulsory Higher and Postgraduate Education Standards, approved by the Order of the Ministry of Education and Science of the Republic of Kazakhstan dated 31 October 2018, No. 604.

3.5.2. Organisation and conduct of current, interim control and final assessment at LLP “Kenzhegali Sagadiyev International Business University” are detailed in the Regulations “On Conducting Current Performance Control, Interim and Final Assessment of Students at the International Business University.”

3.5.3. Current performance control is carried out for each topic of a discipline and includes assessment in classroom and extracurricular sessions. During the semester, a student completes two intra-semester controls.

3.5.4. Interim assessment is conducted according to the working curriculum, Academic Calendar, and syllabuses developed on the basis of GOSO. Interim assessment is carried out in the form of exams. Organisation and conduct of interim assessments are the responsibility of the Department of Academic Affairs (DAA). Based on the results, an academic rating of the student is compiled.

3.5.5. Exams are conducted according to the schedule and serve as a form of assessing students' achievements across the professional curriculum of the discipline, with the aim of evaluating academic performance for the academic period. The frequency and duration of examination sessions for full-time study are determined according to the working curriculum and Academic Calendar approved by the UIB Academic Council.

The exam schedule for all forms of study is compiled by the Operational Resource (dispatchers) and approved by the Head of UIB, and communicated to students and instructors at least two weeks before the start of the exam session.

3.5.6. Sitting an examination according to an individual schedule is permitted if supporting documentation is provided for: illness, childbirth, death of close relatives, or official/business trips.

3.5.7. Interim assessment is conducted during the examination session to evaluate students' mastery of part or the entirety of a discipline after its completion. The main forms of interim assessment at the University are: written exams (blind marking), tests (computer-based or on paper), oral exams, project defence, and take-home exams. In the case of oral exams, a student may not take two or more exams on the same day. In the case of tests, comprehensive exams may be arranged for two or more disciplines, provided they are related in profile. Students' achievements in the exam are graded on a 0–100 point scale. The final grade for a discipline consists of 60% from intra-semester control and 40% from exam results.

The form and procedure for conducting the exam for each discipline are established no later than one month from the start of the academic period by the UIB Academic Council.<sup>1</sup>

3.5.8. Students take all exams strictly according to the working and individual study plans and approved syllabuses of the disciplines, uniformly for all forms of study.

3.5.9. Interim and final assessments conducted online or via distance learning technologies are carried out in a protected environment with online proctoring, which verifies, monitors the student's screen and behaviour, and records the entire exam on video.

3.5.10. Based on the exam session results, the system (Academo) calculates the semester Grade Point Average (GPA) as the weighted average of the student's achievements. When selecting disciplines for the next semester, the passing semester GPA is considered (1.8 – from first to second year; 2.2 – from second to third year; 2.3 – subsequent years) along with completion of prerequisites. Students who do not achieve the minimum semester GPA cannot fully enrol in next-semester disciplines. GPA is rounded to one decimal place; if the hundredths are 5–9, the tenths increase by one. All final grades are recorded in the transcript, including positive results of retaken exams (*example: 1.97 = 2.0; 1.94 = 1.94, not rounded*).

3.5.11. According to standard rules, students of all undergraduate programmes take the State Exam in “History of Kazakhstan” during the interim assessment period, according to the Academic Calendar.

Preparation is conducted by the department delivering the discipline together with the Faculty Dean's Office and DAA. For the State Exam, the department develops a unified working syllabus for all forms of study and programmes based on the standard syllabus for the discipline. The State Exam in “History of Kazakhstan” is conducted as computer-based testing and/or oral examination in accordance with the working syllabus.

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<sup>1</sup> В случае возникновения непредвиденных или форс-мажорных обстоятельств УМБ вправе пересмотреть форму, порядок и сроки проведения экзаменов, а также изменять расписание.

For the State Exam, a State Examination Commission (SEC) is formed for the calendar year, consisting of a Chairperson and commission members. Results are considered in the exam session in which the exam is scheduled.

3.5.12. The procedure for final assessment is outlined in the Regulations “On Conducting Current Performance Control, Interim and Final Assessment of Students.”

3.5.13. Students who have fully completed the educational process according to the working and individual study plans are allowed to take the final assessment.

The main criterion for completion is mastery of the required volume of theoretical courses and professional practice in accordance with GOSO requirements.

Students failing to meet the working and individual plan requirements remain for repeat study without attending the summer semester.

3.5.14. For final assessment, an Attestation Commission (AC) is established for each Educational Programme for all forms of study (“*On Conducting Current Performance Control, Interim and Final Assessment of Students*”).

Students defend their bachelor’s/master’s thesis or project with a positive review from the supervisor (bachelor) and one review from a specialist matching the profile of the defended work (master). If the supervisor gives a negative conclusion (“not permitted to defend”), the student does not defend.

Students may defend the thesis/project with either positive or negative conclusions from the supervisor or reviewer. Master’s theses/projects are reviewed only by external specialists from third-party organisations qualified for the profile of the defended work. Thesis/project defence is held at an open AC meeting with all members present.

The form of State Exams is determined by the graduating department and approved by the Academic Council.

3.5.15. Final assessment for graduates of the 6B10101 – “General Medicine” programme consists of two stages:

**Stage 1:** Comprehensive testing on main discipline sections: internal medicine (OVP), surgical diseases (OVP), paediatrics (OVP), obstetrics and gynaecology (OVP), psychiatry and addiction (OVP), neurology (OVP), emergency and infectious diseases (OVP), phthiology (OVP), and basic preclinical disciplines – pathoanatomy, pathophysiology, pharmacology. Passing threshold: 35 points.

**Stage 2:** Practical exam using standardized patients, medical simulation, and DOPS/Cbd methods. 33 scenarios prepared across 6 areas: internal medicine OVP, emergency care, surgical diseases OVP, obstetrics and gynaecology OVP, paediatrics OVP, interpretation of lab and instrumental data. Each student completes 6 stations. Conducted in Simulation Rooms. Passing threshold: 65 points.

3.5.16. Students absent from the final assessment for a valid reason submit an application to the Chairperson of the AC, provide supporting documents, and, with permission, take the exam or defend the thesis on another AC session day.

3.5.17. Students with final grades A, A– (“Excellent”) in coursework and  $GPA \geq 3.5$ , who also pass the final assessment with A, A–, receive a diploma with distinction (excluding additional coursework). Students with any retakes during their studies are not eligible for a diploma with distinction.

However, a student who has retaken or re-sat the final assessment (exam) at any point during their period of study shall not be awarded a diploma with distinction.

<https://adilet.zan.kz/rus/docs/V2000021915>

3.5.18. Students passing the final assessment and confirming mastery of the relevant higher/postgraduate professional programme are awarded the academic degree “Bachelor”/“Master” by the AC and issued a diploma of the established format.

3.5.19. The diploma of the established format and transcript are issued based on the order of the Head of the University.

### 3.6. Internationalisation Policy. Academic Mobility

3.6.1. The University pursues a policy of internationalisation of education, which is understood as the process of incorporating an international dimension into its goals, content, organisational aspects, and learning outcomes.

3.6.2. Internationalisation of education, as one of the most important contemporary trends, contributes to increasing Kazakhstan’s competitiveness.

In this regard, UIB is characterised by integration phenomena and international cooperation. Evidence of this includes the development at the University of all main forms of higher education internationalisation: student mobility, faculty mobility, internationalisation of curricula and programmes, transnational education (inter-university agreements: franchising, twin programmes, mutual recognition of programmes – double degrees, joint programmes). The goal of internationalisation is to increase the effectiveness of educational and research activities, expand mobility of academic staff and students, and ensure compliance with international quality standards of educational services provided by UIB.

3.6.3. An important aspect of the internationalisation of education is the development of academic mobility.

3.6.4. Planning and organisation of academic mobility at UIB is carried out by the International Office, the Department of Academic Affairs, and departments, based on the following documents:

- student application for mobility programmes;
- learning agreement for mobility programmes;
- transcript of study;

information package (course catalogue),

and guided by tables with coefficients for credit transfer according to the ECTS system.

3.6.5. The main criteria for selecting candidates for academic mobility are completion of one academic period at UIB, student GPA of 3.0 or above, current academic performance upon completion of the academic period, and sufficient proficiency in English.

3.6.6. An academic credit within ECTS is a unit of measurement of the workload for studying a discipline, including both classroom and independent work. One ECTS credit equals 30 academic hours.

3.6.7. Conditions and procedures for organising academic mobility for students, faculty, and staff at UIB are outlined in *the Regulations on Academic Mobility, approved by the UIB Academic Council*. These Regulations also define sources of funding for international academic mobility, and the rules and procedures for credit transfer.

### 3.7. Organisation and Completion of Practicals

3.7.1. The Regulations on Practicals at the Bachelor’s and Master’s levels, approved by the UIB Academic Council, define the mandatory requirements and procedures for conducting professional and research-pedagogical practicums for training personnel according to the Bachelor’s and Master’s Educational Programmes within the framework of the credit-based learning technology at the International Business University.

3.7.2. Professional practice is a mandatory component of the professional higher education programme. The University defines the following types of practice: academic, industrial, pedagogical, and pre-graduation (research) practice.

All types of practice are conducted in accordance with practice programmes containing objectives and tasks, based on which the corresponding practice base is determined.

The programme is developed by the graduating department considering the profile of the Educational Programme. Practice programmes are coordinated with enterprises (institutions, organisations) designated as practice bases and approved by the Head of UIB.

3.7.3. Professional practice bases are enterprises, organisations, and institutions whose activities correspond to the profile of personnel according to the University’s Educational Programmes. The list of professional practice bases is reviewed and approved by the Faculty Council.

Agreements on conducting all types of practice are signed with organisations (enterprises, institutions) designated as practice bases, based on the standard contract form. Organisation of practice at all stages should ensure continuity and sequential mastery of professional skills and competencies in accordance with graduate qualification requirements.

3.7.4. Before the start of practice, the department (by Educational Programmes), together with the Career Centre, assists students in finding practice locations, provides recommendations for selecting practice locations, conducts consultations and initial briefings for students prior to their departure to practice locations in accordance with the curriculum and programme, and provides students with directions and practice diaries.

3.7.5. Assignment of students to all types of practice is formalised by the order of the Head of UIB, specifying the practice period, practice base, and practice supervisor. Each student is assigned a practice supervisor, responsible for ensuring compliance with labour and living standards, conducting mandatory occupational safety briefings, and monitoring adherence to internal rules at the practice location.

3.7.6. The practice supervisor organises necessary preparation for students, provides consultations according to the practice programme, monitors the progress of practice, provides methodological assistance with individual assignments and data collection for the final thesis/project, checks students’ practice reports, submits a written review to the department, participates in the commission for defence of practice reports, evaluates the results of the practice programme, and submits the report to the Registrar’s Office.

3.7.7. During practice, the student must:

- fully complete the practice programme and maintain a practice diary in the format established by the University;
- comply with the internal rules at the corresponding practice base;
- study and strictly observe occupational safety, health, and hygiene regulations;
- submit to the practice supervisor a written report and diary in the prescribed format, signed by the practice base supervisor, confirming completion of all tasks.

3.7.8. Academic practice may be conducted within the University’s academic units or at enterprises, institutions, and organisations.

3.7.9. The purpose of pedagogical practice is to consolidate and deepen knowledge in general scientific, cultural, psychological-pedagogical, methodological, and specialised disciplines, and to develop pedagogical skills, abilities, and competencies based on theoretical knowledge.

Pedagogical practice is conducted in the first year of Master’s study in the research-pedagogical track.

- Pedagogical practice bases include:
- general educational organisations (primary, lower secondary, upper secondary education); technical and vocational education organisations.

3.7.10. Assessment of students’ practice results is equated with theoretical study grades, considered when awarding scholarships, included in the overall GPA calculation, carried over to the next academic year, and recorded in the practice report.

3.8. Granting Academic Leave

3.8.1. The Rules on Granting Academic Leave to Students, approved by the UIB Academic Council, describe in detail the entire procedure and process for arranging this type of leave for students.

3.8.2. Academic leave is a period during which students temporarily suspend their studies for medical reasons.

Academic leave is granted to students based on:

- 1) the conclusion of a Medical Advisory Commission (MAC) at an outpatient-clinical institution, for a duration of 6 to 12 months due to illness;
  - 2) the decision of a centralised Medical Advisory Commission of a tuberculosis organisation in case of tuberculosis, for a duration of up to 36 months;
  - 3) a military service summons;
- the birth, adoption, or legal guardianship of a child until the child reaches three years of age.

3.8.3. The Department of Academic Affairs, together with the Registrar, within three working days from the date of the application, issues an order granting the student academic leave with specified start and end dates, signed by the Head of the University.

Upon returning from academic leave, the student submits an application to the head of the educational organisation and provides a MAC (or Central MAC) certificate on their health status from the healthcare organisation monitoring the student, confirming the possibility of continuing studies in the relevant specialty – if the academic leave was granted for medical reasons.

Based on the submitted documents, an order is issued within three working days on the student’s return from academic leave, specifying the Educational Programme and barcode, determining the difference in disciplines according to the working curricula, and approving an individual study plan according to the year of admission. Upon returning from academic leave, the student continues their studies from the academic period from which the leave was granted.

If the start or end date of academic leave does not coincide with the beginning or end of the academic period, the student follows an individual schedule, completing all assignments and earning the points required for eligibility, or enrolls in a summer semester for disciplines with differences.

3.8.4. To address the differences, the student, alongside current academic classes, attends all types of classes during the academic period, completes all forms of current and interim assessment as provided in the working curriculum for the relevant disciplines, gains eligibility, and passes the final assessment during the interim assessment period according to the Academic Calendar.

### 3.9. Transfer and Reinstatement of Students at UIB

3.9.1. Normative document: “*Rules for Transfer and Reinstatement of Students to/from UMB*,” approved by the UIB Academic Council, defines the procedure for transferring and reinstating students to/from LLP “Kenzhegali Sagadiyev International Business University.”

3.9.2. Student transfers are carried out from the current academic year to the next, from one educational institution to another, from one form of study to another, from one language division to another, from one specialty to another, and from tuition-paying status to state-funded education (grant). Transfer from tuition-paying to state-funded education is carried out by awarding educational grants that have become available during the course of study.

Applications from full-time students for transfer and reinstatement are reviewed during summer and winter breaks within five days prior to the start of the next academic period.

During transfer or reinstatement, the academic difference in disciplines of the working curricula previously studied is determined. The academic difference is calculated based on the list of completed disciplines, their syllabuses, and workload in academic hours or credits, as reflected in the transcript or certificate issued to students who have not completed their studies.

3.9.3. The procedure for transfer from another university to UIB is carried out either under a Service Agreement or with the awarding of a state grant (if available). For this:

- 1) the student submits an application for transfer to the Head of the current university, and, upon receiving written consent for the transfer, stamped, applies to the Head of UIB;
  - 2) the application must include an official transcript;
  - 3) a copy of the UNT or KT certificate;
  - 4) a copy of the educational grant certificate (if available);
  - 5) a copy of the identity document;
- a copy of the OVPO licence.

The application and attached documents are submitted to the DAA. The DAA forms a commission to determine the difference in disciplines and transfer of ECTS credits according to the submitted

transcript and transfer period (no more than 5 compulsory component subjects for Bachelor’s and no more than 3 for Master’s).

3.9.4. Transfer of Master’s students in the research-pedagogical track from other universities is permitted during vacation periods on a tuition-paying basis. The student may transfer to another university upon successful completion of the first academic period.

3.9.5. Transfer of a student from one Educational Programme to another, or from one form of study to another, is carried out only on a tuition-paying basis.

3.9.6. Transfer from the current academic year to the next is carried out based on the results of the academic year, taking into account summer semester results and the cumulative GPA, which is approved each academic year by the University Academic Council for students and Master’s students of each year of study.

3.9.7 A student on an educational grant or state-funded place loses the grant or state-funded place in the following cases: if the established transfer semester GPA is not achieved (1.8 – from first to second year, 2.2 – from second to third year, 2.3 – subsequent years); in the event of expulsion; or when transferring to another educational institution without retaining the educational grant or state-funded place.

3.9.8. A student on an educational grant or state-funded place who achieves the required transfer GPA and is transferred to the next year of study, if having academic debt, must settle it on a tuition-paying basis while retaining the educational grant or state-funded place. Transfer of a student on an educational grant from one OVPO to another, including completion of academic differences, is carried out on a tuition-paying basis.

3.9.9. The Head of the OVPO where the student previously studied, upon receiving such a request, issues an expulsion order with the wording “expelled due to transfer to (name of OVPO)” and, within three working days from the date of the expulsion order, sends the student’s personal file to the receiving university. At the university where the student previously studied, copies of the transcript, student ID, and a list of the documents sent are retained.

3.9.10. *Reinstatement* of students is permitted only on a tuition-paying basis. The student submits a reinstatement application addressed to the head of the university where they wish to continue their studies. The application must be accompanied by a certificate (original). Within three working days from issuing the order, the DAA sends a written request to the university where the student previously studied to transfer their personal file. A copy of the order for the student’s admission by transfer is attached to the request.

3.9.11. Transfer and reinstatement of students who are citizens of the Republic of Kazakhstan from foreign OVPOs are carried out based on an interview and one form of entrance exam for admission to the OVPO.

3.9.12. Transfer and reinstatement of foreign citizens are conducted by a commission based on an interview and ECTS credit transfer.

3.9.13. In the event of a violation of academic integrity norms<sup>2</sup> established by OVPO regulations, transfer or reinstatement is not permitted.

3.9.14. During transfer and reinstatement, the difference in disciplines according to the working curriculum, studied in previous and current periods, is determined. This difference serves as the basis for establishing the student’s academic year upon transfer and/or reinstatement and is set by specialists of the DAA.

3.9.15. Reinstatement and/or transfer of students is permitted upon completion of the first academic period (1 semester). In this case, the difference in working curricula must not exceed 25 credits for Bachelor’s, Master’s, MBA, or Doctorate programmes. Otherwise, the transfer is carried out to repeat the academic year. Transfer of a student from one Educational Programme to another, or from one language division to another within the University, is carried out under the same requirements. A student on an educational grant may, if desired, transfer to another university while retaining the educational grant.

3.9.16. Transfer of a student from groups of higher education programmes requiring creative training to other groups of Educational Programmes is carried out provided the student holds a Unified National Testing certificate with a score not below the established threshold.

### 3.10. Completion of the Final Thesis/Project

3.10.1. Final theses/projects at the University are carried out in accordance with the developed methodological guidelines for their preparation. The methodological guidelines are designed to define for students of all Educational Programmes the mandatory requirements, rules, and recommendations for completing the Bachelor’s/Master’s thesis (project) and the procedure for its defence in accordance with state educational standards (with the latest amendments).

The methodological guidelines are intended to ensure the relevance of thesis/project topics, the systematic improvement of their scientific and practical level and quality of completion, and to increase the proportion of theses/projects requested by business entities, where specific practical recommendations should be developed to improve planning, organisation, and management processes, enhancing their competitiveness. At the same time, the guidelines should stimulate the development of continuity and independent student work throughout previous stages of study.

Prior stages in developing skills for high-quality and timely thesis/project preparation include thematic and scientific reports, essays, abstracts, etc. The final thesis/project should contribute to developing skills in presenting one’s ideas, convincingly explaining the main points, conclusions, and recommendations regarding the research problem.

3.10.2. The final thesis/project is based on deep and comprehensive study of specialised literature, reference materials, regulatory and instructional documents, planning and reporting data at the national and regional levels, labour collectives, research and design institutes, as well as foreign publications relevant to each topic. The Bachelor’s/Master’s thesis/project is based on in-depth study of literature related to the field of study (textbooks, teaching aids, monographs, periodicals, lecture courses, including foreign language sources, normative and legislative acts, and research data of the subject).

Each thesis/project must include, in accordance with the assignment, the development of specific prospective theoretical and practical questions.

The main text of the thesis/project must present the creative concept, justification of research methods, applied calculation methods and the calculations themselves (usually using computer technology), a description of experiments conducted, their analysis and conclusions, techno-economic comparison of options, and, if necessary, be supplemented with illustrations, graphs, sketches, diagrams, schemes, etc.

The thesis/project should demonstrate a critical approach to the problem studied, analysing different viewpoints and reflecting the author’s own position.

**3.10.3. Selection of thesis/project topic.** Lists of thesis/project topics are developed by University departments and updated annually. Topics include the most relevant issues.

3.10.4. Students have the right to choose any thesis/project topic from the offered list that interests them, on which they plan to show maximum initiative and fully apply the knowledge and skills acquired in their Educational Programme.

3.10.5. Students may also propose their own thesis/project topic, first defining its goal and drafting an initial plan. The proposed topic requires approval by a potential supervisor and/or head of the department. If the proposed topic corresponds to topics developed and approved by the department and is approved by the supervisor, it is assigned to the student.

3.10.6. Having chosen a thesis/project topic, students submit an application in the prescribed form to the Head of Department to assign the topic and appoint a supervisor. The department administrator records all applications.

3.10.7. The thesis/project topic, together with the supervisor’s name, is assigned to the student at the beginning of the final academic year and approved by an order of the Head of the University.

The list of topics may be adjusted according to business entity requests. It is prohibited to complete theses/projects on the same topic based on the materials of the same business entity.

3.10.8. **Purpose and objectives of the final thesis/project.** The final thesis/project is a written work carried out at the final stage of study, provided for by the curriculum of the Educational Programme, and defended before the State Attestation Commission.

The thesis/project aims to:

- systematise, consolidate, and expand theoretical knowledge within the Educational Programme;
  - apply this knowledge to solve specific tasks within the activity of a business entity;
  - develop independent working skills;
  - master research methodology in addressing the issues investigated in the thesis/project; determine the student’s readiness for independent work in contemporary conditions.
- To achieve these goals, the student must:
    - jointly with the supervisor, determine the relevance and significance of the thesis/project topic;
    - select necessary literature, including official and reference materials, monographs, and articles on the chosen research topic, as well as practical materials related to the subject;
    - study theoretical aspects of the problem;
    - analyse and summarise all collected data to correctly assess the state of the problem in the research object;
    - identify weaknesses in the business entity’s activity and propose recommendations for improvement; calculate the impact of proposed recommendations on the financial indicators of the research object in the concluding chapter of the thesis/project.

3.10.9. The student is responsible for the accuracy and objectivity of all data in the thesis/project, while both the student and the supervisor are responsible for the completeness and quality of topic coverage, the choice of analytical methods, and tools for solving the problem.

3.10.10. During thesis/project preparation, any improper borrowing of others’ ideas (plagiarism, compilations, paraphrasing) *is strictly prohibited*. The thesis/project is checked for plagiarism using the Strike Plagiarism system. The maximum number of checks is three. In case of failure on the final attempt, the student is not allowed to defend in the current academic year. Any manipulation of characters or attempts to bypass the anti-plagiarism system will result in severe disciplinary action, including expulsion.

Students may use citations from primary sources only if properly referenced, to:

- strengthen arguments;
- critically analyse and justify conclusions.

General rules for avoiding plagiarism and correct citation are outlined in the methodological guidelines for writing theses/projects.

To meet the above objectives, the thesis/project must be based on materials from a specific business entity, usually data from the entity where the student undertakes pre-graduation (industrial) practice.

The thesis/project has the greatest value if the author’s recommendations are useful to the enterprise or organisation, potentially producing an economic effect or leading to key managerial decisions.

In conducting the thesis/project, students must study: laws of the Republic of Kazakhstan, presidential decrees, government normative acts, literature and periodicals, and the financial statements of the research subject.

3.10.11. **Organisation of thesis/project preparation.** Students and supervisors can access the following documents on the UIB academic portal (<https://uib.academo.kz/>), regulating the preparation and defence process:

- “Regulations on the Preparation and Defence of Theses/Projects”;
- “Regulations on the Preparation and Defence of Master’s Dissertations”;

– Calendar schedule of deadlines for submitting thesis/project sections for supervisor review, pre-defence, revision according to commission comments, plagiarism checks, and compliance control.

3.10.12. The University prepares a unified calendar schedule for the entire period of thesis/project work, indicating the sequence of completion of sections and stages, mandatory for all participants.

Thesis/project supervisors are appointed by the department according to qualification requirements.

Upon the supervisor’s recommendation, the department may invite consultants for individual sections of the thesis/project, using time allocated for academic supervision. Consultants may include professors, associate professors, researchers from other departments, as well as highly qualified specialists and managers from external organisations.

Thesis/project supervisors:

- 1) assign the tasks for thesis/project completion;
- 2) recommend necessary primary literature, reference and archival materials, sample projects, and other sources on the topic;
- 3) monitor adherence to the calendar schedule and timely check uploaded thesis/project sections on the academic portal;
- 4) establish the volume of all sections and coordinate the work of students and, if needed, consultants;
- 5) ensure high scientific and practical quality of the thesis/project.

3.10.13. Upon starting the approved thesis/project topic, final-year students *must*:

- 1) develop the topic according to the department assignment, paying particular attention to the validity of conclusions and practical recommendations;
- 2) collect sources for analysis of planning and reporting materials necessary for the thesis/project;
- 3) upload completed sections to the academic portal according to the calendar schedule;
- 4) undergo pre-defence and plagiarism and compliance checks in a timely manner.

3.10.14. ***Content and structure of the thesis/project.*** Bachelor’s theses/projects should be at least 50–60 pages. Master’s dissertations should be at least 70–80 pages for humanities, and 50–60 pages for natural sciences and technical fields. Appendices are not included in the page count. General requirements for structure, formatting, and defence procedures are described in the following documents: “Regulations on the Preparation and Defence of Theses/Projects”; “Regulations on the Preparation and Defence of Master’s Dissertations.”

### 3.11 Procedure for Working with International Students

Admission of international students to UIB is carried out taking into account possible risks associated with migration flows from regions posing a security threat. During interviews and entrance assessments, the focus is on the motivation of the students. The primary purpose of their stay in Kazakhstan should be to obtain a high-quality education. An important criterion is also the willingness of graduates to contribute to the development of Kazakhstan or their home country through professional activity.

3.11.2. UIB assumes responsibility for international students from the moment of their arrival in Kazakhstan until their departure upon completion of studies. To ensure constant monitoring and support of students, UIB appoints coordinators or curators by order, responsible for each international student. These staff members must:

- monitor compliance with the laws of Kazakhstan by international students;
- assist in the integration of international students into local culture and community;
- carry out preventive work to avoid violations.

3.11.3. In the event that an international student is absent from classes for more than 10 days without a valid reason or is expelled early, UIB must promptly notify the migration service.

3.11.4. UIB must maintain ongoing cooperation with the migration service to minimise risks of students violating migration regulations. For international students, regular explanatory sessions

should be organised with participation of migration service representatives to inform them about rules of stay, visa requirements, and responsibilities for violations. UIB must ensure that students leave the territory of Kazakhstan upon completion of studies unless otherwise stipulated by the visa regime.

3.11.5. The process of issuing visas and invitations for international students must be conducted under strict control and with mandatory approval by the Head of UIB. Documents must be coordinated with national and territorial security authorities. All contracts and agreements with international students must be prepared in the state language and in one internationally recognised language (e.g., Russian or English). It is important to ensure that each student clearly understands their rights and obligations within the educational process and visa regime.

3.11.6. UIB maintains relations with international alumni through the Alumni Association. Students are involved in activities aimed at maintaining UIB’s reputation as a regional educational centre, leveraging their achievements and success stories to enhance the university’s international prestige. UIB implements regular meetings and interactions with alumni, both online and offline, to promote the further development of UIB’s international alumni network.

#### **4. EDUCATIONAL RESOURCES AND SUPPORT SYSTEMS**

##### **4.1. UIB Academic Portal**

4.1.1. The UIB Academic Portal (UIB) is developed based on a learning management system and is closely integrated with the educational process at the University: <http://moodle.uib.kz> and <https://uib.academo.kz>.

The Academo portal, developed by the University, allows instructors to:

- upload syllabuses;
- monitor student attendance;
- view the timetable for the current semester;
- submit applications for vacancies;
- view employment contracts concluded for the current academic year;
- submit applications and upload articles for scientific conferences held at the University.

The University has also implemented the Moodle portal, which allows instructors to:

- upload specific materials for working with students (the system allows posting information in text, graphic, and interactive formats);
- publish links to University library resources and external educational resources (websites, multimedia, pdf);
- embed audio, video lectures, and other multimedia files;
- monitor student activity and current grades;
- record results of tests and student assessments.

The educational portals are accessible both via the Internet and the intranet, allowing students and instructors to work at any convenient time and from any location.

4.1.2. After enrolment at the University, each student is issued a login and password, providing access to all University information resources, including educational portals. Each student has access to networked educational resources and information services subscribed to by the University.

To log in to Academo (<https://uib.academo.kz>), students must enter their assigned login and password.

## Entrance

Enter your username and your password:

Your login \*

Your password \*



Forgot your password? [Recovery](#)

There is no account? [Registration](#)

 Information for students!  
(Click to see)

After logging in, the following sections are available to students:

1. Student
  - a. Student Attestation
  - b. Student Transcript
  - c. Student Report
  - d. Make a complaint
  - e. Upload graduate work
  - f. Academic Debt
  - g. Summer courses
  - h. Practice

### 1. Student Attestation

In this section, the student has access to the courses they are enrolled in for the current semester. The student can also view their scores for VSK1, VSK2, the exam, and the final grade. In this section, the syllabus for the courses studied in the current semester can be downloaded.

By clicking on “Survey,” the student evaluates the course and the instructor. A report is then generated for the University management.

## Успеваемость за текущий семестр

## Информация о студенте

ОИО:

Баркод:

Специальность или ОП: 6В04207 Международное экономическое право

Уровень обучения: Бакалавриат

Форма обучения: С очное

Курс: 1

Группа: МЭП 22.236 РО

Название курса	Преподаватель	Семестр	Кредит	ВСК1	ВСК2	Экзамен	Общий балл	GPA	Grade	Силлабус
<a href="#">Основы права и антикоррупционной культуры 1-семестр 22/23 456</a>	Лектор: Амиров Нурлан <a href="#">Анкетирование</a>	1	5	0	0	0	0	0	F	
<a href="#">Экономическая теория и Микроэкономика 1-семестр 22/23 150</a>	Лектор: Урясова Ирина <a href="#">Анкетирование</a> Семинарист: Асанова Жулдыз <a href="#">Анкетирование</a>	1	5	0	0	0	0	0	F	

By clicking on the course title, the student will be redirected to the course on <http://moodle.uib.kz>, where a window with the content and materials of the selected course will open. Here, the student can review course materials by topic and download assignments. The student can also find all necessary course materials, the teaching and methodological package for the discipline, the reading list, glossary, and other information. Upon completing an assignment, the student can submit their answer as a file or directly through the assignment form. After submission, the instructor evaluates the work and may provide comments on the submission, ensuring prompt feedback between the student and the instructor.

## 2. Student Transcript

This section displays the student’s academic performance for the entire period of study, including the total number of credits and GPA.

№	Название дисциплины	Кредит (ECTS)	Общий балл	Баллы GPA	Оценка
<b>1 семестр, Осень</b>					
1	Foreign language 1	5	79	2.67	B-
2	Дене шынықтыру	2	85	3.33	B+
3	Орыс тілі 1	5	90	3.67	A-
4	Орыс тілі 1	5	45	0	FX
5	Психология	3	74	2.33	C+
6	Экономикадағы математика	5	0	0	F
7	Қазіргі Қазақстан тарихы	5	0	0	F
8	Кудық негіздері және сыбайлас жемқорлыққа қарсы мәдениет	5	66	2.0	C
Количество кредитов за семестр		30	Семестровый GPA		2.2
<b>2 семестр, Весна</b>					
1	Foreign language 2	5	67	2.0	C
2	Information and Communication Technology	5	86	3.33	B+
3	Дене шынықтыру	2	90	3.67	A-
4	Микроэкономика	2	67	2.0	C
5	Мәдениеттану	3	83	3.0	B
6	Орыс тілі 2	5	84	3.0	B
7	Оқу практикасы	1	85	3.33	B+
8	Экономикалық теория	5	82	3.0	B
9	Әлеуметтану және саясаттану негіздері	3	84	3.0	B
Количество кредитов за семестр		31	Семестровый GPA		2.9
Количество кредитов за год		61	Годовой GPA		2.5

## 3. Student Report

In this section, students can order all the certificates they need, such as:

- Certificate confirming enrolment at the University
- Certificate for the military registration office

Certificate for receiving benefits

After placing an order, a confirmation message appears: “The certificate will be prepared within 3 working days.” The certificate can be collected from the Department of Academic Affairs.

1 получение справки

Виды справок:

1. <b>Справка обычная</b> Документ, подтверждающий факт обучения в UIB	
2. <b>Справка ГЦВП (для пособия)</b> Приложение 4 к Правилам предоставления государственной базовой пенсионной выплаты за счет бюджетных средств, а также назначения и осуществления пенсионных выплат по возрасту, государственных социальных пособий по инвалидности, по случаю потери кормильца и по возрасту, государственных социальных пособий	
3. <b>Справка ГЦВП (для пособия)</b> Приложение 5 к Правилам предоставления государственной базовой пенсионной выплаты за счет бюджетных средств, а также назначения и осуществления пенсионных выплат по возрасту, государственных социальных пособий по инвалидности, по случаю потери кормильца, государственных специальных пособий	
4. <b>Справка ГЦВП (для пособия)</b> Приложение 6 к Правилам назначения, исчисления (определения), перерасчета размеров социальных выплат из Государственного фонда социального страхования и их осуществления	
5. <b>Справка ГЦВП (для пособия)</b> Приложение 31 к Правилам назначения, исчисления (определения), перерасчета размеров социальных выплат из Государственного фонда социального страхования и их осуществления	
6. <b>Справка Военкомат</b> Справка для военкомата	

## 4. Make a complaint

In this section, the student can fill out a complaint form, if applicable. The student can select the type of complaint, provide a subject and description, and attach supporting files.

Форма жалобы

Тип жалобы	<input type="text"/>
Тема	<input type="text" value="Тема"/>
Списание	<input type="text"/>
Файлы	<input type="text" value="Выбрать файл"/> <input type="text" value="Файл не выбран"/>

## 5. Upload graduate work

In this section, students in their final year can review the topics of bachelor’s/master’s theses and their assigned supervisors. Students upload chapters of their work to this section, can view comments from supervisors, and, after checking, see the plagiarism score.

Выпускная работа

Информация о дипломной работе
Название темы (на казахском): Тілдерді үйренуге арналған қосымшаны әзірлеу
Название темы (на русском): Разработка приложения для изучения языков
Название темы (на английском): Developing an application for learning languages
Руководитель

Глава 1

**Осталось: 0 дней, 0 часов, 0 минут, 0 секунд.**

## 6. Academic Debt

In this section, students register for the summer semester if they have any academic arrears.

By clicking on “Add Application,” the student fills out the application form. It is mandatory to select one of the following reasons:

- Academic arrears
- Transfer
- Reinstatement
- Completion of additional subjects
- Other

The student can select any number of courses from the list for which they have academic arrears. Next to each course, the number of credits and the amount to be paid are indicated. An important requirement when submitting the application is to attach the payment receipt; without it, the application cannot be saved.

Добавить заявление

Заявление

Перед написанием зая

Прошу Вас разрешить освоение следующих дисциплин в летнем семестре 2020 - 2021 учебного года по причине:

Причина

Название дисциплины	Кредит	Сумма к оплате	Выбор
Экономическая теория	5	70833	<input type="checkbox"/>
Физическая культура	2	28333	<input type="checkbox"/>
Основы техники и тактики активных видов туризма	4	56667	<input type="checkbox"/>
Культурология	3	42500	<input type="checkbox"/>

Причина

Статус

Потверждено

Каждый студент имеет право подать заявление на зачет академической задолженности.

## 7. Summer courses

After completing registration for academic arrears and approval by the department instructors, the student can view the name of the instructor for the summer semester and, after grades are assigned, review them.

By clicking on the course title, the student will be redirected to the summer semester course on <http://moodle.uib.kz>, where a window with the course content and materials will open.

### Успеваемость за летний семестр

Информация о студенте										
ФИО:										
Баркод:										
Специальность или ОП: 6В03104 Международная аналитика										
Уровень обучения: Бакалавриат										
Форма обучения: Очное										
Курс: 4										
Группа: Политол.МА 19.622.РО										
Название курса	Преподаватель	Семестр	Кредит	ВСК1	ВСК2	Экзамен	Общий балл	GPA	Grade	Силлабус
<a href="#">История международных отношений в новейшее время ЛС</a>	Иембекова Майра	6	5	62	60	60	61	1.67	C-	
<a href="#">Производственная практика (2 курс) ЛС</a>	Абеуова Шуга	6	3	90	90	90	90	3.67	A-	
<a href="#">Foreign language 4 ЛС</a>	Мусалимова Зарина	6	5	88	78	90	86	3.33	B+	

## 8. Practice

In this section, the student can view their grades for academic, industrial, and pre-graduation (research) practices, depending on the student’s year of study.

## Успеваемость за практику

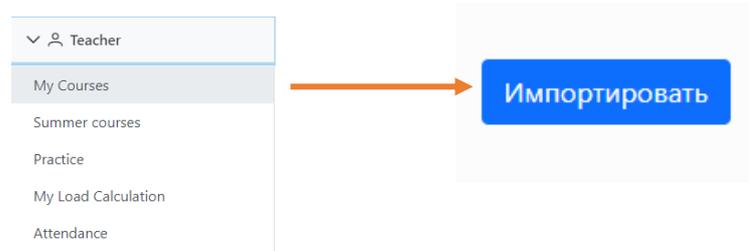
Информация о студенте					
ФИО:					
Баркод:					
Специальность или ОП: 6B04118.ACCA бойынша Есеп және Аудит					
Уровень обучения: Бакалавриат					
Форма обучения: Очное					
Курс: 2					
Группа: Учет и аудит по программе ACCA 21.581 КО					
Название дисциплины	Семестр	Кредит	Общий балл	GPA	Букв. оценка
Оқу практикасы	2	1	85	3.33	B+

## 4.2. Instructions for Filling Out a Syllabus

1. Go to the portal <https://uib.academo.kz>, then click on **My Syllabuses** → **Add Syllabus Template**, find the course, and click the **Select** button.
2. **Grading Policy:** choose one of the options provided. The grades for VSK1 and VSK2 are calculated based on the selected option, then click the **Create** button.
3. Fill in all the necessary information for the syllabus: **Prerequisites, Post-requisites, Course Content, Literature**.
4. The syllabus is automatically generated as a PDF file, which you can download.

## Grading Policy

1. After completing KKK and creating the syllabus, it is necessary to import the syllabus into the Moodle course. Go to **Teacher** → **My Courses**, a list of current semester courses will open. In the **Syllabus** section, click **Import**. After importing the syllabus, corresponding categories are created in the Moodle course according to the grading option you selected for each VSK.
2. Go to the Moodle course, and in the settings click the **Gradebook Setup** button, where it clearly shows how the course will be graded.
3. As mentioned above, for each VSK1 and VSK2, categories and their weight coefficients are created. The sum of the coefficients equals 1 (100%).



## Gradebook Settings Page

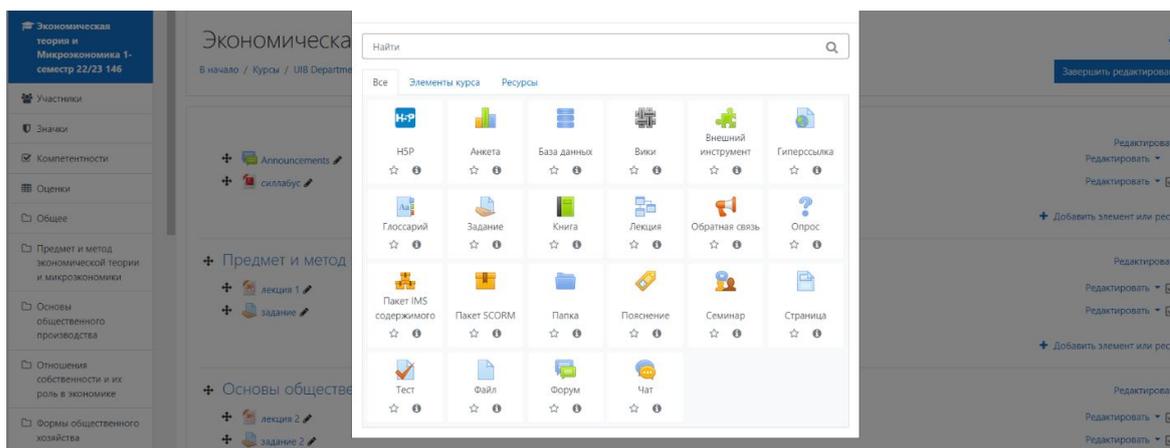
The image shows a screenshot of the Moodle Gradebook Settings page. The page title is 'Экономическая теория и Микроэкономика 1-семестр 22/23 146'. The breadcrumb trail is: 'В начало / Курсы / UIB Departments / Кафедра Финансов и Учета / Экономическая теория и Микроэкономика 1-семестр 22/23 146'. The main content area shows the course structure with three categories: 'Предмет и метод экономической теории и микроэкономики', 'Основы общественного производства', and 'Отношения собственности и их роль в экономике'. Each category has associated 'лекция' (lecture) and 'задание' (assignment) items. On the right side, there is a settings menu with options like 'Редактировать настройки', 'Завершение курса', 'Фильтры', 'Настройка журнала оценок', 'Восстановить', 'Импорт', 'Копировать курс', 'Очистка', and 'Больше...'. The 'Импорт' option is highlighted.

Название	Весовые коэффициенты	Максимальная оценка	Действия	Выбрать
Экономическая теория и Микроэкономика 1-семестр 22/23 146	-	-	Редактировать	<input type="checkbox"/> Все
ВСК 1	-	-	Редактировать	<input type="checkbox"/> ВСК 1
Лекция (ВСК 1)	0,1	-	Редактировать	<input type="checkbox"/> Лекция (ВСК 1)
Итого в категории «Лекция (ВСК 1)» Простое среднее взвешенное оценок. Включая незаполненные оценки.		100,00 ±	Редактировать	
Практические занятия, СРСП (ВСК 1)	0,25	-	Редактировать	<input type="checkbox"/> Практические...
Итого в категории «Практические занятия, СРСП (ВСК 1)» Простое среднее взвешенное оценок. Включая незаполненные оценки.		100,00 ±	Редактировать	
Письменная работа по ROS с проверкой на антиплагиат (ВСК 1)	0,2	-	Редактировать	<input type="checkbox"/> Письменная р...
Итого в категории «Письменная работа по ROS с проверкой на антиплагиат (ВСК 1)» Простое среднее взвешенное оценок. Включая незаполненные оценки.		100,00 ±	Редактировать	
Выполнение заданий СРС (ВСК 1)	0,15	-	Редактировать	<input type="checkbox"/> Выполнение з...
Итого в категории «Выполнение заданий СРС (ВСК 1)» Простое среднее взвешенное оценок. Включая незаполненные оценки.		100,00 ±	Редактировать	
Контрольный срез знаний* (ВСК 1)	0,3	-	Редактировать	<input type="checkbox"/> Контрольный ...
Итого в категории «Контрольный срез знаний* (ВСК 1)» Простое среднее взвешенное оценок. Включая незаполненные оценки.		100,00 ±	Редактировать	
Итого в категории «ВСК 1» Среднее оценок (с учетом доп. баллов). Включая незаполненные оценки.		100,00 ±	Редактировать	

4. Now, for each category, you must create an **Assignment** or **Quiz** (the number of assignments or quizzes is not limited, minimum one assignment or quiz).

5. Creating an Assignment: to do this, go back to the Moodle course (main page). Enable **Editing Mode** (clicking the **Editing Mode** button changes the interface; in each block, objects that can be edited display tool buttons, allowing you to modify the content and appearance of that object – block, resource, course element, topic, etc.). Clicking the **Stop Editing** button closes this mode.

6. Click on the **Add an Activity or Resource** link. Select the type of activity or resource and then click the **Add** button.



4. The **Add Assignment** page will open. Fill in the **Title**, **Availability**, and **Response Types**. You must select (assign) which category the created assignment belongs to. In the **Grade** tab, choose the grading category. You can select any grading category except the VSK1 and VSK2 categories. Each assignment is graded on a 100-point scale. Next, the arithmetic mean of all assignments in the current category is calculated and multiplied by the weight coefficient of the category (the same procedure applies to all categories). Finally, the scores from all categories are summed, and the total is displayed in the VSK1 and VSK2 columns.

› [Настройки представления работ группы](#)

› [Уведомления](#)

› [Оценка](#)

Оценка

Тип:

Максимальная оценка:

Метод оценивания:

Категория оценки:

Проходной балл:

Оценивание вслепую:

Скрыть личность оценщика от студентов:

Использовать поэтапное оценивание:

Общие настройки модуля

- Без категории
- ВСК 1
- ВСК 2
- Выполнение заданий СРС (ВСК 1)
- Выполнение заданий СРС (ВСК 2)
- Контрольный срез знаний\* (ВСК 1)
- Контрольный срез знаний\* (ВСК 2)
- Лекция (ВСК 1)
- Лекция (ВСК 2)
- Письменная работа по ROS с проверкой на антиплагиат (ВСК 1)**
- Письменная работа по ROS с проверкой на антиплагиат (ВСК 2)
- Практические занятия, СРСП (ВСК 1)
- Практические занятия, СРСП (ВСК 2)

### 4.3. Information Systems for Online Learning

4.3.1. University instructors and students, when conducting online sessions (video streaming) in a distance learning format or while working remotely, must adhere to visual and verbal etiquette, namely: maintain a neat appearance, avoid displaying exposed body parts, obscene, provocative, or illegal images, including on clothing and background, do not involve persons not enrolled in the course in the broadcast, do not show pets, and refrain from any other actions that may distract attention or disrupt the normal course of the class or other academic activities. In case of violation of these requirements, the instructor or any other person with academic administrative authority must stop or block the student’s access to the session/event and record the absence without a valid reason. Depending on the nature of the violations, the university administration, instructors, and students may refer the matter to the appropriate higher education committee for disciplinary action.

#### 4.4. Library and Other Resources

4.4.1. For independent work, the University has a library with three reading rooms equipped with modern computers with internet access, 15 computer labs, and more than 15 teaching and research offices. The total number of computers is 597, of which 332 are accessible to students.

4.4.2. The University has a unified information network; library support for the educational process meets modern standards, and information technologies are integrated into the learning process.

4.4.3 The UIB Scientific Library is a member of the Association of University Libraries of Kazakhstan and is an important structural unit of the University providing library and information services. Its main functions include: providing the necessary modern literature for educational and research processes in both print and electronic formats; free remote access to library and information resources; creating comfortable conditions for independent student work on the library premises.

Priority tasks for the library development include:

- Creating a unified information-library center that provides open access to the library collection, quick access to electronic resources, a zone for meetings and masterclasses, and a comfortable reading space.
- Establishing effective interaction mechanisms with the University’s structural units involved in the scientific and educational process (<http://moodle.uib.kz>, <https://uib.academo.kz>, <https://bitrix24.uib.kz/>).
- Providing educational and research literature to enhance the quality of specialist training.
- Completing the library collection according to the University profile, curricula, and program requirements; supplementing the collection for the most in-demand subjects.
- Annual update of the library collection.
- Improving remote access to electronic resources.
- Strengthening the material and technical base.
- Maintaining a qualified staff.
- Forming a positive public image of the library and developing social partnership technologies.

4.4.4 The total area of the library is 271.85 m<sup>2</sup>, including 3 reading rooms with 90 seats and auxiliary rooms for storing the library collection.

4.4.5 The library collection includes educational, teaching-methodological, scientific, reference, and fiction literature, as well as abstracts, dissertations, periodicals, and electronic resources. The total library collection consists of 217,559 items, of which 65,269 are in the state language. The volume of educational literature in electronic format is 19,295 items.

The library collection is formed based on department requests, the literature specified in syllabuses, science department requests, and user requests.

The library cooperates with major domestic publishers such as “Economics”, “Қазақ университеті”, “Дарын”, “Adal kitap”, “Эрудит”, “Альманах”, “Lem”, “Лантар букс”, “Юрист”, “Нур Пресс”, “Қазақ энциклопедиясы”, “Ғылым”, and with Russian and international publishers such as “Urait”, “Infra-M”, “UNITY”, “Piter”, “WileyPlus”, “Oxford University Press”, “Pearson”, among others.

Work is carried out with authors of Kazakh textbooks via direct contracts, including with UIB faculty.

The primary collection used consists of educational and teaching-methodical literature published in the last 5–10 years. The library collection is updated annually with modern textbooks from Kazakh, Russian, and foreign publishers.

The main educational and teaching-methodical literature (including electronic and magnetic media) is formed according to the list of disciplines in the curriculum and the student cohort studying them, comprising 77% of the collection. Scientific literature constitutes 19%, and additional literature 4% (1% reference-bibliographic, 3% fiction).

4.4.6 Ensuring that disciplines have the necessary literature according to the student cohort, including by language of instruction, remains a key task for the library. The provision of educational, teaching-methodical, and scientific literature, including in Kazakh, meets licensing standards. The

required literature for students by discipline is indicated in syllabuses with references in the library database.

4.4.7 The library holdings are accessible through the University’s **Electronic Catalog** and **Electronic Library**. To provide comprehensive information and quick access, the library website lib.uib.kz has been created. Students can learn about the library’s mission and tasks, rules of conduct, search for books, view and read full texts, track new arrivals, and use electronic resources. Registered users can access the library remotely using their UIB portal login credentials and request digitized documents via email.

4.4.8 Library services are available to students, graduate students, doctoral candidates, faculty, and staff. For a unified educational information space, library access uses the same login credentials as the educational portals “moodle.uib” and “uib.academo”. The student ID card serves as the library card. Open access to collections is provided for viewing and selecting literature and periodicals. Students can study individually in quiet zones or in groups.

The student’s **unified university identification card (ID card)** is used as the library card. Readers have access to the open collection, with the right to view and select the necessary literature and periodicals. Students have the opportunity for both individual study in a quiet zone and group preparation for classes with permission for collective discussion of topics.

4.4.9 The library is equipped with RFID systems. RFID is a cutting-edge technology used in libraries to track books and journals and to prevent their unauthorized removal. The use of RFID reduces the time required for issuing and returning books. Information from RFID tags is read very quickly, thereby saving time in serving readers. It is also possible to read multiple tags simultaneously. The issuance and return of books are carried out automatically through the **IRBIS 64+** software.

4.4.10 Currently, the university library has contractual relationships with the libraries of JSC “International University of Information Technologies”, Al-Farabi Kazakh National University, KIMEP University, Kazakh National Research Technical University named after K.I. Satpayev, NARHOZ University, and RNTB.

4.4.11 University faculty and students have access through the national subscription of the **MNVO RK** to databases such as **Scopus**, **Web of Science**, and **ScienceDirect**. The library subscribes to electronic resources including **RMEB**, **EBSCO**, the information system **Best Profi**, as well as the systems **Yurclub**, E-UNI, and IPR Smart. The library also periodically receives trial access to other Kazakhstani and international electronic resources.

#### 4.5. Types of Support within the University

4.5.1. *Medical assistance* is provided at the medical unit, where a qualified doctor works. The responsibilities include confirming compliance with medical requirements for staff and students, conducting annual X-ray procedures, directing staff and students to relevant professional medical institutions, as well as addressing everyday medical issues that may arise for both staff and students.

4.5.2. *Religious matters* remain outside the university’s scope, in accordance with Kazakhstani regulations regarding universities as secular institutions, where the display of individual religious practices is not permitted.

4.5.3. *Career support* is provided by the **UIB Career Center**, which has the following responsibilities:

- organization of professional internships for students;
- conducting a job fair (at least twice a year);
- organizing seminars/training sessions where experienced managers/entrepreneurs share their experience and provide advice on future careers;
- maintaining connections with UIB alumni;
- training on resume preparation, interview techniques, and self-presentation; seminars/training sessions on leadership, etc.

4.5.4. *Financial and social support* for students is provided at the discretion of the University administration. Students may receive discounts in the following cases:

- for orphans and children left without parental care;
- for persons with disabilities from childhood, and persons with disabilities of 1st and 2nd group;
- for students whose both parents have disabilities of 1st and/or 2nd group;
- for students from large families with four or more children under the age of 18;
- for first-degree relatives (brother/sister, spouse, mother/father, children) who enroll simultaneously.

Detailed conditions and grounds for providing discounts are described in the *Regulations on the Payment System and Provision of Tuition Discounts* at UIB.

## **5. EDUCATIONAL, METHODOLOGICAL, AND SCIENTIFIC-METHODOLOGICAL WORK**

### 5.1. Development and Approval of Educational Programs

5.1.1. At the Kenzhekali Sagadiyev University of International Business, the principles of university autonomy are implemented in organizational and managerial activities when addressing issues related to the organization and planning of the educational process, development of educational programs, regulatory documentation, and formation of the organizational and production structure.

5.1.2. The development of educational programs (EP) is carried out in accordance with the regulatory documents of the Ministry of Science and Higher Education of the Republic of Kazakhstan (MSHE RK), State Educational Standards (GOSO), professional standards, the University development strategy, and best practice examples, taking into account the needs of stakeholders. Educational programs are developed by departments in coordination with employers, discussed at department meetings and the University Educational and Methodological Council (EMC), and approved by the decision of the Academic Council of UIB.

#### 5.1.3. *Stages of forming educational programs:*

1. Analysis of labor market needs;
2. Formation of educational program goals;
3. Formation of the graduate model: competencies, expected outcomes;
4. Formation of the content and structure of the educational program;
5. Implementation of the educational program: selection of teaching and retraining approaches and assessment methods;
6. Evaluation and improvement based on feedback and anticipatory adjustments.

#### 5.1.4. *The content of EP includes the following sections:*

1. General Provisions
2. EP Structure
3. Rules for EP Development
4. Requirements for EP Content Components
5. Requirements for EP Formatting
6. Rules for EP Development and Approval
7. Control and Compliance with EP Requirements

5.1.5. Developed EPs have clearly formulated goals that align with the University’s mission, the National Qualifications System (<http://atameken.kz/>), meet the demands of potential consumers, consider opportunities for international student exchange, and comply with the current state of science.

5.1.6. EPs are aimed at implementing a competency-based approach in education. The EP structure is based on a modular principle and contains learning outcomes according to competencies: general cultural and professional meta-competencies, based on the Dublin descriptors, National and sectoral qualification frameworks (*the National Qualifications Framework is a structured description*

of qualification levels recognized in the labor market). The necessary integrity of the EP is ensured by balancing the educational, professional, fundamental, and practical components of the modules included in the EP structure. The interconnection of learning outcomes and modules provides opportunities to translate competencies to the disciplines within the modules and to implement a competency-based approach into the educational-methodological complex of disciplines.

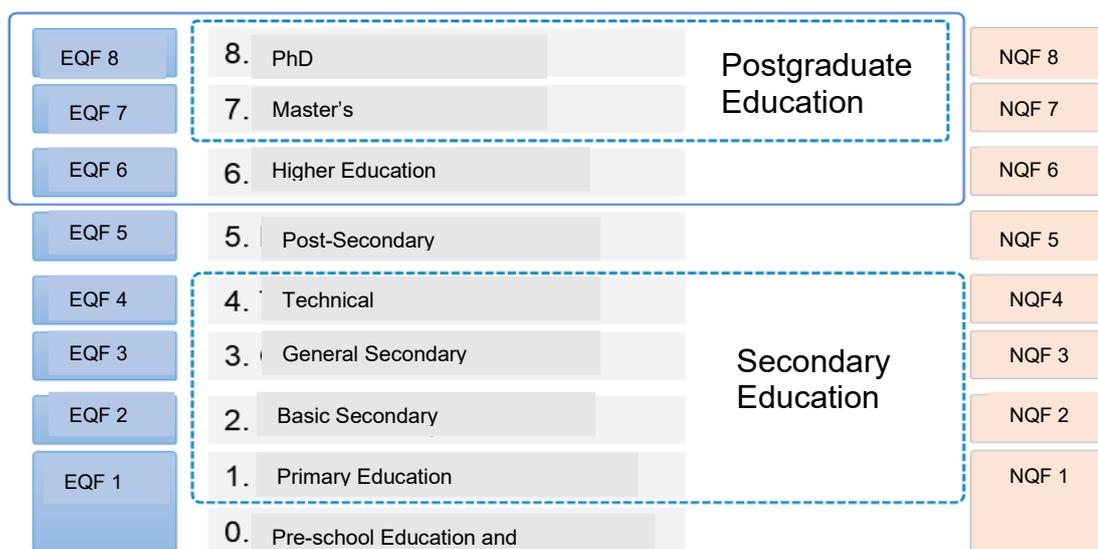
5.1.7. EPs are developed in accordance with the National Qualifications Framework (NQF) and aligned with the Dublin descriptors and the European Qualifications Framework (EQF), with the participation of all stakeholders in the educational process: teachers, students, and employers.

5.1.8. When developing educational programs, the principles of continuity, succession, and gradual increase in requirements for learning outcomes based on competencies (from the 6th to the 8th qualification level) are applied.

5.1.9. Educational programs are oriented toward learning outcomes. The qualification obtained as a result of completing an EP is clearly explained to students and corresponds to the relevant level of the NQF. The competencies formed within EPs meet the requirements for preparing graduates to adapt to changes in social and professional roles, geographic and social mobility in conditions of increasing dynamics of change and uncertainty.

5.1.10. The qualification obtained through the completion of an EP provides opportunities to work in positions where such personnel are in demand. A positive aspect of mastering an accredited EP is that the list and content of modules are developed by the teachers themselves in accordance with the set goals and are specified using a comprehensive approach to forming educational programs.

*The National Qualifications Framework (NQF) is comparable to the European Qualifications Framework (EQF).*



## 5.2. Student-Centered Learning, Teaching, and Assessment

5.2.1. The University actively implements student-centered learning processes in educational programs:

- ensures the development of flexible learning pathways;
- creates conditions for enhancing student motivation and engagement in the learning process;
- ensures the consistency and objectivity of assessment of learning outcomes.

5.2.2. The University creates conditions for *the development of student autonomy*:

- encouragement and support of higher education institutions in promoting pedagogical innovations in student-centered learning contexts and in fully utilizing the potential advantages of digital technologies for teaching and learning;
  - ensuring a strong link between teaching, learning, and research at all levels of education and creating incentives for universities, teachers, and students to activate activities that foster creativity, innovation, and entrepreneurship;
  - educational programs should allow students to develop competencies that best meet personal aspirations and societal needs through effective learning activities. This should be supported by transparent descriptions of learning outcomes and workload, flexible learning pathways, and corresponding teaching and assessment methods;
  - effective teaching should be recognized and encouraged, providing opportunities to strengthen the academic competencies of instructors;
- active involvement of students, as full members of the academic community, as well as other stakeholders, in curriculum development and quality assurance.

5.2.3. The University creates conditions *for students to choose an individual educational trajectory*, which includes:

- the possibility of choosing the language of instruction, elective courses, and instructors;
- registration for elective courses;
- formation of an individual study plan;
- organization of an additional semester for repeated or supplementary study of courses;
- the possibility of studying through distance learning technologies.

5.2.4. The procedure for student registration for courses is organized by the Registrar’s Office with the involvement of the Dean’s Office, departments, and advisors. Registration for courses is conducted for first-year students by August 30, and for second- and higher-year students in accordance with the academic calendar.

5.2.5. Registration for courses and formation of the individual study plan (ISP) includes:

- familiarizing students with the rules for organizing the educational process under the credit-based learning system;
- familiarizing students with educational trajectories;
- familiarizing students with the list and content of elective courses and their sequence;
- enrolling in courses for no less than the established number of credits per academic year to complete the chosen educational trajectory;
- compliance with established deadlines for registration and re-registration for courses.

5.2.6. Students may study individual courses in other educational institutions, including abroad, within the framework of academic mobility, exchange programs, dual-degree programs, etc.

5.2.7. The individual study plan is approved by the Dean/Director of the Faculty in three copies: one is kept in the Dean’s Office as a basis for monitoring the student’s completion of the study program, the second is sent to the Registrar’s Office for organizing intermediate assessment, and the third is given to the student.

5.2.8. Student workload is determined in credits — units measuring the time and effort of students and instructors required to achieve specific learning outcomes. The number of courses and credits is indicated in the working and individual study plans.

5.2.9. Student workload includes classroom activities and independent work. The ratio of classroom activities to independent work for theoretical learning is 1:2.

5.2.10. *The goal of independent work* is to master fundamental knowledge, professional skills, and competencies in the field, as well as experience in creative and research activities. Independent work develops autonomy, responsibility, organization, and a creative approach to solving academic and professional problems.

5.2.11. *The tasks of independent work* include:

–systematization, consolidation, deepening, and expansion of theoretical knowledge and practical skills obtained during classes;

–development of skills to use normative, legal, reference documentation, and specialized literature;

–development of cognitive abilities, creativity, responsibility, and organization;

–formation of independent thinking, self-development, self-improvement, and self-realization skills;

– development of research skills;

use of materials collected during independent study, seminars, practical and laboratory classes, in the preparation of coursework and thesis, and for effective preparation for tests and exams.

5.2.12. Educational-methodical and organizational support for independent work must meet the following requirements:

–each student must have access to the methodological complex of their program (specialty) and the University’s electronic library system;

–students must receive timely and complete information on all academic tasks to be completed in the current semester;

–classrooms, computer labs, laboratories, etc., should be accessible to students outside regular classroom hours;

each department must have an approved schedule of individual consultations (office hours) for instructors.

The instructor develops, plans, organizes, supervises, and monitors the independent work of students.

5.2.13. *The formation of independent work* content includes:

– determining and justifying the minimum necessary sections, topics, and assignments for classroom and independent work;

– defining the content and volume of theoretical and practical tasks for each topic assigned for independent work;

– selecting and proposing methods and forms of independent work according to modern teaching technologies;

– defining forms and methods for monitoring student completion of independent assignments; developing criteria for evaluating results of independent work, considering the level of student training.

5.2.14. *Organization of independent work* includes:

– determining organizational forms of independent work according to course content, academic schedule, study plan, and student characteristics;

– providing students with information, lists of specialized literature, and other sources;

– providing a schedule for independent work and consultations;

– providing methodical materials for independent study of sections and topics;

– providing informational and methodological materials (course program, instructions, assignments, assessment tools for self-check, etc.);

– providing criteria for assessing each form of independent work.

5.2.15. Guidance for independent work includes consultations on methodology, completing specific academic tasks, organization of research work, evaluation criteria, objectives, means, workload, deadlines, and forms of control.

5.2.16. Various forms, methods, and technologies can be used to control independent work:

– forms of control: testing, self-reporting, presentations, cases, defense of creative work, control assignments, etc.;

– methods: seminars, credits, colloquiums, lab work, practical assignments, interviews, exams; technologies: situational control, rating, portfolio, self-assessment, etc.

5.2.17. Control of independent work results is carried out within the time allocated in the curriculum for classroom and independent study and may be conducted in written, oral, or mixed forms, with the submission of a tangible product of student activity.

5.2.18. Independent work assessment may be conducted simultaneously with current and intermediate assessments. Results must be considered in the final assessment of the course.

5.2.19. General pedagogical criteria for assessing organized independent work include:

- mastery of material at the level of learning competencies;
- ability to apply theoretical knowledge in practical tasks;
- clarity and justification of responses;
- proper formatting of report materials;
- creative approach to independent work;
- oral and written communication skills;
- proficiency in new technologies;

responsibility for quality learning and self-organization of independent cognitive activity.

5.2.20. Strengthening the role and motivation of independent work is ensured through:

- increasing hours dedicated to independent work;
- focusing on active learning methods;
- creating opportunities for participation in creative activities, subject Olympiads, competitions of research or applied works;
- using motivating factors for knowledge control (cumulative grades, ratings, tests, unconventional exams);
- rewarding academic and creative achievements (tuition discounts);
- individualization of tasks, both in-class and outside, with continuous updates;
- publishing content, evaluation criteria, and schedules for independent work.

5.2.21. Educational programs are implemented using modern and effective teaching methods aimed at active student engagement and promoting independence and responsibility for learning outcomes. Such methods include problem-based lectures, case studies, problem-solving methods, project-based learning, which engage students actively, develop their potential, and create a creative learning environment while fostering professional competencies.

5.2.22. Since 2018, blended learning has been implemented in educational programs. This approach combines traditional methods and modern digital technologies, allowing students to control time, place, pace, and pathway of learning. The Academic Council has approved the introduction of new faculty categories gradually developing electronic content (video lectures, handouts, instructions, assignments) for suitable courses. Early experience showed the effectiveness of this approach for small groups.

5.2.23. Assessment and adjustment of pedagogical methods are conducted through open classes, mutual observation, methodological section meetings, seminars, EMC work, and masterclasses.

### 5.3. Grade Distribution Curve (Bell Curve)

5.3.1. The Grade Distribution Curve (Bell Curve) is a primary tool for statistical analysis of teaching quality and grading. For University-wide analysis, a normal distribution graph is constructed: the number of grades as a function of numeric scores.

5.3.2. The percentage of “A” and “A–” grades relative to all positive grades, according to the University’s Credit-Based Learning Rules, should not exceed 20%, and the percentage of “F” grades should also not exceed 20%, except for summer semesters.

5.3.3. UIB relies on general criteria for evaluating student learning outcomes based on the Academic Integrity League principles. According to these criteria, under the normal (Bell Curve) distribution, grades are allocated as follows:

- A», «A-» (90-100 %) - No more than 10% of the total number of students in the seminar group;

- «B+», «B», «B-» (75-89%) - No more than 25% of the total number of students in the seminar group;

- «C+», «C», «C-» (60-74%) - At least 30% of the total number of students in the seminar group;

- «D+», «D», «D-» (50-59%) - At least 25% of the total number of students in the seminar group;

- «F» (0-49%) - At least 10% of the total number of students in the seminar group.<sup>2</sup>

5.3.4. When assessing all control activities, instructors adhere to the ratios specified above, except for all types of practical work, small groups (fewer than 30 students), and courses included in certification programs (ACCA, CFA, FRM, CIMA, HRCI, etc.).

5.3.5. Signs of careless, biased, or incompetent assessment of learning outcomes include:

- predominance of a certain grade category among the majority of students in the course;

- lack of differentiation of control and assessment activities by difficulty levels;

- focus of control and assessment activities on memorization rather than practical application;

- simplification of course content and assignments, i.e., intentional lowering of the methodological complexity level established by the educational program;

- any other actions that contradict the requirements for transparency, objectivity, and fairness in evaluating student competencies.

5.3.6. Any case of deviation from the specified grade distributions by more than 5% becomes subject to analysis by the UIB Academic Quality Commission and ensures the implementation of corrective measures: review of grades, teaching methods, and assessment criteria; initiation of disciplinary proceedings, etc.

## 6. RESEARCH WORK

### 6.1. Student Research Work

6.1.1 Research work at the University of International Business is organized and carried out in accordance with the Law of the Republic of Kazakhstan “On Science,” current legislation, orders, instructions, and other regulatory acts of the Republic of Kazakhstan, as well as the University Charter and the Regulations on Research Work at UIB.

6.1.2 *Student research work* (hereinafter – SRW), as a mandatory and integral part of educational, innovative, and educational processes at the University, is carried out at all levels of study in research activities, the forms and methods of which are determined by *the Regulations on Conducting Independent Scientific Work of Students*, approved by the Academic Council of UIB.

6.1.3 The main forms of student research work are:

–individual scientific research of students within the framework of preparation of graduation (diploma) works or projects at the bachelor’s level, and dissertations (projects) at the master’s and doctoral levels;

–independent work of students carried out within the framework of subjects on «Research Oriented Study» (ROS);

–participation as a researcher in the «Scholarship program «Student Research CUP» and implementation according to the requirements of research on the chosen topic;

–participation in scientific projects or programs as part of university, faculty, departmental research groups and sections;

–participation in scientific projects, programs and R&D (research and development works) as part of non-university research associations, groups as co-executors of scientific projects;

–reports of research practices of master’s and doctoral students within the framework of the educational program;

–publications in collections of materials of scientific conferences, in specialized industry and interdisciplinary scientific journals, and in collective scientific monographs in Kazakhstan and abroad, where

<sup>2</sup> Ссылка на Критерии оценки результатов обучения студентов на основе общих принципов Лиги Академической честности - <https://elck.ru/3BxwnR>

students report on the results of their research and innovative scientific work;

–Form of participation, the contribution of the student in a specific type of RSR and their reporting for its execution is determined by the procedure and rules for the implementation of that type and form of scientific activity in which the student participates.

6.1.4 Assessment of results of participation in the above-mentioned forms and types of RSR and R&D in the form of additional points for a specific discipline during intra-semester or final control is not provided, except for the following grades: 1) for preparation of assignments within the subjects of ROS; 2) reports on research practices provided by the Study Plans and Study Programs of the OP; 3) for preparation and defense of graduation (diploma) works or projects, master’s and doctoral dissertations.

6.1.5 All the above forms of RSR necessarily include verification of published materials and texts for plagiarism.

6.1.6 At the level of professional higher education (bachelor’s), within the framework of mastering educational programs, the form and procedure of the final attestation are determined and approved by the First Head of the University.

6.1.7 Based on the decision of the Academic Council of the University, the form of the Final Attestation was approved as «Writing and defense of the graduation work in the form of a diploma work or project».

6.1.8 The topic and supervisor of the scientific-research (experimental-research) work in the form of a diploma work or project of bachelor students are approved by the order of the First Head of the University based on the submission of the department within the first two months of the final year of study.

6.1.9 Supervision of diploma works or projects is carried out by teachers according to their profile and/or specialists corresponding to level 7 of the National Qualifications Framework with at least 5 years of work experience and level 8 of the National Qualifications Framework with at least 3 years of work experience.

6.1.10 For performing scientific-research (experimental-research) work in the form of a diploma work or project, bachelor students compile and approve a plan of the graduation work (structure) and determine the place of practice with their supervisor.

6.1.11 Credits for the completion of the graduation work amount to at least 12 academic credits in the total volume of the higher education program.

6.1.12 According to the Academic Calendar, students submit a report on the work done to the supervisor. Control and reporting on the implementation of the plan for the preparation of the graduation (diploma) work or project is carried out by the graduating department.

6.1.13 Master’s and doctoral students, within the framework of mastering educational programs, perform scientific-research (experimental-research) work, including the preparation of one and/or a series of scientific publications and the completion of a master’s/doctoral dissertation: completion of a master’s dissertation – for the scientific-pedagogical master’s program, or experimental-research work, including the implementation of a master’s project – for the profile master’s program; doctoral dissertation – for PhD.

6.1.14 The topic and supervisor of the scientific-research (experimental-research) work in the form of performing a master’s/doctoral dissertation are carried out under the guidance of scientific supervisors/consultants, who are approved by the decision of the Academic Council of the University within the first two months after enrollment.

6.1.15 For performing scientific-research (experimental-research) work, master’s and doctoral students, in addition to individual study plans, compile and approve individual plans of MRSP / DRSP / experimental-research work for the entire period of study, plans for research practice, dissertation topics with justification and structure, plans for dissertation completion, plans for scientific publications and international internships.

6.1.16 Master’s. The research practice of a master’s student is conducted for the purpose of familiarization with the latest theoretical, methodological, and technological achievements of domestic and

foreign science, modern methods of scientific research, processing, and interpretation of experimental data.

6.1.17 The content of the research (industrial) practice is determined by the topic of the dissertation (project) research within the framework of mastering educational programs.

6.1.18 Mandatory research (industrial) practice is provided in scientific organizations, organizations of relevant industries or fields of activity, and/or within the University, organized by the Department of Scientific Activity.

6.1.19 Research practice is formalized by the master’s student in the form of a report (*Regulation on practice in the master’s program*).

6.1.20 Within MRSP (ERSP), the individual work plan of the master’s student for familiarization with innovative technologies and new types of production provides for mandatory scientific internship in scientific organizations and/or organizations of relevant industries or fields of activity.

6.1.21 The place of the scientific internship must correspond to the scientific direction of the educational program and the topic of research.

6.1.22 The results of the research or experimental-research internship must be confirmed by a Certificate of at least 72 hours.

1. Requirements for the scientific-research work of a master’s student in a scientific-pedagogical master’s program:

1) corresponds to the profile of the master’s educational program, for which the master’s dissertation is performed and defended;

2) is relevant and contains scientific novelty and practical significance;

3) is based on modern theoretical, methodological, and technological achievements of science and practice;

4) is carried out using modern scientific research methods;

5) contains scientific-research (methodological, practical) sections on the main defended provisions;

6) is based on advanced international experience in the relevant field of knowledge.

2. Requirements for the experimental-research work of a master’s student in a profile master’s program:

1) corresponds to the profile of the master’s educational program, for which the master’s project is performed and defended;

2) is based on modern achievements of science, technology, and production and contains specific practical recommendations, independent solutions of managerial tasks;

3) is carried out using advanced information technologies;

4) contains experimental-research (methodological, practical) sections on the main defended provisions.

6.1.23 The main results of the master’s dissertation are presented in at least one publication and/or one presentation at a scientific-practical conference. The University assists the master’s student in publishing research results.

6.1.24 Annually, at the end of the academic year, the master’s student undergoes academic attestation regarding the fulfillment of the individual work plan. The graduating department independently determines the procedure for conducting the academic attestation of the master’s student.

6.1.25 The professional compliance of scientific supervisors/consultants must be confirmed by scientific publications in foreign and domestic publications according to the profile of the student’s dissertation research, in accordance with the qualification requirements imposed on educational activities of organizations providing higher and/or postgraduate education, and the list of documents confirming compliance.

6.1.26 The final result of the scientific-research or experimental-research work of a master’s student is the master’s dissertation (project).

6.1.27 The requirements for the content and formatting of the master’s thesis (project), its

preparation and defense are determined by the Methodological Guidelines for each EP.

6.1.28 The final attestation comprises at least 12 academic credits in the total volume of the master’s educational program of scientific-pedagogical and specialized directions and is carried out in the form of writing and defending a master’s thesis (project). The defense of the master’s thesis (project) includes the preparation of the master’s thesis (project), its formatting, and the defense procedure.

6.1.29 Doctoral studies. The research practice of a doctoral student is conducted in order to study the latest theoretical, methodological, and technological achievements of domestic and foreign science, as well as to consolidate practical skills, apply modern research methods, and process and interpret experimental data in the dissertation research.

6.1.30 The production practice of a doctoral student is carried out in order to consolidate the theoretical knowledge acquired during training and improve the professional level.

6.1.31 The content of research and production practices is determined by the topic of the doctoral dissertation.

6.1.32 The research component of the doctoral education programme is formed from the doctoral student’s Research and Development Work (hereinafter – NIRD) or Experimental Research Work (hereinafter – ERD), scientific publications, and the preparation and defence of the doctoral dissertation.

6.1.33 The volume of the doctoral candidate’s Research and Development Work (NIRD) or Experimental Research and Development Work (ERD) amounts to 123 academic credits within the total scope of the doctoral programme.

6.1.34 Within NIRD (ERD), the individual work plan of the doctoral candidate for familiarisation with innovative technologies and new types of production provides for a mandatory internship in scientific organisations and/or organisations of the relevant industries or fields of activity, including abroad.

1. Requirements for NIRD of the doctoral candidate in the Doctor of Philosophy (PhD) programme:

- 1) compliance with the main subject area of the doctoral education programme for which the doctoral dissertation is defended;
- 2) relevance and inclusion of scientific novelty and practical significance;
- 3) based on modern theoretical, methodological and technological achievements of science and practice;
- 4) relies on modern methods of data processing and interpretation using computer technologies;
- 5) carried out using contemporary scientific research methods;
- 6) includes scientific-research (methodological, practical) sections on the main defended provisions.

2. Requirements for the ERSD of a doctoral student in the professional profile programme:

- 1) compliance with the main subject area of the doctoral education programme for which the doctoral dissertation is defended;
- 2) relevance and inclusion of scientific novelty and practical significance;
- 3) based on modern achievements in science, technology and production and contains specific practical recommendations, independent solutions to complex, cross-functional managerial tasks;
- 4) carried out using advanced information technologies;
- 5) contains experimental-research (methodological, practical) sections on the main defended provisions.

6.1.35 Annually, at the end of the academic year, the doctoral student undergoes academic assessment regarding the completion of the individual work plan.

6.1.36 The execution of the doctoral dissertation is carried out during the ERSD period. The final result of ERSD is the doctoral dissertation. For supervision of the doctoral dissertation, a scientific supervisor is appointed to the doctoral student within two months after enrolment. The scientific supervision is approved by the Rector’s order based on the decision of the Academic Council.

6.1.37 Scientific supervision of doctoral students for obtaining the doctoral degree in the profile is carried out in accordance with: the qualification requirements applicable to educational organisations providing higher and/or postgraduate education, and the list of documents confirming compliance; the Rules for awarding degrees; State mandatory standards of higher and postgraduate education.

6.1.38 Scientific consultants ensure the completion of the doctoral dissertation, adherence to academic integrity principles, and timely submission of the dissertation for defence.

6.1.39 The topic of the doctoral dissertation is determined within the first semester and approved by the Academic Council. The doctoral student may amend the title of the doctoral dissertation during the first year of study.

6.1.40 The content of the dissertation research should be selected according to the implementation of national priorities, state programmes, and fundamental or applied research programmes.

6.1.41 The main scientific results of the dissertation for the degree of Doctor of Philosophy (PhD) or professional doctorate are published prior to the dissertation defence in scientific publications included in the List of scientific publications recommended for publishing the main results of scientific activity, and/or in international peer-reviewed journals.

6.1.44 The final assessment comprises at least 12 academic credits in the total volume of the doctoral education programme and is carried out in the form of a dissertation or a series of articles, the requirements for which are stipulated by the Rules for awarding degrees, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan.

6.1.45 The doctoral dissertation is checked for text plagiarism of other authors, which is carried out by the National Centre for State Scientific and Technical Expertise.

6.1.46 At the University, the Dissertation Council of UIB named after K. Sagadiyev operates – a collegial body that conducts the defence of doctoral dissertations and petitions to the Committee for Quality Assurance in the Field of Science and Higher Education of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter – the Committee) for awarding the degree of Doctor of Philosophy (PhD) or professional doctorate (see the Regulation “On the Dissertation Council of UIB”).

## 6.2. Research Work of Academic Staff

6.2.1 Scientific activity of the University constitutes an indispensable part of the process of training qualified personnel. In this regard, a significant and integral component of the University’s activities is the research work of academic staff (AS).

6.2.2 Participation in research work (RW) is mandatory for all full-time academic staff of the University.

6.2.3 The University establishes normative indicators of academic staff research performance in order to regulate research work in accordance with the Regulation on Evaluation of AS Performance by Key Performance Indicators (KPI).

6.2.4 The unity of educational and research processes is ensured by the AS through:

– engaging students in research and project-development works funded by the Republican budget of the RK, other budgets, and extrabudgetary sources;

conducting, on the basis of scientific and research-production units, various forms of scientific work within disciplines (ROS), thesis/dissertation works of master’s and doctoral students, research practice, targeted preparation of students for competitions, and other forms of student training.

6.2.5 Департамент по научной деятельности (ДНД). The main research activity is carried out within the University departments. Coordination of research activities is performed by the Department of Research Activities (DRA).

6.2.6 The main directions of AS research activity at the University include:

– participation as a supervisor or performer in fundamental, exploratory, applied research, design and experimental works, or other research projects;

–implementation of RW results or bringing them to a stage enabling interested organisations to finance their further development and implementation;

–writing monographs and scientific articles;

–preparing scientific reports for presentation at various scientific events both within the University and beyond.

6.2.7 Expenses of full-time AS may be partially reimbursed provided that reports are presented at high-ranking conferences, as well as leading symposia or other events equivalent to conferences.

6.2.8 To receive reimbursement, the academic staff member must provide a Report on Completed Work and justification of expenses incurred.

6.2.9 Each academic staff member independently determines the list of scientific events they wish to attend and include in their research work plan.

6.2.10 Planning and summarising the results of AS research: the RW plan is prepared by each academic staff member for the academic year, reviewed and approved at the department meeting. Approved plans of all department AS are submitted to the Dean’s Office, and for the Department of Research Activities (DRA) the Department RW Plan is formed. After review and approval of the Department RW Plan by the Academic Council, an order is issued approving the Department RW Plan, based on which the AS and Department RW Report is later prepared.

6.2.11 If a participant in RW is a performer from the University AS, expenses for research activities may be partially (or fully) covered within their participation in a grant or target project/program of the Ministry of Science and Higher Education of the RK or in an international project based on the submission of the project/program supervisor.

6.2.12 In accordance with the Regulation on Evaluation of AS Performance by Key Performance Indicators (KPI), academic staff actively engaged in research have the opportunity to participate in the ranking of key productivity indicators for AS to accrue allowances to their salaries. The Regulation is designed for comprehensive evaluation of achievements as measurable indicators. Compliance with the Regulation is mandatory for all full-time academic staff who have worked at least one year at the time of KPI submission.

6.2.13 The University has its own scientific periodicals:

- *Eurasian Journal of ECONOMIC & BUSINESS STUDIES*, included in the list of journals recommended by the Committee for Quality Assurance in the Field of Science and Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan (Regulation “On the scientific journal Eurasian Journal Of Economic & Business Studies”, [www.ejeb.com](http://www.ejeb.com));

- - *Eurasian Journal of Gender Studies* – a journal which began publication in June 2024 ([www.ejgs.kz](http://www.ejgs.kz)).

## **7. ACADEMIC INTEGRITY**

### 7.1. Code of Academic Integrity

7.1.1. **Academic integrity** is understood by the University’s academic community as adherence to the principles of honesty, trust, respect, fairness, and responsibility:

– The academic community is guided by the principle of intellectual honesty in the process of learning, teaching, research, and creative activities.

– The academic community seeks to maintain an atmosphere of mutual trust, without which free exchange of ideas, creativity, and personal development are impossible.

– Relationships among all members of the academic community, regardless of their status, are based on mutual respect, as well as respect for educational, research, and creative activities and their results.

– The principle of fairness underlies the relationships among members of the academic community; standards, practices, and procedures applied at the University adhere to this principle.

All members of the academic community share responsibility for maintaining a culture of academic integrity.

#### 7.1.2. *Principles of academic integrity:*

The main principles of academic integrity for students in the educational process are:

- *honesty* – performing academic and research tasks, both assessed and non-assessed, honestly and conscientiously.
- *respect for and protection of the rights of the author and their successors, and other intellectual property rights* – recognising authorship and protecting works subject to copyright by properly referencing others’ speech, ideas, and indicating information sources in assessed works.
- *openness* – transparency, mutual trust, open exchange of educational and scientific information and ideas between students, teaching staff and university employees.
- *respect for the rights and freedoms of students* – the right to freely express opinions and ideas.
- *equality* – the obligation of every student, member of the teaching staff and administrative staff to comply with the rules of academic integrity and equal responsibility for violations.
- *truthfulness* – avoidance of deception, lying and falsification of documents in any situation.
- *accuracy* – providing information corresponding to reality, drawing scientific conclusions based on facts, empirical data and objective judgements.
- *responsibility* – following the policy of academic integrity, avoiding situations that could lead to a breach of academic integrity.
- *objectivity* – making decisions based on objective data without bias or subjectivity.
- *fairness* – ensuring strict observance of the rights and obligations of university academic community members, as well as fair consideration of breaches of academic integrity.
- *zero tolerance for violations of academic integrity* – recording and reviewing every breach of academic integrity and taking measures against those who violated it in accordance with the UIB code of academic integrity.

#### 7.1.3. *Conscientious academic practice*

1. *Do not plagiarise other people’s words, ideas, or data.* Always cite your sources. Never purchase, copy, or download essays from the internet.

##### **Example:**

If you use someone else’s words, you must indicate this with quotation marks and show where you obtained those words. Here is a sample:

“The deep mistrust doctors held towards what they read in the newspapers and even in the less thoroughly edited medical journals helps explain some of the early scepticism regarding insulin in countries such as the United Kingdom” (Bliss, 1982, p.190).

Even if you use your own words to express the same idea, you must still cite the source. For example, if you paraphrase the idea above, you might write as follows:

Initially, insulin did not gain wide acceptance as a treatment for diabetes because doctors found it difficult to trust the validity of medical discoveries reported in newspapers and in some of the less academic medical journals (Bliss, 1982, p.190).

2. *Do not copy.* This means you must not copy assignments, exam answers, laboratory reports, theses, journal articles, or computer code.

3. *Do not (re-)fabricate data, quotations, or experimental results.*

##### **Example:**

The lecturer asked you to list ten articles in your bibliography, but you found only eight. If you add to your list by including articles you have not read, you are committing an academic offence.

If the data in your laboratory report were adjusted to fit the expected answer, this is also considered an academic offence.

4. *When completing group projects, each member of the group must indicate their contribution in the report.* If the lecturer’s instructions do not explicitly state this, you should ask them how you are expected to present a joint report.

5. *Do not forge or alter records, medical certificates, or grades, and do not allow others to do so.*

6. *Avoid even the suspicion of collusion.* Do not allow the possibility that someone else could copy your work, assignments, or exams if you do not wish to be accused of facilitating another person’s academic misconduct.

**Example:**

Even the person whose work is copied may be found guilty of academic misconduct if he / she has allowed another individual access to their personal work.

Do not allow others to diminish the value of your honest efforts and achievements.

7. *Do not allow others to diminish the value of your honest efforts and achievements.* Report any instance of academic misconduct that you have observed.

**Example:**

We all share responsibility for maintaining a culture of academic integrity; therefore, if you become aware that your exam script or essay has been copied, you should report this to the university administration.

**7.1.4. Types of academic dishonesty committed by students:**

– *Cheating* – the use by students, during in-class assessment of knowledge (exams, tests, or other compulsory assessment activities), of any written sources (printed or handwritten) not permitted by the lecturer, as well as the use of communication devices or other means to obtain unauthorised information relevant to the task being completed.

– *Deception* – the deliberate misrepresentation of particular circumstances, events, or facts.

– *Plagiarism* – the use in written work of another person’s text, published in print or electronically, without full citation of the source, or with citations where the extent and nature of quotation cast doubt on the independence of the work or one of its sections, regardless of the form of plagiarism.

*Plagiarism may take various forms:*

1. Quoting a source without using appropriate punctuation (quotation marks) and/or without citing the source;

2. Paraphrasing an idea without citing the source;

3. Using someone else’s ideas or arguments without attributing them to the author;

4. Submitting a course paper / dissertation entirely taken from the Internet.

– *Double submission* – submitting the same text as different written assignments for independent work, interim assessments, etc. Using previously prepared text as part of a larger work is not considered double submission.

– *Falsification* of grades, data, or assessed work:

1. Forging grades or the results of assessing responses to a task;

2. Fabricating or altering data (adding, inserting, correcting), i.e., measurements or results of observations, surveys, questionnaires, and other research methods;

3. Inflating the grades of assessed written work;

4. Deliberately falsifying or damaging another student’s assessed work.

– *Obtaining answers:*

1. Passing answers during an assessed task or exam;

2. Obtaining partial or complete materials before an assessed task or exam through another student, a faculty member, or equivalent persons;

3. Purchasing or otherwise assisting in the purchase or sale of completed assessed work or exam answers;

4. Obtaining any answers to an assessed task by any means, including downloading via email, computer, etc.;

5. Removing from the room or copying from the lecturer’s computer materials related to assessed tasks in paper and/or electronic form.

– *Fraud (collusion)* – submission (presentation for defence) by a student of a compulsory written assignment (coursework, term paper, dissertation, etc.) that has been completed wholly or largely by another person as their own work, or deliberately providing one’s own work to another person for payment or free of charge.

– An exceptionally important component of the learning process is student achievement, which may be enhanced through interaction with other students. By overcoming academic difficulties together, studying shared concepts and issues, and taking each other’s views and actions into account, a group of students can improve and accelerate the learning process. The University supports students in such activities.

However, it is crucial that the abilities and achievements of each individual student form the basis for evaluating that particular person’s success. Therefore, students engaged in unauthorised collaboration are subject to penalties in accordance with this Policy and to the sanctions listed below.

– *Impersonation* – pretending to be another person in order to gain academic advantage during exams, tests, laboratory work, or other assignments.

This list of types of academic integrity violations is not exhaustive and may be supplemented as necessary.

#### 7.1.5. *Academic dishonesty in research work*

Scientific dishonesty devalues the ethical principles that must guide researchers and students engaged in research activities.

Important aspects of ethics include:

– Correct attribution of authorship – only those individuals who have made a significant intellectual contribution to a specific scientific work are recognised as authors, in accordance with the principles of copyright; all individuals who have made only a substantial contribution to the conduct of the research must be listed as co-authors of the research work. It is unacceptable to list as co-authors individuals who did not participate in the research.

– Unacceptability of plagiarism, correct citation, accurate referencing;

– Unacceptability of falsifying the results of scientific discovery;

– Commitment to novelty;

– Correctness and respect in scientific debate, unacceptability of insulting an opponent;

– Scientific integrity in conducting experiments and in formulating scientific theories;

– Awareness of personal professional responsibility;

– Awareness of moral responsibility for negative consequences.

Violations of ethics in scientific research include: falsification, fabrication, and plagiarism; failure to acknowledge authorship or a significant intellectual contribution to a scientific work; the use of new information, ideas, or data from confidential manuscripts or private conversations; the use of archival materials in violation of the rules for handling archival documents; failure to comply with the legislation of the Republic of Kazakhstan, the Charter and collective agreements of the University, higher education institutions, and research organisations; breaches of conditions ensuring safe scientific work.

Every student, lecturer, and researcher has the right to the results of their own intellectual work. At the same time, they must not restrict access to those results for individuals who assisted them in conducting the research.

Anyone engaged in research work must remain open to criticism, advice, and suggestions.

#### 7.1.6. *Ethical principles in the activities of a student’s research supervisor:*

– Co-authorship – the contribution of each co-author to the work must be sufficient for them to assume responsibility for the content of the publication. A research supervisor has no right to insist

on co-authorship when their contribution to the student’s research work—constituting the student’s intellectual property—is minimal.

- It is prohibited to distribute materials of completed research works from previous years in exchange for remuneration in any form, or without remuneration out of personal interest.

- Remarks and suggestions made by the supervisor must be objective and principled, aimed at improving the academic quality of the work, demonstrating complete impartiality towards the student.

Research supervisors are not allowed to make copies of articles or completed works for their personal use.

#### 7.1.7. *Ethical principles in the activities of a reviewer:*

A reviewer carries out the scholarly evaluation of authors’ materials; therefore, their actions must be impartial, following the principles below:

- A work submitted for review must be treated as a confidential document and must not be shared with or discussed by third parties who are not authorised to access it.

- Reviewers must recognise that the manuscripts sent to them are the intellectual property of the authors and contain information that is not subject to disclosure. Confidentiality may be breached only if a reviewer declares that the material being reviewed contains false or fabricated information.

- The reviewer must pay attention to substantial or partial similarity between the work under review and any other work, as well as to the absence of references to statements, conclusions, or arguments previously published by this or other authors.

- Remarks and suggestions from the reviewer must be objective and principled, aimed at improving the academic, methodological, and theoretical level of the work.

- The reviewer must base their decisions on concrete evidence and provide justification for their conclusions.

- Reviewers are not permitted to make copies of works for their own purposes.

- Reviewers must not use knowledge of the content of the work for personal benefit before its publication.

- A reviewer who believes they lack sufficient expertise to evaluate the assigned work or who cannot be objective—for example, due to a conflict of interest with the author or the University—must inform the editor and request to be removed from the review process.

To prevent violations of ethical standards, all parties involved in the research process or the evaluation of its results must avoid conflicts of interest. A conflict of interest arises when the author, reviewer, or University has financial, academic, or personal relationships that may influence their actions. It is necessary to avoid relationships that fall under dual obligations, competing interests, or competing loyalties.

#### 7.1.8. *Academic dishonesty of students*

Before receiving an academic degree, a student must complete a number of requirements in accordance with the education standards of the Republic of Kazakhstan. In this context, academic dishonesty includes:

- *Dishonest completion of internship* – failing to undertake a required type of professional internship in the final year, completing an internship in an organisation unrelated to the topic of the final thesis, or submitting falsified documents to the University; *Оригинальность выпускной работы*

- *Originality of the final thesis; (in accordance with clause 3.8 of this Policy).*

#### 7.1.9. *Types of academic dishonesty committed by academic staff*

During teaching activities, the University’s academic staff are responsible for maintaining an environment of academic integrity. Academic staff must provide students of all levels and modes of study with explanations regarding the rules of this Policy through any available means: verbal clarification, inclusion in syllabi, handouts for independent work, etc.

However, academic staff may also face disciplinary measures for violating academic integrity in the following cases:

- *Concealment* – withholding information about dishonest work or other violations of this Policy.
- *Collusion* – completing any assessed work on behalf of a student, whether for payment or free of charge.
  - *Unauthorised access to academic information and/or its distribution* – providing examination materials and/or answers; informing students about questions used in assessment; selling or assisting in the purchase and/or sale of completed reports, essays, assignments, and other academic work; stealing any answers to assessed work by any means, including downloading via email, computer, etc., for transmission to students.
  - *Falsification* – forging grades or task answers, data, signatures on academic work, or deliberately damaging or falsifying academic work.
  - *Abuse of authority* – improper personal involvement with students, misuse of official powers by giving or receiving remuneration in various forms, or without remuneration for personal reasons.
  - *Altering grades (grade inflation)* – changing grades exerted by pressure (presented as a request) from one academic staff member to another, or due to bias towards a student and/or in exchange for remuneration for a provided service.

#### 7.1.10. **Types of academic dishonesty committed by administrative staff**

Administrative staff of the University must consistently support an environment of academic integrity. They are responsible for explaining these rules to academic staff, other employees, and students. Additionally, they coordinate the measures taken in accordance with this Policy.

Administrative staff are held responsible for academic dishonesty in the following cases:

- *Dissemination of information related to the educational process* (assessment, examination materials, answers, etc.);
- *Assisting students during their studies* – providing help during exams (easing control measures), granting unauthorised access to previously submitted work (essays, coursework, theses), or sharing information that facilitates positive academic outcomes;
- *Grade alteration* – changing grades under pressure (presented as a request) from an administrative staff member, or due to bias towards a student and/or in exchange for remuneration for the service provided.

#### 7.1.11. **Degrees of academic dishonesty**

- Cases of academic dishonesty may be classified according to the severity of the misconduct:
- *First-degree* academic dishonesty – misconduct with minimal impact on a student’s academic performance.
- *Second-degree* academic dishonesty – deliberate and premeditated misconduct with significant consequences that may affect the final grade.
- *Third-degree* academic dishonesty – misconduct that affects the final grade and involves interference with the educational process, resulting in serious institutional consequences, up to expulsion or dismissal from the University.
- *Fourth-degree* academic dishonesty – misconduct that infringes upon the rights of individuals involved in the educational process and entails administrative or criminal liability under the laws of the Republic of Kazakhstan.

#### 7.2. Rights and responsibilities of students

7.2.1. The University guarantees students the opportunity to receive an education regardless of gender, race, nationality, language, origin, membership in public organisations, religion, beliefs, age, health status, social, economic, or professional standing.

7.2.2. In turn, the student undertakes to uphold the University’s traditions, safeguard its property, and observe societal moral standards.

*A student has the right to:*

- Receive higher and postgraduate professional education in accordance with national and international standards, and acquire knowledge consistent with the modern level of science, technology, and culture.
- Take part in shaping their individual learning pathway.
- Use the University’s academic, material, and technical resources and its information facilities.
- Receive additional (including paid) educational services.
- Use the information and library resources.
- Participate in discussing and resolving key issues of University activities, including through public organisations and student governance bodies.
- Participate in scientific research, conferences, symposia, and submit work for publication, including in University publications.
- Take part in organising and conducting cultural, sports, and other activities.
- Form youth organisations and associations not prohibited by the laws of the Republic of Kazakhstan.
- Attend lectures, seminars, and practical classes according to the academic calendar.
- Access medical care.
- Take academic leave in cases of prolonged illness or other exceptional circumstances as stipulated.

Contact the dean’s office on any academic matters.

*A student must:*

- Strictly comply with the University Charter, Student Code of Honour, internal regulations, and other University acts.
- Fully meet the requirements of the University’s educational programme, mastering it at a high professional level.
- Attend classes, complete all tasks within the deadlines set by the curriculum and programmes.
- Not miss classes without a valid reason.
- Pay tuition fees fully and on time.
- Strengthen and contribute to the corporate culture of the University community, preserving its traditions.
- Comply with the dress code during academic activities.
- Maintain appropriate etiquette in relations with lecturers and University leadership.
- Maintain normal, calm conduct and communication within University premises.
- Treat equipment, learning tools, and other property with care; maintain cleanliness and order within University facilities and territory.
- Report to the administration any information about possible threats to stability or order within the University.

7.2.3. For academic violations and breaches of internal regulations under the Corporate Ethics Code and the Academic Integrity Code, disciplinary measures may be applied to students (notice, reprimand, severe reprimand), up to expulsion from the University.

According to the Standard Regulations for Higher and Postgraduate Education Organisations, a student may be expelled in the following cases:

- 1) for academic failure;
- 2) for violating principles of academic integrity;
- 3) violating internal regulations and the University Charter;
- 4) for breaching the education services contract, including non-payment of tuition fees;
- 5) at their own request.

## **8. STUDENT LIFE AND INFORMATION**

8.1. A student of the Kenzhegali Sagadiyev University of International Business is provided with

opportunities for self-realisation and has the right to take an active student position. In addition to classes, open academic and research seminars, conferences, and lectures delivered by notable figures, more than 100 student events are held annually at the University.

8.2. The University hosts 17 student organisations and 2 interest-based clubs, which operate across five main areas:

- Social development;
- Education and enlightenment;
- Cultural development;
- Sports development;
- Charity.

8.3. The right to organise large-scale annual events is granted on a competitive basis among student organisations. The competition includes the following events:

1. UIB Freshers’ Induction
2. Trip to Lake Issyk
3. Winter Ball
4. Nauryz
5. Talent Show
6. Mr and Miss UIB
7. Best UIB Group

8.4. All University youth organisations whose activities comply with the legislation of the Republic of Kazakhstan, the normative acts of central and local executive bodies in the sphere of youth policy, and do not contradict the official documents of the Kenzhegali Sagadiyev University of International Business, have equal rights to participate in the competition. To take part, organisations must submit a project brief and budget proposal to the competition committee.

8.5. Organisations’ projects must correspond to one of the ten areas: ethnocultural, patriotic, charitable, entrepreneurial, research, educational, environmental, cultural and leisure, social, or sports development.

8.6. The student self-government of the Kenzhegali Sagadiyev University of International Business is an independent collegial body composed of students united by shared interests within the UIB student community for the purpose of pursuing common goals and tasks.

8.7. The Student Parliament was established in accordance with the youth policy concept of the Republic of Kazakhstan and the “Kazakhstan-2050” Development Strategy, with the aim of providing conditions for the holistic development of students and organising their leisure. The Parliament cooperates with the Department of Youth Policy (DYP).

8.8. The Student Parliament consists of:

1. President
2. Vice-President
3. Secretary
4. Media Department
5. Department of Culture and Arts
6. Department of Education
7. Department of Project Promotion
8. Department of Inter-University Cooperation
9. Department of Investments

8.9. Any UIB student nominated by a student club or organisation may become a member of the Parliament. Elections for the Parliament and the President are held once per year.

8.10. The Parliament is responsible for a wide range of tasks within the student community. Its main objectives include:

1. Gathering proposals to improve the quality of the educational process, considering students’ professional and academic interests;

2. Implementing the state youth policy of the Republic of Kazakhstan and strengthening social stability through the efforts of active youth;
3. Protecting the rights and interests of students;
4. Joint study and resolution of issues concerning students;
5. Organising student leisure: meetings with writers, academics, and artists; holding intellectual games; organising competitions and other cultural events;
6. Establishing feedback channels between students and the academic staff and administration;
7. Encouraging active participation of members of student organisations in University events and engaging other students in these;
8. Conducting educational activities aimed at raising students’ awareness and expectations regarding the level of knowledge required, fostering respect for UIB property, and encouraging patriotism towards its traditions;
9. Ensuring transparency of all aspects of student life through print and other media;
10. Strengthening inter-university, interregional, and international relations.

8.11. Students at all levels of education may receive information during their studies via the official website and the UIB academic portal. In addition, the University provides further information channels for both students and the public through the following social media and media platforms:

- Facebook: <https://www.facebook.com/uibkz/>
- Instagram: @uib\_team и @uib\_youth
- Twitter: @Uib\_Official
- V Kontakte: University of International Business | UIB

## **9. POSTGRADUATE EDUCATION**

### 9.1. Postgraduate Education (Graduate School of Business)

9.1.1. The Graduate School of Business is a full-cycle business school offering General MBA, Executive MBA, and DBA programmes.

9.1.2. The University’s MBA programmes focus on research-and-practice-based work and **solving specific problems of real enterprises** or industries. The dissertation topic chosen by the learner determines the entire trajectory of their studies:

- the opportunity to work with a **mentor from the real sector** as part of the dissertation or master’s project, with a group of practitioner-lecturers formed to provide tutoring;
- the possibility for learners to be involved in consulting project work;
- development of additional programmes aimed at personal effectiveness and practical work skills (business yoga) in partnership with local companies;
- integration of business transformation games into the learning process;
- where necessary, a postgraduate learner may choose **additional courses from other specialities** to fill specific gaps in their knowledge.

Thus, the aim of the MBA programmes is to develop lasting connections with the world of professional practice so that graduates better meet the needs of society.

#### 9.1.3. MBA Programme

–an academic degree awarded to specialists trained in professional management under the following educational programmes: 7M04114 General MBA – “Business Administration”, 7M04128 – “Financial Technologies and Digital Business Transformation”, 7M04135 Executive MBA – “Development Management”.

The duration of study varies depending on the chosen programme, ranging from 1.5 to 2 years, with the possibility of obtaining a double degree from UIB partner universities. During this period, learners acquire essential systemic and applied knowledge and skills in business management and organisation through practice-oriented methodologies.

The schedule of academic and examination periods, research activities, field modules, internships, and holidays is specified in the MBA academic calendar.

– The foundation of MBA programmes at UIB consists of modern, interactive methods such as business simulations, business games, and group and individual projects. These learning approaches make the educational process dynamic and practical.

– The academic teaching staff includes trainers, professors, and lecturers who, alongside their teaching responsibilities, have achieved significant success in entrepreneurship, hold senior executive positions in national companies, and some have even gained experience in governing the country.

– MBA programmes are applied in nature; therefore, the structure of the courses is designed to allow learners to successfully combine study with work. Classes are delivered in a modular format — once a month for three days. The teaching methods are innovative and aligned with market demands.

– The MBA programme is intended for managers and mid-level executives, while the Executive MBA programme is designed for senior managers, top executives, and business owners. Graduates can effectively apply the acquired knowledge in their work to achieve their professional goals and objectives. Additionally, MBA studies provide valuable networking opportunities, enabling learners to find new project partners and potential business clients.

**Admission requirements:**

1. A higher education qualification is mandatory.
  2. A minimum of 2 years of work experience, with a detailed CV outlining education and professional experience.
  3. Successful completion of entrance tests and an assessment interview.
- Recommendation letters carry weight during the interview process.

All graduates of the programme receive a State-recognised diploma conferring the academic degree of MBA.

**9.1.4. DBA Programme**

The DBA programme (Doctor of Business Administration) is an academic degree; upon successful completion, the learner is awarded the academic degree of Doctor of Business Administration. This degree is equivalent to a PhD but has an applied orientation. Accordingly, the requirements differ in certain respects. The duration of study in the DBA programme ranges from 3 to 4 years.

The DBA programme is designed for top managers, senior executives, CEOs, and major business leaders. Classes are delivered in a modular format.

The schedule of academic and examination periods, research activities, field modules, professional internships, and holidays is specified in the DBA academic calendar.

**Admission requirements:**

1. Possession of a master's degree in a research-and-teaching track (2 years of study);
2. A minimum of 5 years' work experience in a managerial position;
3. Completion of entrance tests and an assessment interview;
4. Submission of the full set of required documents.

Graduates who successfully meet all academic requirements, pass all necessary examinations, and successfully defend their doctoral dissertation receive a State-recognised diploma conferring the academic degree of DBA.

**9.1.5. The PhD doctoral programme** is delivered under the following educational specialities:

- 8D04101 Economics;
- 8D04103 Finance;
- 8D04102 Management;
- 8D04106 Marketing;
- 8D04105 Audit and Taxation.

**Admission requirements:**

- 1) possession of a master's degree in a research-and-teaching track (2 years of study);
- 2) a brief justification of the proposed research;
- 3) submission of the documents required by the admissions committee;
- 4) at least 1 year of work experience;
- 5) successful completion of entrance examinations.

The purpose of the PhD doctoral programme is to train highly qualified research-and-teaching professionals who meet the needs of the national economy. A key feature of doctoral programmes is ensuring an optimal balance between academic study and research activity, providing comprehensive scholarly, educational, and methodological preparation.

The academic year in the PhD programme consists of two academic semesters, including periods of theoretical study, research work, internships and placements, interim assessments, holidays, and final assessment. The schedule for academic and examination periods, research activity, internships, and holidays is specified in the doctoral academic calendar.

The PhD doctoral programme has a research-and-teaching orientation and provides fundamental academic, methodological, and research training. The standard duration of study is three years and is delivered exclusively in full-time mode.

Over the three years, PhD students must complete the theoretical course, fulfil the research component, and ultimately defend an independent scholarly work in the form of a doctoral dissertation before the dissertation council.

Publication requirements: at least 7 publications:

- 3 at international conferences;
- 3 approved by the Committee for Quality Assurance in the Sphere of Science and Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan;
- 1 article with an impact factor indexed in Elsevier, Scopus, etc.

Individuals who fully complete the doctoral programme and successfully defend their doctoral dissertation are awarded the State-recognised diploma “Doctor of Philosophy (PhD)” in the corresponding field of study.

### 9.3. Lifelong Learning

9.3.1. Lifelong learning implies the need to study continuously, consistently, and systematically. Learners must possess a certain set of competencies, including those required for life in a knowledge-based society, competencies necessary for sustainable development, and competencies related to social capital.

9.3.2. Lifelong learning encompasses a variety of learning formats, such as distance or online learning, formal and non-formal education, as well as various certification courses and training programmes delivered by professional communities and companies. The concept of lifelong learning is intended to replace the outdated notion of “education for life” and ensure a successful transition to a knowledge-based economy and society.

9.3.3. Additional and non-formal education is one of the most important subsystems of lifelong learning. Lifelong learning is one of the parameters of the Bologna Process. At the University, this parameter is implemented through the provision of additional educational services to industry professionals, college lecturers, university academic staff, and students.

9.3.4. Continuing professional education is a learning process designed to meet the comprehensive needs of learners.

Its main areas include:

Основными направлениями дополнительного профессионального образования являются:

- 1) improving the qualifications of workers, employees, and specialists in response to continuously increasing requirements resulting from technological and industrial changes;
- 2) deepening and enhancing previously acquired professional knowledge, skills, and competencies;
- 3) expanding professional opportunities by obtaining additional qualifications (majors and minors, certification) in response to changes in the labour market structure.

International practice has shown that continuing professional education is one of the most powerful factors in adapting and proactively preparing specialists for the rapidly changing conditions of modern labour.

9.3.5. Open education refers to education without academic entry requirements, and it is generally assumed that learning takes place online. Open education expands access to learning opportunities offered by schools and universities. The term “open” refers to the removal of barriers that may hinder

opportunities or prevent recognition of participation in learning processes. One of the key aspects of open education is the development and integration of Open Educational Resources (OER) and Massive Open Online Courses (MOOCs) into the learning process.

*Appendix 1***Registration Rules for International Students Studying at UIB**

1) Upon arrival in Kazakhstan, international students must register their entry into Kazakhstan with the Migration Service Department of the Internal Affairs Office of Almaty within 3 (three) working days. For this purpose, the passport must be submitted to the International Office of the University (hereinafter – the Office) on the first day after arrival. It is recommended to provide the following documents:

- 2) Original passport;
- 3) Upon expiration of the visa, an international student must submit their passport to the Office no later than 30 working days before the visa expires and provide:
- 4) 3 copies of the passport;
- 5) Receipt of payment for the student visa (Bereke Bank, address: Karasai Batyr — Muratbaev);
- 6) A completed visa application form (the form can be obtained at the Office);
- 7) 1 photograph, size 3×4;
- 8) Registration of rented accommodation by an international student is permitted only with the consent of the property owner, certified by a notary. The original rental agreement must be submitted to the Office.
- 9) During academic leave, the student’s visa will be cancelled for the corresponding period.
- 10) It is prohibited to work while holding a student visa, as this entails administrative penalties, up to and including deportation from the country.
- 11) If leaving the country during the academic year without a valid reason, an international student must submit a written statement to the Office explaining the reason for absence during study time, with permission from the dean.
- 12) For this, the following documents must be submitted to the email address *contact@imsedu.kz*.
- 14) Payment of tuition fees, enrolment procedures, and visa processing take place after the issuance of the official enrolment order.

Attention! International students are advised not to leave Kazakhstan during the academic year.

*International Office for Work with Foreign Students. For all enquiries: Panfilov 109, 3rd floor, rooms No. 202, 310. Phone: +7 (747) 356 07 31*

## Appendix 2

## Assessment of Students’ Knowledge and Learning Outcomes at IMS

№	Methods of final assessment	Level	Review, approval, confidentiality	Number of tasks per student	Exam duration	Storage of final assessment results	
1	MCQs – Multiple-choice questions	Bachelor’s degree / discipline – 100 MCQs per 1 credit	QAS QEP group. The list of test items is approved by the head of the department. Responsibility for any leakage of test materials lies with the head of the department, the developers of the test materials, the Testing Centre, and the Department for Academic Affairs (DAA).	1-stage MCQ exam – 100 questions/tasks in test format.	Midterm assessment – 100 minutes (1 minute per test question) = 100 minutes	6 months after the exam in the Testing Centre	
		Bachelor’s degree / module up to 5 credits – 200 MCQs		Bachelor’s 2-stage exam – 50 MCQs.	Midterm assessment (1 minute per test) = 50 minutes		
		Bachelor’s degree / module over 5 credits – 300 MCQs		Internship 2-stage exam – 50 MCQs.	Midterm assessment (1.5 minutes per test) = 75 minutes		
		Internship – 20 MCQs per 1 credit Residency – 600 MCQs per academic period (per academic year)					
2	WE – Written Examination	Bachelor’s degree – 10 questions per 1 credit. For disciplines exceeding 3 credits, a maximum of 40 questions.	The expert group of test specialists and QAS QEP. The list of examination questions is agreed upon by the head of the department with the chair of the QEP. Examination papers are approved by the head of the department.	1–2 questions per examination ticket, depending on volume and complexity (case, problem, etc., requiring clarification/explanation of the answer).	50 minutes.	6 months after the exam (department).	
3	Objective Structured Clinical Examination	Regulated by the discipline’s programme	Expert group of test specialists and QAS QEP. The assessment sheets are approved by the head of the department.	По одной станции - 1 навыка	По 7 минут на 1 навык/станцию	6 months after the exam (department)	
4	OSPE – Objective Structured Practical Examination	Регламентирован программой дисциплины		По одной дисциплине - 1-2 навыка	По 5 минут на 1 навык/станцию		
5	Mini-CEX - Миниклинический экзамен	Regulated by the discipline’s programme		1–2 tasks	15–20 minutes		
6	DOPS – Direct Observation of Procedural Skills						
7	CdD - Case based discussion						
8	OE – Oral Examination (for language disciplines)			Regulated by the discipline’s programme	Expert group of test specialists, QAS QEP		

**Note:** Examination papers are approved by the head of the department. The list of disciplines for which the duration of tasks in the final written assessment exceeds 50 minutes is approved by order of the Vice-Rector for Academic Affairs, based on a formal memo submitted by the head of the department.

## Recommended distribution of test-format tasks by difficulty level for IMS educational programmes

Type of discipline	Level I (memorisation, recall)	Level II (understanding)	Level III (application)
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Theoretical disciplines	50%	50%	-
Basic disciplines	50%	50%	-
Language disciplines	40%	40%	20%
Clinical disciplines of years 3–4	20%	50%	30%
Clinical disciplines of year 5	10%	45%	45%
Disciplines of internship and residency	0	50%	50%

**Grade Point Average (GPA) requirement for progression from year to year  
in the “Smart Medicine” educational programme**

“Smart Medicine” programme group, international students	Year	2023-2024
	from 1st to 2nd year	1,8
	from 2nd to 3rd year	2,1
	from 3rd to 4th year	2,3

“Smart Medicine” educational programme group, international students	Year	2024-2025
	from 4th to 5th year	2,5
	from 5th to 6th year	2,5