«BAISHEV UNIVERSITY» INSTITUTION

APPROVED
Rector of Baishev University
O. Lygina
«___» _____ 2024 y.

QUALITY MANAGEMENT SYSTEM

INTRAUNIVERSITY POLICY

ACADEMIC POLICY
Version 5

QMS IP 01-2024

Reg. № 17/24

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PREFACE

1.	**DEVELOPED**	201.1 Academic Department

2.	**INCLUDE D IN THE REGISTER**	202.1 Department of Strategic Development

3.	**AGREED**	Lygina O.I., rector

Aipeissova S.A., Vice-Rector for Academic Affairs

Kalaganova N.K., Vice-Rector for Science and Strategic Development

Bukharbaev Sh.M., Vice-Rector for Social and Cultural Development

4.	**APPROVED**	by order of the rector of Baishev University

№ *1076* from «*29*» *08* 2024 y.

5.	**INSPECTION FREQUENCY**	as necessary

6.	**INTRODUCED TO REPLACE**	QMS IP 01-2021 version 4

7.	**DATE OF INTRODUCTION**	«*29*» *08* 2024 y.

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1. Application area

1.1 This intra-university policy (hereinafter referred to as Policy, Academic Policy, IP) determines the procedure for organizing the educational process for higher and postgraduate education programs at Baishev University (hereinafter referred to as the University). Academic policy is a list of rules and procedures that should help improve the efficiency of the educational process organization, the quality of education, and the creation of favorable conditions for the students' personal development.

1.2 This academic policy is intended for students, teaching staff, managers and employees of structural divisions of the University and other interested parties.

1.3 This intra-university policy is mandatory for use in all structural divisions of the University.

1.4 This intra-university policy is included in the set of documented information (hereinafter referred to as DI) of the University's quality management system. The names of the sections of the IP are consistent with the structure of the standard ST RK ISO 9001-2016 "Quality management systems. Requirements".

1.5 The validity period of the IP is not regulated. Changes to the IP are made as necessary and are registered in F.1-03 "Change Registration Sheet" of this document.

2. Normative references

2.1 This intra-university policy has been developed taking into account the requirements of the following regulatory documents of the Republic of Kazakhstan and the University:

✓ Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III. LRK

✓ Law of the Republic of Kazakhstan "On Science and Technological Policy" dated July 1, 2024 No. 103-VIII LRK

✓ Law of the Republic of Kazakhstan "On languages in the Republic of Kazakhstan" dated July 11, 1997, No. 151, LRK

✓ Law of the Republic of Kazakhstan "On Combating Corruption" dated November 18, 2015 No. 410-V, LRK.

✓ Law of the Republic of Kazakhstan "On introducing amendments and additions to some legislative acts of the Republic of Kazakhstan on the issues of expanding the academic and managerial independence of higher educational institutions" dated July 4, 2018, No. 171-VI, LRK.

✓ Code of the Republic of Kazakhstan "Labor Code of the Republic of Kazakhstan" dated November 23, 2015 No. 414-V, LRK.

✓ Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of the Standard Rules for the activities of organizations of higher and postgraduate education" dated October 30, 2018, No. 595.

✓ Order of the Minister of Science and Higher Education of the Republic of Kazakhstan "On approval of state compulsory standards of higher and postgraduate education" dated July 20, 2022, No. 2

✓ Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of the Rules for organizing the educational process in credit technology of education in organizations of higher and (or) postgraduate education" dated April 20, 2011, No. 152.

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✓ Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of requirements for educational organizations to provide distance learning and rules for organizing the educational process for distance learning and in the form of online training in educational programs of higher and (or) postgraduate education" dated March 20, 2015, No. 137.

✓ Order of the Minister of Science and Higher Education of the Republic of Kazakhstan "On approval of qualification requirements imposed on the educational activities of organizations providing higher and (or) postgraduate education, and the list of documents confirming compliance with them" dated January 5, 2024, No. 4.

✓ Order of the acting Minister of Education and Science of the Republic of Kazakhstan "On approval of the Model Rules for the activities of the Academic Council of a higher educational institution and the procedure for its election" dated November 22, 2007 N 574.

✓ Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of the Rules for the organization and implementation of educational, methodological and scientific-methodological work in educational organizations" dated November 29, 2007 N 583.

✓ Order of the acting Minister of Education and Science of the Republic of Kazakhstan "On approval of the Rules for organizing international cooperation carried out by educational organizations" dated December 27, 2007 No. 661.

✓ Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of the Rules for referral to study abroad, including within the framework of academic mobility" dated November 19, 2008 No. 613.

✓ Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of the Classifier of areas of training for personnel with higher and postgraduate education" dated October 13, 2018 No. 569.

✓ Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of standard curricula for a cycle of general education disciplines for organizations of higher and (or) postgraduate education" dated October 31, 2018 No. 603.

✓ Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of the Standard Rules for admission to training in educational organizations implementing educational programs of higher and postgraduate education" dated October 31, 2018 No. 600

✓ Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of the structure and rules for developing a program for the development of an organization of higher and (or) postgraduate education" dated October 25, 2018 No. 590.

✓ Order of the Minister of Science and Higher Education of the Republic of Kazakhstan "On approval of the professional standard for teachers (teaching staff) of higher and (or) postgraduate education organizations" dated November 20, 2023 No. 591.

✓ Order of the Minister of Science and Higher Education of the Republic of Kazakhstan "On approval of the Rules for the organization of dual education in organizations of higher and (or) postgraduate education" dated July 27, 2023 No. 361.

✓ Standards and guidelines for quality assurance in the European Higher Education Area (ESG) (new edition) (Approved at the Yerevan Conference of Ministers of Education on May 14-15, 2015)

✓ ST RK ISO 9001-2016 "Quality management systems. Requirements".

✓ Standards and guidelines for accreditation of higher and (or) postgraduate education

✓ Charter of the "Baishev University" Institution
✓ Internal documented information of the Baishev University QMS.

Note: if the reference document is replaced (cancelled), then when using this document you should be guided by the replaced (amended) regulatory document.

3. Terms and Definitions

3.1 The following terms and definitions are used in this document:

1. academic mobility – the movement of students or teachers (teachers-researchers) for training or research for a certain academic period (semester or academic year) to another higher education institution (within the country or abroad) with the mandatory re-crediting of completed educational programs, disciplines in the form of academic loans in your higher education institution or to continue your studies in another higher education institution;

2. academic policy – a system of measures, rules and procedures for planning and managing educational activities and effective organization of the educational process, aimed at implementing student-centered learning and improving the quality of education;

3. academic freedom – a set of powers of subjects of the educational process granted to them to independently determine the content of education in the disciplines of the component of their choice, additional types of training and the organization of educational activities in order to create conditions for the creative development of students, teachers and the use of innovative technologies and teaching methods;

4. academic integrity – a set of values and principles of behavior of students and teachers in the educational process, which develop personal integrity and responsibility for learning;

5. academic calendar (Academic Calendar) – a calendar of educational and control events, professional practices during the academic year, indicating days of rest (vacations and holidays);

6. academic credit – a unified unit of measurement of the volume of scientific and (or) educational work (load) of a student and (or) teacher;

7. academic leave – a period for which students studying in educational organizations (students, undergraduates) temporarily interrupt their studies for health reasons, including pregnancy and childbirth, conscripted into the Armed Forces of the Republic of Kazakhstan;

8. academic period (Term) – a period of theoretical training, established independently by the educational organization in one of three forms: semester, trimester, quarter;

9. academic rating of a student (Rating) – a quantitative indicator of the student's level of mastery of the curriculum of disciplines and (or) modules and other types of educational activities, compiled based on the results of the intermediate certification;

10. academic hour – a unit of measurement of the volume of training sessions or other types of academic work, 1 academic hour is equal to 50 minutes (in military special educational institutions (hereinafter – VSUZ) 1 academic hour is equal to at least 40 minutes), used in drawing up the academic calendar (schedule educational process), schedule of training sessions, when planning and taking into account the completed educational material, as well as when planning the teaching load and taking into account the work of the teacher;

11. accreditation of educational organizations – the procedure for recognition by an accreditation body of the compliance of educational services with established accreditation

standards (regulations) in order to provide objective information about their quality and confirm the presence of effective mechanisms for its improvement;

12. active handouts (ARM) (Hand-outs) – visual illustration materials distributed during training sessions to motivate the student to creatively successfully master the topic (lecture abstracts, links, slides, examples, glossary, assignments for independent work);

13. appeal – a procedure carried out at the initiative of the student, in case of doubt about the objective assessment of knowledge;

14. Bachelor's degree – a level of higher education aimed at training personnel with the award of a "bachelor's" degree in a relevant educational program with the mandatory completion of at least 240 academic credits;

15. point-rating letter system for assessing educational achievements – a system for assessing the level of educational achievements in points corresponding to the letter system accepted in international practice with a digital equivalent, and allowing to establish the rating of students;

16. university component (hereinafter referred to as VC) – a list of academic disciplines and the corresponding minimum amounts of academic credits determined independently by the higher education institution for mastering the educational program;

17. higher specialized education (specialty) – a level of higher education aimed at training personnel with the qualification of a specialist in the relevant educational program with the mandatory completion of at least 300 academic credits;

18. state certification – a procedure carried out to monitor the compliance of educational services provided by educational organizations with the requirements of the state compulsory standard of the corresponding level of education;

19. double-diploma education – the opportunity to study in two educational programs and curricula with the aim of obtaining two equivalent diplomas or one main and a second additional;

20. descriptors (descriptors) – a description of the level and volume of knowledge, abilities, skills and competencies acquired by students upon completion of studying the educational program of the appropriate level (stage) of higher and postgraduate education, based on learning outcomes, developed competencies and academic credits;

21. distance learning – learning carried out through the interaction of a teacher and students at a distance, including with the use of information and communication technologies and telecommunications means;

22. distance educational technologies – training carried out using information and communication technologies and telecommunications means with mediated (at a distance) or incompletely mediated interaction between the student and the teaching staff;

23. additional educational program (Minor) – a set of disciplines and (or) modules and other types of academic work, determined by the student for study in order to develop additional competencies;

24. dual training – a form of personnel training that combines training in an educational organization with mandatory periods of industrial training and professional practice at an enterprise (organization) with the provision of jobs and compensation to students with equal responsibility of the enterprise (organization), educational institution and student;

25. European Credit Transfer and Accumulation System (ECTS) – a method of transferring credits received by a student abroad into credits that count toward their degree upon

return to their educational institution, as well as accumulating credits within educational programs;

26. enrollment in an academic discipline (Enrollment) – a procedure for registering students in academic disciplines;

27. individual curriculum – a curriculum formed for each academic year by the student independently with the help of an adviser based on the educational program and catalog of elective disciplines and (or) modules;

28. inclusive education – a process that ensures equal access to education for all students, taking into account special educational needs and individual capabilities;

29. Institute for Advanced Studies – an educational organization that implements current educational programs for professional development of personnel in the system of continuous education, supporting innovative processes in education that ensure the effectiveness of methodological work;

30. final certification of students (Qualification Examination) – a procedure carried out to determine the degree to which they have mastered the volume of academic disciplines and (or) modules and other types of educational activities provided for by the educational program in accordance with the state compulsory standard of the corresponding level of education;

31. Candidate of Sciences, Doctor of Sciences – academic degrees awarded based on the defense of dissertations by applicants;

32. catalog of elective disciplines – a systematized annotated list of elective component disciplines, containing their brief description indicating the purpose of study, brief content (main sections) and expected results of study (knowledge, skills, abilities and competencies acquired by students);

33. classifier of areas of training for personnel with higher and postgraduate education (hereinafter referred to as the classifier of areas of training for personnel) – a document establishing the classification and coding of areas of training for personnel with higher and postgraduate education and used for the implementation of educational programs of higher and postgraduate education;

34. competencies – the ability to practically use the knowledge, skills and abilities acquired during the learning process in professional activities;

35. comprehensive testing – a form of examination conducted simultaneously in several academic disciplines using information and communication technologies;

36. elective component – a list of academic disciplines and the corresponding minimum amounts of academic credits offered by higher educational institutions, independently selected by students in any academic period, taking into account their prerequisites and postrequisites;

37. credit mobility – movement of students for a limited period of study or internship abroad – as part of ongoing studies in their native higher education institution – in order to accumulate academic credits (after the mobility phase, students return to their educational organization to complete their studies);

38. credit technology of education – training based on the student's choice and independent planning of the sequence of studying disciplines and (or) modules with the accumulation of academic credits;

39. persons (children) with special educational needs – persons (children) who experience permanent or temporary needs in special conditions to receive education at the appropriate level and additional education;

40. master's thesis – the final work of a master's student of a scientific and pedagogical master's program, which is an independent scientific research containing theoretical and/or practical developments of an actual problem in the field of the chosen educational program, based on modern theoretical, methodological and technological achievements of science and technology;

41. master's project – the final work of a master's student in a specialized master's program, which is an independent study containing theoretical and (or) experimental results that allow solving an applied problem of a current problem of the chosen educational program;

42. Master – a degree awarded to persons who have completed Master's educational programs;

43. master's student – a person studying in a master's program;

44. Master's degree – a level of postgraduate education aimed at training personnel with the award of a "master's" degree in the relevant educational program with the mandatory completion of at least 60-120 academic credits;

45. microqualification – a set of knowledge, skills and competencies obtained after completing a short period of training, allowing you to perform certain job functions;

46. module – an autonomous structural element of the educational program, complete in terms of learning outcomes, which has clearly formulated knowledge, skills, competencies acquired by students and adequate assessment criteria;

47. modular learning – a way of organizing the educational process based on the modular construction of the educational program, curriculum and academic disciplines;

48. nano-credit – a unified unit of measurement of a small volume of educational material, which has an independent and complete nature;

49. stackable degrees (Stackable degree) – a set of skills and competencies from various fields or areas of professional activity, acquired through formal and informal education;

50. scientific and methodological work – a type of activity based on the achievements of science and advanced pedagogical experience and aimed at improving the functioning and development of the lifelong education system;

51. non-formal education – a type of education in which the process of acquiring new knowledge often takes place outside a specialized educational space, while there are specific goals, methods and techniques, and most importantly, the result of learning. It can be conducted by educational or public organizations, various clubs and circles, sections, when studying individually with a teacher or trainer, and consists of a variety of trainings, courses, seminars, round tables, which are accompanied by the issuance of a document confirming additional advanced training – a certificate, advanced training diploma , certificate;

52. educational program – a unified set of basic characteristics of education, including goals, results and content of training, organization of the educational process, ways and methods of their implementation, criteria for assessing learning outcomes;

53. tuition – a purposeful process of organizing the activities of students and pupils to master knowledge, abilities, skills and competencies, develop abilities, gain experience in applying knowledge in everyday life and create motivation for acquiring knowledge throughout life;

54. mandatory component – a list of academic disciplines and the corresponding minimum amounts of academic credits established by the State Educational Standard, and studied by students without fail according to the curriculum;

55. organization of higher and (or) postgraduate education – a higher educational institution that implements educational programs of higher and (or) postgraduate education and carries out research activities;

56. basic educational program (Major) – an educational program determined by the student to study with the aim of developing key competencies;

57. assessment of special educational needs – determination of the necessary special conditions for receiving education;

58. a teacher (an educator) – a person who has a pedagogical or other professional education in the relevant field and carries out professional activities as a teacher in the training and education of students and (or) pupils, methodological support or organization of educational activities;

59. credits' transferuing – a procedure for recognizing the equivalence of the content of a discipline studied in another educational institution or according to another curriculum, a discipline of the working curriculum for an educational program approved and currently in effect, with the inclusion of the discipline and the grade received on it in the student's transcript;

60. postrequisites (a postrequisite) – disciplines and (or) modules and other types of academic work, the study of which requires knowledge, abilities, skills and competencies acquired upon completion of the study of this discipline and (or) modules;

61. prerequisites (a prerequisite) – disciplines and (or) modules and other types of educational work containing knowledge, abilities, skills and competencies necessary for mastering the discipline and (or) modules being studied;

62. career guidance – providing information and consulting assistance to the student in realizing his rights in the field of educational and professional opportunities, free and informed choice of profession and place of study in accordance with professional interests, individual abilities and psycho-physiological characteristics;

63. working curriculum (hereinafter – RUP) – an educational document developed by the OVPO independently on the basis of the educational program and individual curricula of students;

64. learning outcomes – the amount of knowledge, skills and abilities acquired and demonstrated by students in mastering the educational program, confirmed by assessment, and the values and attitudes formed;

65. independent work of the student (hereinafter referred to as IWS) – work on a certain list of topics allocated for independent study, provided with educational and methodological literature and recommendations; depending on the category of students, it is divided into independent work of a student (hereinafter referred to as IWS), independent work of a master's student (hereinafter referred to as IWMS); the entire scope of IWS is confirmed by tasks that require the student to work independently on a daily basis; Independent work of students is divided into two parts: independent work, which is performed under the guidance of a teacher (SROP), and the part that is performed completely independently (SROS – SRO itself;

66. independent work of a student under the teacher's guidance (hereinafter referred to as IWST) – the work of a student under the guidance of a teacher, carried out according to a separate schedule, which is determined by the OHPE or the teacher himself; depending on the category of students, it is divided into: independent work of a student under the guidance of a teacher (hereinafter referred to as IWST), independent work of a master's student under the guidance of a teacher (hereinafter referred to as IWMT);

67. specialist – a qualification awarded to individuals after completing an educational program of higher education;

68. Grade Point Average (GPA) – a weighted average assessment of the level of educational achievements of a student for a certain period in a chosen program (the ratio of the sum of the products of credits by the digital equivalent of the final grade points for all types of academic work to the total number of credits for these types of work for given period of study);

69. cross-section of students' knowledge – assessment of students' educational achievements during the academic period of study;

70. accreditation standards (regulations) – documents of the accreditation body establishing requirements for the accreditation procedure;

71. a student – a person studying in an educational organization implementing educational programs of higher education;

72. current control – a systematic testing of students' knowledge in accordance with the curriculum, carried out by the teacher in classroom and extracurricular activities during the academic period;

73. standard curriculum (hereinafter – SC) – an educational document of the discipline of the mandatory component of the educational program, which determines the content, volume, recommended literature in accordance with subparagraph 5-2) of Article 5 of the Law;

74. a transcript – a document containing a list of mastered disciplines and (or) modules, and other types of academic work for the corresponding period of study, indicating credits and grades;

75. a tutor – a teacher acting as a student's academic consultant on mastering a specific discipline and (or) module;

76. educational achievements of students – knowledge, abilities, skills and competencies of students acquired in the learning process and reflecting the achieved level of personal development;

77. formal education – a type of education in which the process of acquiring knowledge takes place in an organized and hierarchically ordered context, culminating in the issuance of a state/own form – a diploma of education. This process has a set duration for various programs, based on state educational standards, which is organized primarily by formal, registered organizations;

78. advisor (Advisor) – a teacher performing the functions of an academic mentor of a student in the relevant educational program, providing assistance in choosing a learning path (formation of an individual curriculum) and mastering the educational program during the period of study;

79. external study – one of the forms of education in which a student independently studies the academic disciplines of the relevant educational program without regularly attending classes;

80. elective disciplines – academic disciplines included in the university component and the elective component within the framework of established academic credits and introduced by educational organizations, reflecting the individual preparation of the student, taking into account the specifics of socio-economic development and the needs of a particular region, established scientific schools;

81. endowment fund of an organization of higher and (or) postgraduate education – a special capital /monetary fund formed through charitable assistance, gratuitous contributions,

donations, grants, contributions of founders (participants) of educational organizations, investment income from which is used to finance scientific, scientific- technical and (or) educational activities.

3.2 The following abbreviations are used in this document:

AIS – automated information system;
AC- academic committee;
AD– academic department;
AW– academic work;
AB NCEC, JSC – Aktobe branch of "National Center of Expertise and Certification", JSC;
HS – higher school;
SCES – State compulsory education standard;
DI – documented information;
DIR – Department of International Relations;
DET – distance educational technologies;
DSD – department of strategic development;
IET – individual educational trajectory;
IEP – individual educational plan;
MVS – Mission, Vision, Strategy;
MSHE RK - Ministry of Science and Higher Education of the Republic of Kazakhstan;
MES RK – Ministry of Education and Science of the Republic of Kazakhstan;
RLA – regulatory legal acts;
NQF – National Qualifications Framework;
STC – Scientific and Technical Council;
EP – educational program;
RO – registrar's office;
IQF – Industry Qualifications Framework;
TS – teaching staff;
SCPP RSE – "State Center for the Payment of Pensions" Republican State Enterprise;
RK – Republic of Kazakhstan;
CAQ – Council on Academic Quality;
QMS – quality management system;
OS – organization standard;
ST – standard;
EMC – Educational and Methodological Council;
AC – Academic Council;
CC – Career Center;
EDT – elements of dual training.

4. Organizational environment

4.1 The academic policy is an internal regulatory document of Baishev University in its quality management system. The document is open and accessible to everyone and reflects the general approaches of the university to the formation and implementation of academic processes and procedures.

4.2 Academic policy is intended for students, teaching staff, heads of structural divisions of the University and other parties (individuals) interested in.

4.3 In case of changes in regulations governing the educational activities of universities in the Republic of Kazakhstan, the University Charter and development strategy, requirements for educational programs, and other provisions of the Academic Policy may be revised.

5. Leadership

5.1 Direct management of the University activities is carried out by the rector, who is appointed and dismissed in accordance with the current legislation of the Republic of Kazakhstan.

The Rector manages the University on the principles of collegiality, ensures the quality of training of students, compliance with the requirements of legal regulations in the field of higher and postgraduate education, financial discipline, the rights of employees and students provided for by the terms of the contract and other powers that do not contradict current legislation.

The rector, in the manner established by the laws of the Republic of Kazakhstan, is responsible for:

−violation of the rights and freedoms of students and University employees;

−failure to perform functions within his/-er competence;

−violation of the requirements of the state compulsory education standard;

−life and health of students and University employees during the educational process;

−violation of standard rules for admission to study at the University or failure to create special conditions for receiving education;

−unreliable and (or) untimely submission of administrative data to informatization objects in the field of education;

−other violations of the requirements provided for in regulatory legal acts and the terms of the employment contract.

5.2 Management in the areas of the University activity (academic work, science and strategic development, social and cultural development) is carried out by vice-rectors (acting vice-rector), in accordance with the approved organizational structure and staffing table.

Information about the University leadership is posted on the website.

1) *Educational, methodological and scientific-methodological activities* are carried out in accordance with the Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III, the Order of the Ministry of Education and Science of the Republic of Kazakhstan "On approval of the Rules for the organization and implementation of educational, methodological and scientific-methodological work in educational organizations" dated November 29, 2007, No. 583, QMS SO 2.02-2023 "Management of educational, methodological and scientific-methodological work" in order to integrate education and science, ensure and improve the educational process, develop and implement new teaching technologies, ensuring advanced training of teaching staff and University staff (QMS R 102.4-2023 Regulation on advanced training of teaching staff, employees and students).

2) *Research and innovation activities* are carried out in accordance with the Law of the Republic of Kazakhstan "On Education" dated July 27, the Law of the Republic of Kazakhstan "On Science and Technological Policy" dated July 1, 2024 No. 103-VIII LRK, QMS SO 2.03-2023 "Management of scientific and research activities."

3) *The international activities of Baishev University* are carried out on the basis of the legislation of the Republic of Kazakhstan and international treaties of the Republic of

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Kazakhstan. The University establishes direct connections with foreign educational, scientific and cultural organizations, international organizations and foundations, concludes bilateral and multilateral cooperation agreements, participates in international exchange programs for students, teaching staff, scientific and pedagogical workers, trains foreign citizens, and enters into international non-governmental organizations (associations) in the field of education.

4) *Social and cultural activities* (QMS SO 2.04-2023 Management of social and cultural development) are an integral part of the educational process of the University and are aimed at the formation of patriotism, citizenship, internationalism, high morality and ethics, legal culture, interfaith tolerance based on the values of Kazakhstani identity and unity, spiritual and moral values, the formation of a culture of healthy lifestyle and "zero tolerance" towards corruption, as well as the development of diverse interests and abilities of students based on mutual respect for the human dignity of both students and the University staff.

5.3 The University management is carried out in accordance with the legislation of the Republic of Kazakhstan, the Standard Rules for the activities of organizations of higher and (or) postgraduate education and the Charter of the Baishev University institution on the principles of command and collegiality unity.

The managerial policy of educational activities and the effectiveness of its functioning are based on the creation of a highly effective the University organizational structure, ensuring the unity of stable relationships between structural divisions.

The Baishev University institution governing body is the supervisory board (QMS P 101.1-2023 Regulations on the Supervisory Board).

The activities of the University's governing bodies are regulated by the legislation of the Republic of Kazakhstan and Baishev University internal documents.

Management of the University is carried out on the principles of command and collegiality unity, which provides for the formation of collegial governing bodies. The University has collegial bodies: Academic council (QMS P 102.1-2023 Regulations on the Academic Council), Educational and methodological council (QMS P 201.1-2023 Regulations on the Educational and Methodological Council), as well as the University's advisory and advisory bodies: Scientific and technical council (QMS P 202.1-2023 Regulations on the Scientific and Technical Council), Council on ethics and anti-corruption activities (QMS P 203.4-2023 Regulations on the Council on Ethics and Anti-corruption activities), Council of young scientists (QMS P 202.2-2023 Regulations on the Council of Young Scientists), Councils on academic quality at higher schools (QMS P 300.1-2023 Regulations on the Council on Academic Quality), Scientific community of students (QMS P 202.3-2023 Regulations on the Scientific Community of Students), Council of Employers (QMS P 201.2-2023 Regulations on the Council of Employers), Association of Alumni (QMS P 201.3-2023 Regulations on the Alumni Association).

The University ensures the functioning of student self-government bodies created by students on a voluntary basis.

5.4 **The objective of the University** is to train personnel with higher and postgraduate education by creating the necessary conditions for mastering educational programs aimed at professional and personal development based on the achievements of science and practice.

5.5 The "Baishev University" institution (hereinafter referred to as the University, Baishev University) carries out educational activities in the areas of personnel training in accordance with the license issued by the authorized body.

Baishev University implements a two-level model for training specialists with higher and postgraduate education in 16 areas of training that are priorities for the industrial and social spheres of the Western region of the Republic of Kazakhstan.

The University's educational programs portfolio fully corresponds to the main segments of the region's economy, the tasks of developing scientific and innovative potential and guarantees a high level of specialist training.

Areas of higher education training

1. 6B011   Pedagogy and psychology
2. 6B012   Pedagogy of preschool education and training
3. 6B013   Training of teachers without subject specialization
4. 6B014   Training of teachers with subject specialization of general development
5. 6B017   Teacher training in languages and literature
6. 6B021   Art
7. 6B041   Business and management
8. 6B042   Law
9. 6B061   Information and communication technologies
10. 6B071   Engineering
11. 6B072   Manufacturing and Processing Industries
12. 6B073   Architecture and construction
13. 6B091   Veterinary
14. 6B113   Transport services

Areas for postgraduate education

15. 7M017   Training of teachers in languages and literature
16. 7M041   Business and management

The University's educational programs are developed by the Academic committees in accordance with the State Educational Standards of the Republic of Kazakhstan, NQF, IQF, professional standards (if any), Dublin descriptors, the European Qualifications Framework, both taking into account the needs and with the participation of stakeholders, and are implemented in accordance with plans for the development of educational programs (QMS P 201.6-2023 Regulations on the development and implementation of the educational program).

Tuition at the University is carried out full-time with a full term of study (4/5 years) and a shortened term of study (3/4 years), in the state and Russian languages.

5.5.1 The Baishev University institution provides international institutional accreditation of the university and specialized accreditation of EP by national or foreign accreditation bodies included in the registers and (or) associations of accreditation bodies of member states of the Organization for Economic Co-operation and Development (OECD) in the field of education.

5.5.2 The Baishev University institution provides accreditation as a subject of scientific and (or) scientific and technical activities

5.5.3 The Baishev University institution provides certification for compliance with the requirements of ST RK ISO 9001-2016 (ISO 9001:2015) "Quality management systems. Requirements»

5.5.4 Baishev University shares the strategic goals and objectives of the country's development and strives for their implementation through the implementation of its own development strategy:

1) Baishev University Development Program

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2) Plans for the development of educational programs

The University develops a development plan for the academic year and ensures its effective implementation.

5.5.5 The University's internal quality assurance system ensures its development in accordance with the Mission, Vision, Goal and Quality Policy and with the requirements of the criteria of the European Standards for Quality Assurance in Higher Education (ESG).

5.5.6 The managerial policy of educational activities and the effectiveness of its functioning are based on the creation of an effective organizational structure of the University, ensuring coverage of areas and types of activities, the unity of stable relationships between structural divisions. The University organizational structure is posted on the University website.

5.5.7 The University develops, approves and ensures compliance with the requirements of the regulations on structural units in accordance with the approved organizational structure and the register of documented information (DI) of the QMS. The register of the QMS documented information (DI) is posted on the website.

5.5.8 Baishev University trains personnel with higher and postgraduate education in areas of training that are priorities for the industrial and social spheres of the Western region of the Republic of Kazakhstan.

5.5.9 The University provides all students with equal opportunities to receive high-quality and affordable education.

5.5.10 The University does not discriminate against students with special needs as well as ones based on race, nationality, ethnicity, religion, gender, or on the basis of social or marital status, physical ability, age or other subjective criteria.

5.6 Academic policy is determined by the University strategic goals and the mission: training of highly qualified, competitive, socially responsible personnel for innovative development of the Western region of Kazakhstan.

The goal of the University's academic policy is to achieve a high level of quality in higher and postgraduate education that meets the needs of the labor market, the individual, providing quality educational services to students through the formation of competitive educational programs and integration into the international educational space.

Objectives of academic policy:

- providing the country with personnel in accordance with government programs and labor market requirements;

- training of highly qualified scientific and scientific-pedagogical personnel;

- ensuring the integration of education, science and production;

- ensuring integration into the European higher education zone;

- student-centered learning, teaching and assessment;

- introduction of innovative teaching technologies;

- creation of a system of education internal quality assurance based on international and national standards.

5.7 Responsibility and authority for the development of the IP, its matching, approval, registration, and commissioning are distributed as follows:

−responsibility and authority for this IP development, as well as for its content, structure, design, approval and implementation rest with the developer;

−the IP is approved by the Baishev University rector;

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−the approved copy of the IP is transferred to the HR department, which issues an order signed by the rector on its implementation;

−responsibility for storing the original IP, replicating and distributing registered working copies to the relevant structural units of the university rests with the DSD;

−a record of familiarization is made in F.1-02 "Familiarization Sheet" of this document.

6. Planning

6.1 The University carries out strategic planning of activities based on the Baishev University Development Program and plans for the educational programs development.

6.2 The University carries out operational planning of activities based on the Development plan for the academic year.

6.3 Planning of the content of education, the method of organizing and conducting the educational process is carried out by the University on the basis of credit education technology.

7. Support means

7.1 This document contains academic policies and procedures for students in higher and postgraduate education programs at Baishev University based on the requirements of the current regulations of the Republic of Kazakhstan.

7.2 The document is open and accessible to everyone and reflects the general approaches of the University to the academic processes and procedures formation, and is posted on the University website.

7.3 Providing the University departments with the appropriate versions of the recorded working copies of the DI QMS, the legal and regulatory documents database is carried out by the DSD, which is responsible for the distribution using all the University's communications tools (University website/corporate mail/"Documentov" electronic document management program /corporate messenger, etc.).

7.3.1 Ensuring and responsibility for the availability of the documents current versions at workplaces in the departments rests with the heads of departments.

7.4 Unauthorized copying of the document is prohibited.

7.5 The language of work and office work is the state language; Russian language is officially used along with the state one.

7.6 The University logo is reproduced in accordance with the organization constituent documents.

7.7 The use of the QMS certificated logo is carried out in accordance with the Rules for the use of the certificated logo of the body for confirming the management systems matching.

8. Activities at life cycle stages

8.1 Quality Assurance Policy

The University considers ensuring the guarantee of high quality education to be one of the main priorities in its activities, and develops a culture of understanding the need for continuous improvement of the educational process.

The University's education quality policy is one of the most important conditions for its recognition in the academic environment and in the labor market.

The internal quality assurance system (hereinafter referred to as IQAS) ensures the University development in accordance with the Mission-Vision-Strategy, Quality Objectives and Quality Policy and with the requirements of the European Standards for Quality Assurance in Higher Education (ESG), ST RK ISO 9001-2016 "Quality Management Systems. Requirements", the implementation of which is carried out through the fulfillment of key indicators of the Baishev University Development Program.

The University develops its own internal quality assurance policy for education (QMS VP 02-2023 Internal Quality Assurance Policy), requirements of which are synchronized with the "Standards and Recommendations for Guaranteeing the Quality of Higher Education in the European Space" (ESG), which include:

1) quality assurance policy;
2) development and approval of programs;
3) student-centered learning, teaching and assessment;
4) admission of students, academic performance, recognition and certification;
5) teaching staff;
6) educational resources and students' support system;
7) information management;
8) informing the public;
9) continuous monitoring and periodic evaluation of programs;
10) periodic external quality assurance.

The activities of the Academic Quality Council at the University Higher Schools are regulated by DI QMS P 300.1-2023 "Regulations on the Academic Quality Council".

The Academic Quality Council composition for the academic year is approved by the rector's order.

Academic quality councils are created at the University Higher Schools and they make decisions:

– on the content and conditions of educational programs implementation,
– on assessment policy and IQAS,
– on organizing a survey of students to determine the educational programs and (or) disciplines/modules quality and analyzing the results,
– for the presence of facts of academic honesty violation.

Councils are formed at the University higher education institutions in the areas of training.

1) The Higher School of Natural Sciences and Humanities includes the following areas of training: 6B011 Pedagogy and psychology, 6B012 Pedagogy of preschool education and training, 6B013 Training of teachers without subject specialization, 6B014 Training of teachers with subject specialization of general development, 6B017 Training of teachers in languages and literature, 6B042 Law, 6B091 Veterinary, 7M017 Training of teachers in languages and literature.

2) The Higher School of Social and Technical Sciences includes the following areas of training: 6B041/7M041 Business and Management, 6B021 Art, 6B061 Information and Communication Technologies, 6B071 Engineering, 6B072 Manufacturing and processing Industries, 6B073 Architecture and Construction, 6B113 Transport Services.

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Baishev University is independent in choosing an accreditation body and has the right to undergo institutional and (or) specialized accreditation in accreditation bodies included in the register of recognized accreditation bodies.

The conditions and terms of accreditation are determined in the agreement on accreditation between Baishev University and the accreditation body.

The University Management is responsible for quality in all areas of the University's activities.

The rector, vice-rectors, heads of departments, deans of the Higher Schools and heads of educational programs bear full responsibility for the quality of specialists' training, research work, economic and other activities.

Everyone's personal responsibility for the quality of work is ensured through clear regulation of the responsibilities and powers of management, teachers, employees and other categories of employees, established in the rector orders, job descriptions, and corresponding documented information of the University's QMS.

Participants in the educational process (management, teaching staff and students) must bear moral responsibility for non-compliance with the principles of academic integrity, which is perceived as a serious violation against the community.

In case of detection of plagiarism, use of someone else's material for personal purposes, inflated grades and other violations, sanctions are applied within the framework of this policy in the form of non-admission of assessed written works to the assessment procedure, postponing the delivery of assessed written works that have not passed the check for plagiarism for the summer holiday period time up to exclusion on appropriate grounds, and this list can be expanded as necessary.

The University achieves its goals through the implementation and improvement of a quality management system based on International Standards ISO 9001-2016 series. The "Baishev University" institution is certified by AB "National Center for Expertise and Certification",JSC for compliance with the requirements of ST RK ISO 9001-2016 (ISO 9001:2015) "Quality management systems. Requirements". During the period between recertifications, the University annually undergoes inspection control by the AB "National Center for Expertise and Certification",JSC.

The University's QMS audit is carried out in accordance with the Internal Audit Program for the academic year, which is annually approved by the rector in agreement with the supervisory board, which is posted by DSD on the University website (QMS OS 5.01-2023 Internal audit). The audit group composition and regulations are approved by the rector order.

The chairman of the audit group reports at the Baishev University Management Board meeting on the internal audit results.

Quality monitoring, as the basis for achieving set goals, is carried out in accordance with the annual schedule for monitoring the University education quality for the academic year. The schedule for monitoring is posted on the website.

To organize monitoring of the functioning of the Baishev University internal quality assurance system of educational services in accordance with the schedule for monitoring the quality of education of the university for the academic year, QMS IP 02-2023 "Internal Quality Assurance Policy", a commission is approved by the rector order.

The Rector's Order establishes the responsibility of the heads of the University's structural divisions for providing the necessary information on standards and guidance to ensure quality in the European Higher Education Area (ESG).

A report on the functioning of the system of internal quality assurance of educational services of Baishev University for the academic year is heard at the Academic Council meeting.

8.2 Procedures for development, approval, evaluation of educational programs

8.2.1 Educational programs of higher education are aimed at training highly qualified personnel in accordance with the needs of economic sectors with the award of a bachelor's degree or the qualification of a specialist.

Educational programs of postgraduate education are aimed at training teachers, researchers and highly qualified management personnel, consistently increasing the level of their scientific, pedagogical and professional training.

8.2.1.1 The content of educational programs of higher education includes the study of a cycle of general education disciplines, a cycle of basic disciplines, a cycle of major disciplines, as well as professional practice in relevant areas of personnel training with a focus on learning outcomes and compliance with the national qualifications framework and industry qualifications frameworks.

The content of educational programs of postgraduate education includes: theoretical training, including basic and major disciplines, professional practice, research (experimental research) work with the writing of a dissertation (project for specialized master's degree educational programs) with a focus on learning outcomes and compliance with the national qualifications framework and industry qualification frameworks.

8.2.1.2 The list of educational programs (EPs) of higher and postgraduate education is contained in the register of educational programs.

The University ensures compliance of the educational program included in the Register of educational programs of the authorized body in the field of science and higher education with the State Standard of Education of the Republic of Kazakhstan.

8.2.1.2 EPs are structured according to the principle of modular training.

The University provides approved educational programs that confirm compliance with the requirements for the students training level based on descriptors by level of education and reflecting the mastered competencies expressed in the achieved learning outcomes.

8.2.2 The University independently develops an educational program (EP) in the appropriate direction, level and profile of training (QMS P 201.6-2023 Regulations on the development and implementation of an educational program).

At the same time, the EP is formed taking into account the needs of the regional labor market, traditions and achievements of the University's scientific and pedagogical scholars, in accordance with the State Educational Standards of the Republic of Kazakhstan, the National Qualifications Framework, professional standards and Dublin descriptors.

8.2.3 Brief annotated information about the educational programs implemented at the University is posted for interested consumers (applicants, parents, employers, students) on the relevant pages of the University website.

8.2.4 The University develops educational programs of higher and postgraduate education in accordance with the requirements of the State Educational Standard, reflecting the learning outcomes, on the basis of which curricula (working curricula, individual student curricula) and working curricula in disciplines (syllabuses) are developed (QMS MI 201.1.7-2023 Procedure for the Development and Approval of Curricula, QMS MI 201.1.1-2023 Instructions for the Development and Approval of a Working Curriculum (Syllabus)).

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8.2.5 Requirements for the level of student preparation are determined on the basis of the Dublin descriptors of the first level of higher education (bachelor's degree) and reflect the mastered competencies expressed in the achieved learning outcomes.

Requirements for the level of training of master's students are determined on the basis of the Dublin descriptors of the second level of higher education (master's degree) and reflect the mastered competencies expressed in the achieved learning outcomes.

Learning outcomes are formed both at the level of the entire educational program of higher education/master's degree, and at the level of individual modules or academic disciplines.

8.2.6 Educational programs are developed by academic committees in the context of a competency-based model of specialist training with the participation of stakeholders (students, employers and/or others).

8.2.6.1 Competencies include knowledge and understanding (theoretical knowledge of the academic field, the ability to know and understand), knowledge how to act (practical and operational application of knowledge and skills to specific situations) and knowledge how to be (the value aspect as an integral part of living with others in a social context).

8.2.7 EPs undergo a process of as internal as external review.

8.2.8. Educational programs are reviewed with the participation of stakeholders.

8.2.9 Educational programs are approved at University Academic Council meeting.

8.2.10 Monitoring of the EP implementation is carried out in accordance with the schedule-plan for monitoring the University education quality, approved by the rector for the academic year.

8.3 Rules for admission and enrollment of students at the University
8.3.1 Policy for the formation of a student's high-quality contingent

The formation of a student contingent in areas and levels of education at Baishev University is carried out on the principles:

- equal access to the University's educational programs for all categories of citizens of the Republic of Kazakhstan and foreign countries in accordance with the legal acts of the Republic of Kazakhstan;
- career guidance work with students of schools and colleges to form early professional choices.

In order to form a contingent of students, including foreign ones, Baishev University carries out the admission of students on the basis of the Standard Rules for Admission to Education in Educational Organizations Implementing Educational Programs of Higher and Postgraduate Education; transfer or reinstatement of students from one educational program to another, from one OPHE to another on the basis of the Standard Rules for the Activities of Organizations of Higher and (or) Postgraduate Education (QMS IR "Rules for Admission to Education", QMS R "Regulations on the Procedure for Transfer, Expulsion and Reinstatement of Students").

8.3.2 Admission of students

Admission of students, including foreign ones, to Baishev University is carried out in accordance with the Standard Rules for Admission to Education in Educational Organizations Implementing Educational Programs of Higher and Postgraduate Education, QMS IR "Rules for Admission to Education".

8.3.3 Enrollment of students

Enrollment of students at the University is carried out by the Rector order.

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8.4 Planning, organization and implementation of the educational process using credit technology of education

Planning of the educational content, the method of organizing and conducting the educational process is carried out by the University on the basis of education credit technology in accordance with the Rules of organizing the educational process according to credit technology of education, the main task of which is to develop students' abilities for self-organization and self-education based on the electiveness of the educational trajectory within the framework of the regulation of the educational process and taking into account the volume of knowledge in the form of credits of regulation of the educational process and accounting for the amount of knowledge in the form of credits.

Training in educational programs of higher and postgraduate education is carried out on a full-time basis.

A student of educational programs with a reduced term of study based on technical and vocational, or post-secondary, or higher education forms his/her individual curriculum depending on the achieved learning outcomes, mastered prerequisites at the previous level of education, which are necessarily re-calculated and included in his/her transcript.

The IEP of students are formed and stored in the Platonus AIS.

The WC is approved by the rector based on the Academic Council decision.

The form, structure, procedure for the development and approval of the CED, IUP and RUP are defined in DI QMS P 201.4-2023 Regulation on the organization of the educational process according to the credit technology of education, QMS MI 201.1.10-2023 Instructions for the development and approval of the catalog of elective disciplines, QMS MI 201.1.7-2023 Procedure for the development and approval of curricula

Working curricula (syllabuses) are developed annually for all disciplines of the current academic year curriculum, reviewed at meetings of the SAC and approved by the supervising dean of the higher school. The form, structure, procedure for developing and approving working curricula (syllabuses) are determined by QMS MI 201.1.1-2023 "Methodological instructions for the development and approval of the working curriculum (syllabus)". At the same time, their development for the disciplines of the compulsory component is carried out on the basis of standard curricula (SCP), and for the disciplines of the University component and the optional component – by the teaching staff independently.

Professional practices, final certification, master's theses (projects) are included in the corresponding modules of the educational program. Moreover, each type of professional practice belongs to different modules.

Planning of the educational process is carried out on the basis of the approved academic calendar for the academic year and the schedule of training sessions.

The academic calendar is approved by the decision of the Academic Council of the University. The academic calendar reflects the periods of training sessions, intermediate and final certification, professional practices and other types of educational work during the academic year, rest days (vacations and holidays). The academic calendar is posted on the website and brought to the attention of students and teachers before the start of the academic period.

The total duration of the academic year is at least 36 weeks. When determining the academic load of students, the academic year consists of academic periods (semester – 15 weeks).

During the period of intermediate certification, final control is carried out in all studied disciplines.

When planning the volume of academic work, it is assumed that one academic credit is equal to 30 academic hours for all types.

Planning of the staff' teaching load is carried out on the basis of time standards approved at the Board of Directors meeting.

When planning the teaching load of students for undergraduate EP, the University is guided by the following requirements:

1) The full academic load of one academic year is at least 60 academic credits or 1800 academic hours. At the same time, the University independently distributes the amount of academic credits by semester.

2) The student's academic workload is determined by the duration of the academic hour and the volume of academic hours (50-minute contact hours) accompanying academic hours for different types of academic work.

3) Study load is measured by the time required for a student to study an academic discipline, module or entire educational program of higher education and necessary to achieve the established learning outcomes in the educational program of higher education.

4) The academic load includes all educational activities of the student – lectures, seminars, coursework (projects), practical and laboratory work, studio classes, industrial practice (during dual training), professional practice, independent work, including under the guidance of a teacher.

5) A student is allowed to complete fewer or more academic credits per semester.

When planning the teaching load of master's students for master's degree programs, the University proceeds from the fact that:

1) The full academic load of one academic year corresponds to at least 60 academic credits and corresponds to at least 1800 academic hours per academic year.

2) The study load is measured by the time required for a master's student to study an academic discipline, module or the entire master's educational program and necessary to achieve the established learning outcomes in the master's educational program.

3) The educational load includes all educational activities of the undergraduate – lectures, seminars, group classes, group exercises, practical classes, projects, practical and laboratory work, studio classes, practice, scientific (or professional internship), research work (experimental research work), completing a master's thesis (project), independent work, including under the guidance of a teacher.

4) A master's student is allowed to complete fewer or more academic credits per semester.

Planning and organization of educational activities is carried out in the language of instruction.

According to educational programs that introduce elements of a dual education system, educational activities are planned and organized based on a combination of theoretical training with practical training in production and/or on the basis of branches of the Higher School.

Curriculum for each EP:

1) the bachelor's degree contains three cycles of disciplines: general education (GED), basic (BD) and major (MD).

In the GED cycle, the compulsory component includes the following disciplines: "History of Kazakhstan"; "Philosophy"; "Foreign language"; "Kazakh (Russian) language"; "Information and communication technologies"; Module of socio-political knowledge; "Physical Culture".

The BD and MD blocks provide a list of disciplines of the University component and elective component, indicating the number of credits.

Each discipline is studied, as a rule, for one semester; the curriculum is based on the principle of sequence of study of disciplines and strict consideration of prerequisites when studying each discipline.

2) master's degree consists of a cycle of basic (BD) and major disciplines (MD).

The University component of the BD cycle of all educational master's programs in the scientific and pedagogical direction includes the disciplines "History and Philosophy of Science", "Foreign Language (Professional)", "Pedagogy of Higher School", "Psychology of Management", for the profile direction – the disciplines "Management", "Psychology of Management", "Foreign Language (Professional)".

The University also develops integrated programs in the UC cycle of the BD, which have an interdisciplinary nature.

The student's academic hours of classroom work are supplemented by independent work, which is divided into two parts:
- for independent work, which is carried out under the guidance of a teacher (IWST),
- and for that part that is performed completely independently (IWSI – actually IWS)

IWST is included in the teacher's mandatory paid workload.

IWST for students is carried out by them in contact with the teacher according to a separate schedule.

The volume of classroom work is at least 30% of the volume of each discipline.

The duration of internships is determined in weeks, based on the student's standard time of work in practice during the week, equal to 30 hours (6 hours per day with a 5-day working week).

The labor intensity of 1 credit of undergraduate internship is 30 hours (50 minutes each) for teaching practice, 75 hours (50 minutes each) for industrial practice and 120 hours (50 minutes each) for research practice.

The duration of practice for 1 credit in weeks is: 1 week for teaching practice, 2.5 weeks for industrial practice and 4 weeks for research practice.

The results of professional practice are taken into account when summing up the results of the intermediate certification.

The final certification is carried out:
1. at the undergraduate level – in the form of preparing and passing a comprehensive exam;
2. at the master's level – in the form of writing and defending a master's thesis (project).

The scientific supervisors and the topic of the master's learner's research are approved by the decision of the Academic Council. If necessary, scientific consultants in related fields of science are appointed.

The process of completing the master's thesis is carried out during the SRWM (or ERWM). In addition, the research and development (or ERD) requires mandatory internship to become familiar with innovative technologies and new types of production. The duration of the internship is at least 14 calendar days.

It is allowed to introduce a summer semester (except for the final year) lasting at least 6 weeks to meet the needs for additional training, eliminate academic debt or differences in curricula, study academic disciplines and develop credits for students in other universities with mandatory re-crediting at their university. Tuition in the summer semester is provided on a paid basis.

Educational achievements (knowledge, abilities, skills and competencies) of students are assessed in points on a 100-point scale corresponding to the letter system accepted in international practice with a digital equivalent (positive grades, in descending order, from "A" to "D", and " unsatisfactory" – "FX", "F") and grades according to the traditional system. In case of receiving an "unsatisfactory" grade corresponding to the "FX" mark, the student has the opportunity to retake the final test without re-taking the program of the academic discipline/module. In case of receiving an "unsatisfactory" grade corresponding to the "F" mark, the student re-enrolls in this academic discipline/module, attends all types of training sessions, completes all types of academic work according to the program and retakes the final test.

Academic certification for the implementation of an individual work plan by undergraduates is carried out at the end of the academic year at the higher school level and its results are reflected in the master's student's IPR.

The academic credits awarding to a student in academic disciplines (modules) and other types of academic work, as well as upon completion of the study of the educational program as a whole, is carried out with a positive assessment of the learning outcomes achieved by him/-er.

Achieved learning results and positive grades received by students at previous levels of study and in other formal education organizations are recognized with the transfer of academic credits.

8.5 Student-centred Learning, Teaching and Assessment Policies
Students have the right to:

1) obtaining a quality education in accordance with state compulsory education standards;

2) training within the framework of state compulsory education standards according to individual curricula, abbreviated educational programs;

3) selection of alternative courses in accordance with the curriculum;

4) obtaining additional educational services and knowledge according to one's inclinations and needs on a paid basis;

5) participation in management of the University;

6) restoration and transfer from one educational institution to another, from one educational program of higher education to another, from a paid basis to study under the state educational order or from one form of education to another;

7) free use of information resources, including in accessible form for people with disabilities, children with limited possibilities, provision of textbooks;

8) free use of sports, reading, assembly halls, computer classes and the library;

9) free expression of one's own opinions and beliefs;

10) respect for one's human dignity;

11) encouragement and reward for success in studies, scientific and creative activities.

Full-time students have the right to:

1) preferential travel on public transport (except taxis) by decision of local representative bodies;

2) combining study with work in their free time;

3) deferment from conscription for military service in accordance with the legislation of the Republic of Kazakhstan.

Students are obliged to respect the honor and dignity of the teacher, the Baishev University values, comply with the Code of Honor for students of Baishev University, and the principles of academic integrity.

For violation of duties by students, disciplinary measures may be applied to them, provided for by the internal regulations and the charter of Baishev University, or other measures provided for in the agreement on the provision of educational services. In the event of a foreign student's failure to attend classes for 10 days in a row for an unreasonably valid reason or without a valid reason, in the event of early expulsion and in the event of completion of studies, the migration service of the territorial police departments is to be informed.

8.5.1 The procedure for registering for disciplines and creating an individual curriculum

Baishev University students independently form their own individual learning paths.

The choice of disciplines is carried out through registration for disciplines. The student chooses disciplines to study in the upcoming academic year under the guidance of an advisor.

The student is personally responsible for drawing up his individual curriculum and completing the course of study in accordance with the requirements of the curriculum of the educational program.

The procedure for selecting and mastering disciplines in the main educational program is carried out taking into account the availability of prerequisites.

The procedure for selecting and mastering disciplines in an additional educational program is carried out to obtain additional competencies in related or specialized educational programs, as well as to meet the personal needs of the student.

The scope of disciplines chosen in the additional educational program is established by the University independently. At the same time, additional EP disciplines are studied by students within the framework of the UC and CC disciplines, and their volume is included in the total amount of academic credits required to award the appropriate degree or qualification in the main EP.

In the process of enrolling in academic disciplines, students form their own IEP. At the same time they:

1) get acquainted with the rules for organizing the educational process on credit technology of education;

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

3) enroll in disciplines taking into account the mastered prerequisites.

Registration for academic disciplines is carried out in the "Platonus" AIS of Baishev University online within the time limits established by the academic calendar.

The IEP generated by the student is reflected in his personal account and is available for viewing throughout the entire period of study.

Before the start of registration, the EP heads, together with advisers, organize preliminary methodological and advisory work on the issues of students' choice of disciplines. Information about the disciplines should be brought to the attention of students, including their brief description, learning outcomes, prerequisites and postrequisites, introductory meetings with teachers of the disciplines and their presentations are held.

For those newly admitted to the University, during the orientation week, the dates of which are indicated in the academic calendar, a general acquaintance with the credit system of education and the registration procedure for disciplines is carried out.

During the orientation week, meetings are held with the heads of the educational program and advisors. Each student is assigned an ID number (login), under which he registers his individual curriculum by online registration for academic disciplines.

The choice of disciplines (modules) must be carried out taking into account the sequence of studying the disciplines. A student cannot be registered for a discipline if in the previous semester s-/he has not mastered the prerequisites for this discipline.

EP leaders and advisers are responsible for timely informing students with academic debts about the possibilities of eliminating them in subsequent periods of theoretical training in order to comply with the prerequisites' principles.

When students return from academic leave, a business trip abroad, reinstatement or transfer from another university, the Registrar's Office registers students according to personal statements in previously formed disciplinary streams/groups, with preference given to groups with a smaller number of students.

The student has the right to change individual disciplines of his/-er individual curriculum within the educational program catalog of disciplines before the theoretical training start in agreement with the Registrar's Office.

Registration for re-studying a discipline ("Retake") is carried out within the established deadlines for general registration, but requires advance payment for training, since re-studying a discipline is carried out only on a paid basis for all EP.

Registration for the summer semester is carried out at the end of the spring semester in accordance with the approved academic calendar, except for graduate students: there is no summer semester for graduate students.

8.5.2 The procedure for ongoing monitoring of progress, intermediate and final certification of students

In order to monitor students' mastery of educational programs, ongoing monitoring of academic performance is carried out and intermediate certification of students is carried out.

If a student does not score points on the current control during the semester for a good reason, confirmed by documents (due to illness with the provision of supporting documents certified at the clinic, etc.), s-/he may be provided with an individual study schedule for passing all types of control.

Final control is a check of students' educational achievements, carried out after completing the study of the discipline during the examination session (intermediate certification).

The duration of examination sessions and the number of exams are determined in accordance with the approved working curriculum of the EP and the academic calendar. Responsibility for organizing and conducting the examination session rests with the head of the Registrar's Office.

Students must pass all exams in strict accordance with the curriculum and individual curriculum according to the approved curriculum of the disciplines.

Assessment of students' knowledge

The educational achievements of students in all types of educational tasks are assessed using a point-rating letter system for assessing knowledge.

Coursework (projects) provided for in the EP curriculum must be defended before the exam in the relevant discipline. Assessments for the defense of coursework are entered into the "Platonus" AIS on the day the procedure for defending coursework is completed.

The assessment of current progress monitoring (admission rating) is at least 60% of the final knowledge assessment in a discipline, and the exam assessment is at least 40% of the final knowledge assessment in the discipline.

A student who disagrees with the result of the final control may file an appeal after the exam results are issued.

An appeal will be considered only if the student indicates in the answer sheet that the question is incorrect or the question does not correspond to the discipline curriculum.

The appeal commission, formed by order of the rector for the period of the examination session, from among teachers whose qualifications correspond to the profile of the disciplines being appealed, must review the application within 24 hours and make an appropriate decision on revising the grade or maintaining the originally received grade, drawing up minutes of the commission meeting. The decision of the appeal commission is made on the basis of a re-commission review of the student's written work or exam results in test and written form.

In case of receiving an "unsatisfactory" grade corresponding to the mark "FX", the student has the opportunity to retake the intermediate control exam once without re-taking the program of the academic discipline/module in the current academic year.

In case of receiving an "unsatisfactory" grade corresponding to the "F" mark, the student is sent to the summer trimester, re-masters the academic discipline/module, attends all types of training sessions, performs all types of academic work according to the program and retakes the final test; has the right to repeat the course, but no more than twice. "F" grades can be changed by retaking the course, but they are all recorded in the transcript, along with the changed grade, and the GPA is calculated based on the last grade received. Retaking the course is only possible on a fee-paying basis.

Retaking a positive grade on the final control (exam) for the purpose of increasing it in the intermediate certification is not permitted.

The final grade for the discipline may be canceled if violations of the rules of conduct during the exam are detected (using cheat sheets, cell phones, being late without a good reason, negotiating, etc.).

Students who achieve the established GPA level are transferred to the next course by the rector order. The required GPA score for transfer from course to course is established and approved by the Academic Council.

A student who does not achieve the established GPA score remains for a repeat course of study on a paid basis.

A student retained for a repeat course of study has the right to study according to a previously adopted individual curriculum or to form a new individual curriculum developed in the prescribed manner.

A student who has achieved the required GPA score and has been transferred to the next year of study, if s-/he has academic debt, re-studies the disciplines for which s-/he has debt, only on a paid basis.

Students who are holders of educational grants and retained for a second course of study are deprived of the educational grant and continue their further education only on a paid basis.

Organization and conduct of the state exam on "History of Kazakhstan".

A mandatory requirement of the State Educational Standard (Order of the Minister of Science and Higher Education of the Republic of Kazakhstan "On approval of state compulsory standards of higher and postgraduate education" dated July 20, 2022 No. 2) in all undergraduate academic programs is the study of the "History of Kazakhstan" discipline. Students of all bachelor's degree programs (admission later than 2022) take the state exam in the "History of Kazakhstan" discipline upon completion of its study during the period of intermediate certification, according to the approved academic calendar. To take the state exam in the "History of Kazakhstan" discipline, an examination commission is formed consisting of the chairman and members of the commission for the academic year. The candidacy of the chairman

is approved by the Academic Council. The results of passing the state exam in the "History of Kazakhstan" discipline are taken into account when summing up the final examination session, which includes its passing. Retaking a positive grade on a state exam for the purpose of increasing it is not permitted.

8.5.3 The procedure for transferring credits by ECTS type

The European Credit Transfer and Accumulation System (ECTS) is one of the fundamental elements of the Bologna Process, serves to enhance student mobility and academic recognition and is applied to all types of educational programs and forms of study.

The European Credit Transfer and Accumulation System (ECTS) is a student-centred system and is based on defining the student's learning work required to achieve the program objectives specified in terms of learning outcomes. To provide students with the opportunity to master programs of individual disciplines at leading universities in the world and to provide objective criteria for measuring and comparing educational achievements, a Kazakhstani system for transferring credits like ECTS has been developed.

At the university, the conversion of credits of the Republic of Kazakhstan into ECTS credits and vice versa is carried out on the basis of conversion factors.

Recalculation of ECTS credits into credits of the Republic of Kazakhstan is carried out by dividing ECTS credits by a conversion factor depending on the occupancy of 1 ECTS credit for each discipline and the level of educational programs. The value of the conversion factor is determined as the ratio of the labor intensity of the Kazakh credits to the labor intensity of the ECTS ones.

The conversion of ECTS grades into the point-rating letter system for assessing students' academic achievements and vice versa is carried out in accordance with Appendix 1 of the Standard Rules for the Activities of Higher and (or) Postgraduate Education Institutions. The ECTS scale includes 5 positive grades from "A" to "D", an "FX" grade, which can be corrected, and an "F" grade without credit.

The recalculation of credits for previously studied disciplines (for example, credits of the Republic of Kazakhstan) into ECTS credits and vice versa is carried out on the basis of conversion factors.

Recognition of learning results is carried out:
- Disciplines studied as part of academic mobility;
- Foreign language courses, if a student has an IELTS, TOEFL certificate;
- Courses studied at another university or on online educational platforms received by students as part of non-formal education;
- Studied disciplines when transferring and reinstating students to the same or another EP;
- Previous education for admission to shortened educational programs.

8.5.4 Procedure for transfer, reinstatement, expulsion and granting academic leaves

8.5.4.1 The University develops, approves and ensures compliance with QMS P 201.10-2023 "Regulations on the procedure for transfer, expulsion and reinstatement of students", QMS P 201.9-2023 "Regulations on the procedure for granting academic leave to students."

Transfer and reinstatement of students from one educational program to another, from one university to another is carried out during the summer and winter holidays.

The transfer of students from one university to another, in special cases, is carried out during the current semester on the basis of a tripartite agreement between the universities and the student in accordance with paragraph 31 of the Model Rules for the Activities of Higher and Postgraduate Education Organizations.

The student is transferred or reinstated to any university, regardless of the deadline for expulsion upon reinstatement.

A student is transferred or reinstated after expulsion if they have fully completed the first academic period of the program being mastered in accordance with the individual curriculum.

The transfer of a student from a paid basis of education to training under a state educational order is carried out in the manner approved in the Law "On Education".

A student studying under an educational grant can, if desires, is transferred with the retention of the educational grant to another higher education institution.

When transferring a student, the receiving university takes into account the field of study, the profile of the educational program, educational achievements, as well as cases of violation of academic integrity by the student. When transferring or restoring, the achieved learning results and positive grades of the student are recognized with the transfer of academic credits from one EP to another, from one educational organization to another educational organization (including in the discipline "History of Kazakhstan").

When transferring or reinstating students to re-credit their learning results, an appropriate commission is created, approved by order of the rector.

Transfer of a student from groups of educational programs of higher education that require creative preparation to other groups of educational programs is carried out in the presence of a certificate of unified national testing with a score not lower than the established threshold score in accordance with the Model Rules for Admission to Study in Educational Organizations Implementing Educational Programs of Higher and Postgraduate Education, approved in accordance with subparagraph 11) of Article 5 of the Law "On Education".

Applications from full-time students for reinstatement, transfer from one university to another, from one EP to another are considered by the rector of a university.

Tuition-paying students expelled from the University during the semester for financial debt on tuition fees have the right to reinstatement within 4 (four) weeks from the date of expulsion in the event of repayment of the payment debt. In this case, the student submits an application for reinstatement to the rector.

A student expelled from the first year has the right to reinstatement only if s-/he has fully mastered the academic disciplines of the first academic period.

When reinstating from a foreign university, a document on the completed educational programs (academic certificate and/or transcript) is submitted, as well as a document on completion of the previous level of education, which must undergo the recognition or nostrification procedure in the Republic of Kazakhstan in the established manner during the current semester.

When reinstating or transferring a student from a foreign educational institution, the difference in credits in the curriculum must not exceed 35 academic credits.

When reinstating and transferring students from Kazakhstani universities, the difference in the disciplines according to the curriculum studied by them during the previous and current periods of study is determined. The difference in the disciplines of the curriculum serves as the basis for determining the course of rehabilitation and/or transfer of the student. At the same time, the difference in credits in the curriculum should not exceed 30 academic credits; if 30 academic credits are exceeded, the student is transferred, only to a lower course.

Transfer of students from course to course is carried out based on the results of the academic year (interim certifications) taking into account the results of the summer semester and the average grade point average (GPA – Grade Point Average). A mandatory condition for

transferring students from course to course is that they achieve a grade point average (GPA – Grade Point Average) not lower than the transfer grade established at the university. Students who have achieved the established transfer GPA score and are transferred to the next year of study, if they have academic debt, re-study the disciplines of academic debt on a paid basis. Students who have not fulfilled the requirements of the working curriculum and have not achieved the established transfer GPA score remain for a repeat course of study.

The transfer of a student from course to course is formalized by order of the University Rector.

A student may be expelled from the University:

−for academic failure

−for violating the principles of academic integrity

−for violation of the Internal Regulations and the Charter of the "Baishev University" Institution

−for violation of the terms of the contract for the provision of educational services, including non-payment of tuition fees and absences from classes without a valid reason in the amount of 60 academic hours.

−at a student own request

−in connection with a transfer to another educational organization implementing educational programs of higher and (or) postgraduate education;

−in connection with the completion of studies and the awarding of a "bachelor"/"master" degree or a "specialist" qualification;

−for failure to comply with the requirements of the educational program (failure to defend a thesis (project) or master's thesis (project)) or for failure to fulfill the requirements of the educational program (failure to pass a comprehensive exam").

A student who wishes to be expelled from the University must write an application addressed to the rector with a request for expulsion to the student office or send a scanned version of the application via the student's corporate email to Helpdesk@bu.edu.kz

A student's application with a request for expulsion from Baishev University is the basis for an order for expulsion from the students' body and termination of the contract for the provision of educational services.

Baishev University determines and ensures compliance with the procedure for granting academic leaves to students. (QMS P 201.9-2023 Regulations on the procedure for granting academic leave to students).

When granting academic leave to a person studying on the basis of a state educational order, the right to further study on the basis of a state educational order is retained by him, and the financing of his studies is interrupted (with the exception of financing the costs provided for the payment of scholarships in the prescribed manner to grant holders who are in academic leave based on the conclusion of the medical advisory commission) for the period of the granted academic leave, which is renewed after its end. When granting academic leave to a student on a paid basis, tuition fees are suspended for the period of academic leave.

Academic leave is granted to students on the basis of:

1) conclusions of the medical advisory commission (MAC) on the disease;

2) conclusions of the VKK on pregnancy.

3) decisions of the Centralized Medical Advisory Commission (CMAC) of the anti-tuberculosis organization in case of tuberculosis;

4) summons for military service;

5) birth, adoption or adoption of a child.

To apply for academic leave, the student submits an application to the rector and submits documents for the basis (a certificate from the Higher High Commission, or upon conscription into the Armed Forces of the Republic of Kazakhstan, etc.). If the issue is resolved positively, the rector issues an order to grant the student academic leave, indicating its start and end dates.

A student returning from academic leave submits an application to the rector for return from academic leave and submits the relevant supporting documents. Based on this, the rector issues an order on the student's withdrawal from academic leave, indicating the EP, course and group. A student returning from academic leave must eliminate the difference in the disciplines of the working curriculum. The student, in parallel with the current training sessions, to eliminate the difference in the disciplines of the working curriculum during the academic period, attends all types of training sessions, passes all types of ongoing control provided for by the working curriculum, and receives admission to intermediate certification. A student returning from an academic leave takes the difference in the disciplines of the working curriculum in the prescribed manner during the period of intermediate certification of students or in the summer semester.

8.5.5 Procedures for recognizing learning results obtained through non-formal education

Recognition of learning results obtained through non-formal education is carried out in accordance with QMS P 201.18-2023 "Regulations on non-formal education".

8.5.6 Graduation of University students

A student who has passed the final certification and confirmed mastery of the educational program of higher and (or) postgraduate education, by decision of the certification committee is awarded a bachelor's or master's degree or is assigned the qualification of a specialist in the relevant educational program and is issued a diploma with an appendix free of charge. The appendix to the diploma (transcript) indicates the latest grades according to the point-rating letter system of grades for all types of educational and (or) research (experimental research) work, indicating their volume in academic credits and hours.

Graduates of the bachelor's and master's degree programs are issued a European Diploma Supplement in addition to the diploma.

The University approves the forms and requirements for filling out educational documents of its own sample (QMS SO 4.02-2023 Procedure for registration, approval, and accounting of forms of strict reporting documents of Baishev University). The number and QR codes of educational documents of its own sample are generated in a special service provided by the authorized body in the field of education.

The University ensures the availability of a functioning electronic database (archive) of issued documents on higher education, integrated with the Information System of the authorized body in the field of science and higher education.

The University maintains contact with graduates, forms a graduate database, organizes the work of the Alumni Association (QMS P 201.3-2023 Regulation on the Alumni Association).

8.5.7 The procedure for processing students' personal files and submitting them to the archive

Personal files of students are formed in accordance with the rector orders on enrollment in the University, QMS VP 06-2024 Rules for admission to study, QMS P 201.10-2023 Regulations on the procedure for transferring, expelling and reinstating students.

Personal files of the University both graduates and students expelled from the University (for various reasons) are transferred to the archive by act.

Storage of personal files is regulated by the Law of the Republic of Kazakhstan "On the National Archival Fund and Archives".

8.6 Scientific and research (experimental and research) work of students

The University is interested in developing research skills in students and observing the rules of scientific ethics.

The University creates conditions for research work of students (RWS).

The University provides various formats for research work of students:
- work in scientific circles, scientific laboratories;
- participation in scientific and practical conferences, competitions, olympiads, etc.
- participation in scientific and applied work on the implementation of contracts with enterprises/organizations
- publication of the scientific research work results in the scientific journal "Bulletin of Baishev University", etc.
- implementation of R&D/ER&D by the University graduate students
- completion of research practice, scientific internship by the University graduate students
- writing reports on practice, scientific internship, R&D/ER&D, master's dissertations/projects by University graduate students, etc.

The University provides organizational and methodological support for the research work of students:
- informs about the availability of scientific clubs, scientific laboratories for the implementation of research work
- attracts participation in scientific and practical conferences, competitions, olympiads, etc., in the implementation of contracts with enterprises/organizations
- consults on the rules for publishing the results of research work, the rules for passing the scientific work check for the uniqueness of the text in the Antiplagiat system, saving in the electronic database of master's theses/projects
- appoints scientific supervisors for the formation of reports on practice, scientific internships, research and development work/research and development work (R&D/ER&D), master's theses/projects by University graduate students, etc.

8.7 Organization of professional practice

Professional practice is a mandatory type of educational work for students.

Planning and organization of professional practice for the EP is carried out in accordance with QMS P 201.12-2023 "Regulations on the organization of professional practice of students", QMS P 201.19-2023 "Regulations on the organization and conduct of pedagogical practice for students in the field of education "Pedagogical Sciences"", this Academic Policy as well.

The form of the contract for conducting professional practice is determined by the University. The types, terms, volume and content of professional practice are determined by the educational program.

The practice duration is set in weeks, in accordance with the approved academic calendar for the current academic year. The duration of practice is determined in weeks based on the standard time of work of the student in practice during the week, equal to 30 hours (6 hours per day for a 5-day work week).

When organizing the educational process, it's permissible to introduce professional practice both separately from the academic period and in parallel with the academic period.

Organizations whose statutory activities correspond to the profile of training specialists and the requirements of the educational program, having qualified personnel to manage professional practice and a material and technical base are determined as the basis for conducting professional practice of students.

All types of practice are conducted in accordance with the practice programs.

Before and after the professional practice, an introductory and final conferences are held. The conference materials are formalized in a protocol.

The form of students' reporting on the professional practice completion is a diary and a report on the practice completion (QMS MI 201.3.1-2023 "General requirements for writing, design and procedure for defending reports on the results of completing practice").

The professional practice results are taken into account when summing up the results of the midterm assessment. When assessing the results of the student's work in practice, the feedback from the organization or institution (a practice base) is taken into account.

A student who has neither completed professional practice nor fulfilled the practice program requirements, who has received a negative review from the practice base or an unsatisfactory grade when defending a report, is sent again for this type of practice in the next academic period in parallel with theoretical training or during the summer semester.

8.8 Policy for the implementation of dual learning elements (DLE)

In order to improve the model for training qualified personnel taking into account the real needs of economic sectors and the implementation of practice-oriented training, the University implements dual learning (DL) elements in accordance with QMS P 201.21-2023 "Regulations on the elements of dual learning".

The DLE implementation at the University allows for the training of personnel with the involvement of production practitioners in the educational process and/or the organization of training sessions and other types of educational work along with the University at the Enterprise (Organization). The DLE training implementation assumes the direct participation of Enterprises (Organizations) in the process of developing, implementing and evaluating the University's educational programs.

The main goal of the DLE introducing at the University is to increase the students' competitiveness.

The DLE implementing objectives at the University are:
– training specialists who best meet the employers' requirements;
– providing high-quality professional training for students in their profession and facilitating their maximum adaptation to production conditions;
– practice-oriented training that is as close as possible to the production technological needs;
– ensuring the relationship between the University and social partners represented by employers;

– expanding the University's interaction with enterprises at the stages of the educational program implementing;

– increasing the attractiveness and competitiveness of the University graduates;

– ensuring the employment of graduates.

Mandatory components of dual training:

1) dual training agreement;

2) dual training working curriculum agreed with the enterprise (organization);

3) dual training program agreed with the enterprise (organization);

4) training, work places at enterprises (organizations), equipped for the implementation of industrial training and professional practice;

5) mentors of industrial training/professional practice at enterprises (in organizations).

The educational process organization within the DLE framework is carried out on the basis of the academic calendar with the EP accordance.

The educational process includes theoretical and practical classes at both the University and the branch(es). The involvement of production practitioners at the University is possible both on the terms of part-time work under an employment contract and on the terms of hourly payment based on an agreement for the provision of educational services.

An important role in the DLE implementation is played by the professional practice of students (see clause 8.7).

8.9 Personnel policy

The University's personnel management is carried out in accordance with the personnel policy (QMS OS 3.01-2023 "Personnel Policy"), which is based on the principles of human resource development, covering recruiting and advanced training, including a set of methods, rules and norms that make it possible to bring personnel in accordance with Mission and goals of the University.

The formation of teaching staff, administrative and managerial staff and employees at the University is carried out in accordance with QMS OS 3.01-2023 "Personnel Policy" according to the following principles:

➢ competitive selection of teaching staff, whose main place of work is Baishev University, based on a fair and transparent hiring process (QMS IP 05-2023 "Rules for competitive filling of positions");

➢ attracting highly qualified business specialists from relevant industries, domestic and/or foreign scientists who meet the qualification requirements of the university's educational programs;

➢ supporting young teachers and developing their professional growth;

➢ creating conditions for teaching staff, administrative and managerial staff and employees to participate in educational and methodological and/or research and/or public life and/or academic mobility, etc.;

➢ creating conditions for advanced training of management staff, teaching staff and employees ;

➢ functioning of motivation mechanisms, incentives for employees, adaptation of new employees, application of disciplinary measures against employees, dismissal of employees.

Baishev University develops, approves and ensures compliance with QMS SO 3.01-2024 "Personnel Policy", QMS VP 04-2024 "Qualification Characteristics of Employee Positions", QMS VP 05-2024 "Rules for Competitive Replacement of Positions", job descriptions, Roadmap for the implementation of the professional standard for teachers (faculty) of Baishev University for 2024-2025.

The staffing schedule is approved annually by the President of the University.

The standards for the teaching load are approved at a meeting of the Academic Council (QMS P 201.16-2023 Regulation on the teaching load of the faculty), the forms and amounts of remuneration of employees are established by the President of the University (QMS P 101.2-2023 Regulation on remuneration of employees).

8.10 Internationalization and academic mobility policy

Internationalization is aimed at improving the quality of education and is an important tool for integrating the University into the global educational space.

The University classifies the following forms of international cooperation as internationalization of education:
- academic mobility of students, faculty and staff;
- development and implementation of programs in English;
- development and implementation of joint educational programs/double-degree programs with foreign universities;
- participation of faculty, staff and students in international and national conferences, seminars, schools and exhibitions;
- participation in international and national projects and scholarship programs;
- determination of relevant international accreditation for a number of educational programs;
- participation in international rankings;
- recruiting and training of foreign students, attracting foreign students to scholarship programs.

The University's management initiates events aimed at developing and maintaining international cooperation.

The University establishes and actively develops relations with foreign organizations and educational institutions for the purpose of internationalizing education and developing intercultural relations.

The University ensures constant updating of the content of disciplines taking into account foreign experience, modern information resources, harmonization with foreign educational programs and universities.

The University strives to obtain international accreditation for a number of educational programs, ensuring the quality of education at the international level.

The University provides information support for the internationalization process through the functioning of the website in the state and other languages.

The internationalization policy implementation contributes to strengthening the international reputation of the University, increasing the image component.

One of the most important areas of the University's international activities is academic mobility.

The academic mobility implementation of contributes to improving the quality of education, increasing the effectiveness of research work of students, teachers and staff, raising

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their professional, educational and cultural levels, improving the management system, establishing external and internal integration links, and fulfilling the Baishev University mission.

To ensure academic mobility, students study individual disciplines in other educational institutions, including abroad. Teachers and staff participate in the processes of implementing educational and research programs of host institutions of higher education. In this case, a bilateral agreement is concluded between educational institutions. And, accordingly, the institution of higher education concludes an agreement with a third party – a participant in the republican (internal) and international (external) academic mobility.

Students, faculty and staff of Baishev University during external outgoing academic mobility may independently choose a language other than their native language for the implementation of the planned activities (English, Russian) - in accordance with the policy of the host institution. Students and faculty arriving for incoming academic mobility at Baishev University may, accordingly, use an acceptable language of international communication (English, Russian) in their educational or research activities. This point must be officially recorded in the personal written application of the participant in international academic mobility.

In order to benefit from the diverse educational experience of other educational organizations, the "mobility windows" define the time frames, academic disciplines and volumes of credits that a student, teacher or employee masters in another higher education institution.

The procedure for organizing the academic mobility of students, faculty and employees and their selection is carried out in accordance with QMS P 202.5-2023 "Regulations on the academic mobility of students, faculty and employees".

At the same time, the direction for participation in academic mobility within the framework of programs financed at the state level is carried out in accordance with the Rules for the direction for study abroad, including within the framework of academic mobility, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated November 19, 2008 613 (registered in the Register of state registration of regulatory legal acts under No. 5499) in the current version.

To participate in international credit mobility, knowledge of a foreign language at the level provided by the host educational institution is required.

The final document confirming the student's studies under a mobility program, both external and internal, is a transcript or its equivalent in the host country, issued by the host institution of higher education. The transcript contains information about the training program: names of disciplines (modules), grades, number of academic credits earned. The learning outcomes fully mastered by students within the framework of academic mobility and confirmed by the transcript are re-credited by the University without fail.

The final document confirming the activities of the faculty and staff under mobility programs is a certificate from the host organization on the fulfillment of the planned activities.

General management of the work on ensuring academic mobility is carried out by the rector, vice-rectors for the areas.

The direct work on organizing academic mobility is carried out by the Department of International Relations of the University and the Registrar's Office.

The Department of International Relations organizes the work of the Commission for holding a competition for exchange academic programs within the framework of cooperation agreements.

The University encourages traditional and distance learning, conducting scientific research during a certain academic period in a foreign higher education institution with mandatory transfer of academic credits for the completed educational and/or research work.

Academic mobility of the University students is carried out within the framework of inter-university agreements (agreements, memorandums) on cooperation, scholarship programs, and international exchange programs.

Students can independently choose a university for studying within the framework of academic mobility programs.

The Department of International Relations organizes work on holding a competition among students for participation in internal and external academic mobility programs.

The main criteria for competitive selection for participation in external and internal academic mobility programs are: completion of one academic period at their university, high GPA, fluency in a foreign language (if possible, a certificate of passing a foreign language test, unless otherwise required by the host institution of higher education).

One of the most important areas of the University's international activities is working with foreign students. The University is responsible for them from the moment foreign citizens are accepted for study, enter the country, and leave the country after graduation.

The Department of International Relations is a unit that oversees the education of foreign students during their stay in Kazakhstan. Its responsibilities include preventing foreign students from participating in any illegal activities during their stay, residence in Kazakhstan until graduation, and departure from the Republic of Kazakhstan, conducting preventive work to instill respect for the legislation of the Republic of Kazakhstan, strict compliance with migration legislation, local customs and national, mentality when communicating with local residents, taking the necessary integration measures, maintaining close contact with migration authorities, processing visa support documents, etc., within its competence.

The Higher schools organize the educational process, methodological, research and educational work with foreign students.

Agreements with foreign students are concluded in two languages (one of them is required to be in the state language, the other may be Russian or English).

8.11 Academic Integrity and Ethics Policy

The University management coordinates the implementation of the principles of academic integrity through the activities of the Councils on Academic Quality at the Higher School (QMS P 300.1-2023 Regulations on the Council on Academic Quality), the Council on Ethics and Anti-Corruption Activities (QMS P 203.4-2023 Regulations on the Council on Ethics and Anti-Corruption Activities) .

Compliance with the principles of academic integrity is mandatory for all participants in the educational process. Therefore, all students, teachers and staff are required to adhere to integrity and ethics in their educational and professional activities.

The University's policy is intended to promote the development of a respectful and careful attitude towards the results of their own work and the work of others in all participants in the educational process, recognition of the results of educational activities as the intellectual property of their creator and the development of an appropriate attitude towards intellectual property.

The implementation of the Academic Honesty Policy at the University is based on:

1) the activities of the Ethics and Anti-Corruption Council / Academic Quality Council;

2) involving members of the Student Parliament in discussing and resolving issues related to the academic integrity policy;

3) feedback from management and students through appeals to the curator and, if necessary, to the heads of structural divisions, to the student parliament, to the university management, etc.

The Council for Ethics and Anti-Corruption Activities work plan for the academic year is approved by the rector.

The Council for Ethics and Anti-Corruption Activities composition is approved by the order of the rector.

The University ensures compliance with the basic principles of academic integrity:

1) ensuring academic integrity as a core institutional value that shapes honesty and mutual respect in academic work;

2) approval of fair and objective rules of academic integrity aimed at developing high ethical values;

3) ensuring a consistent and continuous learning trajectory for the student by defining a clear mechanism and procedure for re-crediting the student's credits based on verifiable transcripts from other educational organizations;

4) the teacher shows respect for his students as a mentor who contributes to the formation of an academic culture;

5) encouragement and stimulation of participants in the educational process for promoting and protecting academic integrity;

6) determination by the teacher of a clear discipline policy and expected requirements from the student;

7) determination by the teacher of a policy of clear parameters for assessing the educational achievements of students;

8) taking measures in accordance with the legislation of the Republic of Kazakhstan for violation of the principles of academic integrity;

9) creation of an academic environment that provides educational, social and psychological support to students and allows for the prevention of academic dishonesty.

Compliance with the principles of academic integrity develops personal integrity and responsibility for learning among all participants in the educational process.

The basic rules of academic integrity for students and teaching staff in the educational process, developing their integrity and responsibility for their learning and teaching, are:

1) Conscientiousness is the honest performance of all types of work;

2) Implementation of the protection of the rights of the author and his successors – recognition of authorship and protection of works that are the object of copyright, through the correct transmission of someone else's speech, thoughts and indication of sources of information in the works provided for evaluation;

3) Transparency – clarity, mutual trust, open exchange of information and ideas between students and teachers;

4) Respect for the rights and freedoms of students – freedom in expression of opinions and ideas for students;

5) Equality – the responsibility of every student and teacher to comply with the rules of academic honesty and equal responsibility for their violation.

The University ensures the implementation of the academic integrity principles through: ensuring that the University Rector respects the students' rights under the terms of the agreement;

fulfillment of duties to ensure complete, accurate and timely completion of administrative data forms approved by the authorized body in the education field.

The teaching staff and administration, curators, and the Student Parliament must ensure compliance with the established procedure. Students should expect fairness and equity in the assessment of their work.

Behavior that results in academic dishonesty is strictly prohibited. The University's zero-tolerance policy applies to all forms of academic dishonesty.

The University shall make every effort to ensure that students and staff are informed of their rights and responsibilities as members of the University community.

Students and teaching staff when entering to study or work at the University must be familiar with the Code of Honor for Students and the Code of Honor for Teachers posted on the University website. Ignorance of the Code of Honor does not excuse responsibility for non-compliance.

Ignorance of the Code of Honor does not exempt from liability for non-compliance.

Disciplinary measures are applied to University employees who violate the principles of academic honesty.

A student is expelled from the University in cases of violation of the principles of academic honesty.

When transferring a student, the receiving OHPE takes into account the direction of training, the profile of the educational program, educational achievements, as well as cases of violation of academic integrity by the student.

Code of honor for students of Baishev University

The University supports the principle of freedom of expression for both teachers and students. The University respects the right of teachers to teach and students to learn. Any actions that interfere with these rights are prohibited.

1) Community of students of Baishev University:

- aware of their responsibility for the implementation of the University's mission,

- considering it our duty to maintain and develop the corporate culture and image of Baishev University,

- striving to form a system of truly democratic relations between students, employees and the administration of the Baishev University university, accepts this Code of Honor and undertakes to strictly follow it.

A Baishev University student complies with the Constitution and laws of the Republic of Kazakhstan, the Charter of Baishev University, the academic integrity principles, Internal regulations, Rules for living in a dormitory and other regulations of Baishev University.

A student of Baishev University knows and honors the state symbols of the Republic of Kazakhstan, the national culture, history and statehood of Kazakhstan, carefully preserves and enhances the traditions of the University.

A student of Baishev University shows politeness, correctness and attentiveness in communicating with other students, teachers and the University administration.

A student at Baishev University treats any person with respect, regardless of his origin and nationality, social status, religious or ideological beliefs.

A student of Baishev University takes care of the safety of the University's property and prevent vandalism on its territory.

A student at Baishev University treats the library and information resources of the University with care, avoiding careless or sabotage behavior towards them.

A student at Baishev University looks neat, his appearance meets aesthetic standards.

A student at Baishev University leads a healthy lifestyle, strives to improve his cultural, moral and physical level, and takes an active part in the social, cultural, scientific and sports life of the University.

A student at Baishev University must not commit unlawful acts both at the University field and outside it.

A student at Baishev University must not allow the dissemination of information aimed at destabilizing order in the country, as well as participate in unauthorized meetings, demonstrations, rallies, pickets, actions and processions.

A student of Baishev University refrains from participating in any activity that is contrary to the interests of the University, damaging the image and reputation of the University.

A Baishev University student who discovers a violation of the provisions of the Code tries to stop it on his own or notifies student government bodies or the administration about it.

Code of honor for teachers at Baishev University

A University teacher is a professional who actively conducts pedagogical, scientific-innovative, clinical and educational work.

A teacher is aware of the responsibility for the high quality of teaching, research and scientific supervision of young scientists, master's students, doctoral students and students.

A teacher strictly observes the standards and requirements of the curriculum and considers unauthorized changes to the approved procedure of the educational process unacceptable.

A teacher constantly improves his professional level, carries out research projects in accordance with the latest innovative technologies, and is active in academic internationalization.

A teacher actively participates in traditional university conferences.

A teacher is aware that the educational aspects of the socialization of the individual, the formation of his moral values are a key function of pedagogical activity in fulfilling the mission, vision, policy and strategy of the university on the way to becoming one of the leading universities in the world.

A teacher contributes to the creation of conditions for student internationalization into the international University community and self-realization in a professional direction.

A teacher instills in the student pride, devotion and deep respect for the Motherland, its great historical past, and the State Symbols of the Republic of Kazakhstan.

A teacher is obliged to show social and legal activity in the formation of a high civil-patriotic worldview, legal and ethno-interfaith tolerant culture.

A teacher is called upon to form and develop in the student a conscious motivation to take care and preserve the moral, ethical values and traditions of the University; respects the freedom, honor and dignity of the student, does not allow unfounded accusations, rudeness, or tactlessness.

A teacher counters corruption (fraud, bribery, abuse of official position) and actions associated with corruption or creating conditions for it, as a threat to undermine the high reputation and rating of the University in its Mission and Strategy implementation.

A teacher is a patriot and supporter of the University policy and corporate spirit, who, through his/-er actions and behavior, preserves and strengthens the authority and image of the university in all areas of its multifaceted activities.

Ethical and moral violations of teachers are submitted for discussion to the Council on Ethics and Anti-Corruption Activities (hereinafter referred to as the Council on Ethics), the Council on Academic Quality, Quality Assurance Commissions in areas of activity, conciliation

and disciplinary commissions (QMS P 102.3-2023 Regulations on conciliation and disciplinary commissions).

For the Code of Honor violation, the rules provided for by the Charter and other regulatory documents, disciplinary and administrative measures are taken (reprimand, reprimand, severe reprimand) up to and including dismissal from the University.

8.12 Policy for promoting employment and professional certification of graduates

The priority areas of the University's activities are facilitating the employment of graduates, maintaining contact with graduates and monitoring their career growth.

Promoting the employment of graduates at the University represents the process of professional development of students, which involves long-term planning of a personal professional development path based on assessments of the development of the labor market, one's own professional interests and inclinations, prospects and conditions for building a professional career in a specific professional field.

A special feature of the University is a systematic approach to organizing assistance in the employment of graduates, within the framework of which the influence on a future highly qualified specialist is carried out consistently, purposefully and systematically, starting with the organization of professional practice throughout the entire period of study.

In order to form a professional community and consolidate graduates, the Alumni Association has been created and is functioning at the University.

The main areas of interaction between partners are:

1) participation of employers in the development of educational programs;

2) organizing professional practice for students using the technological base of enterprises (organizations) and assigning a mentor, teacher training;

3) development of interaction between the parties on issues of training and promoting their employment;

4) involvement in the training process of specialists with professional experience in relevant industries;

5) participation in the organization of quality control;

6) attracting financial resources from employers for the development of the University.

The main directions of promoting the graduates' employment in relation to students are:

– training of specialists taking into account the requirements of the labor market and the specifics of the region;

– implementation of joint activities of the University and employers/Council of Employers on issues of the graduates' employment, increasing their competitiveness in the labor market;

– orientation of students towards practical professional activities, familiarization with EP within the framework of teaching professionally oriented disciplines;

– organizing professional practice for students at enterprises (organizations) at the place of future employment;

– organizing meetings with employers, participation in job fairs, etc.;

– information and consulting work on issues of employment of graduates, etc.

A significant indicator of the University effectiveness and the quality of the educational program is the graduates' employment rate in the context of the field of training during the year of graduation.

The University provides employment for at least 50% of graduates in the context of personnel training during the year of graduation.

Information on the employment of bachelor's graduates in the field of personnel training, while the share of those employed out of the total number of graduates in the field of personnel training during the year of graduation is at least 50%, including the provision of continuous work activity for at least three months – 50%.

For training "Pedagogical Sciences" – at least 60%, for training "Law" – at least 60%, including the provision of continuous work activity for at least three months – 50%. At the same time, The number of employed graduates includes graduates who continued their education in second higher education programs, full-time, in a master's or doctoral program. In cases of implementation of restrictive measures by relevant government agencies, introduction of a state of emergency, occurrence of emergency situations of social, natural and man-made nature, the University ensures employment of at least 50% of graduates in the context of the direction of personnel training within two years after graduation..

8.13 Policy of Ensuring Openness and Transparency

8.13 The policy of ensuring openness and transparency of the University's activities allows to evaluate the effectiveness of the University's quality assurance processes and inform the public about the level of quality of various areas of its activities.

The policy of ensuring openness and transparency of the University's activities is aimed at meeting the needs for information about the university of applicants, students, graduates, other interested parties and the public in general.

8.13.1 Information openness is implemented through the provision of information on the official website https://bu.edu.kz/. about the educational activities of the University,

8.13.2 The University regularly publishes information about the academic, scientific, educational and social events of the University, plans, reports, etc. in the media/social networks/on the website.

8.13.3 The University periodically conducts self-assessment of its activities and educational programs, demonstrates openness and transparency of its activities for participation in procedures for compliance with the requirements of international standards for institutional and specialized accreditation of educational programs.

The University demonstrates openness and transparency of activities for participation in external quality assurance procedures for compliance of the university's QMS with the requirements of ST RK ISO 9001-2016 (ISO 9001:2015) "Quality management systems. Requirements" (AF "National Center for Economic Export, JSC").

The University demonstrates openness and transparency of activities for participation in external quality assurance procedures - both international and national ratings.

The information openness of the University allows international and national agencies (organizations) to conduct an independent assessment of the quality of the university's activities and determine the university's place in the rankings. The results of the external quality assessment are posted on the website.

8.13.4 The University engages stakeholders to periodically monitor, review and evaluate educational programs to ensure their effective implementation and create a favorable learning environment for students.

8.13.5 The University's openness and transparency policy is aimed at:

1) promoting academic integrity, anti-corruption culture and corporate ethics and ensuring

the protection of staff and students who report violations of integrity;

2) ensuring transparency of the procedure for distributing grants for students, assessing the activities of teaching staff

3) ensuring transparency of the competitive selection procedure for teaching staff by posting an announcement about the competition for vacant positions in the media or on the official website https://bu.edu.kz/

4) stimulating the development of student initiatives that will affect all spheres of public life and become the foundation for the development of student self-government, etc.

8.14 The policy of ensuring openness and transparency of the University's activities is implemented through the provision of reliable data to the information system of the authorized body in the field of science and higher education,

8.15 The policy of ensuring openness and transparency of the University's activities is implemented through the Rector's annual report on the University's activities to the staff/public, and a report on the financial status of the University based on the results of the calendar year to the staff/public.

9. Performance evaluation

9.1 The implementation of academic policy is assessed for compliance with the provisions and criteria of the main regulatory legal acts of the Republic of Kazakhstan.

9.2 Monitoring of the implementation of certain areas of academic policy is carried out in accordance with QMS P 202.10-2023 "Regulations on monitoring the quality of educational activities", a schedule for monitoring the quality of university education, approved by the rector for the academic year.

9.3 The audit of educational activities is carried out by the audit group on the basis of the Internal Audit Program for the academic year, the order of the rector in accordance with QMS OS 5.01-2023 "Internal Audit".

9.4 The rector annually reports on the progress of the implementation of the Baishev University Development Program and on the implementation of the development plan of Baishev University for the academic year to the governing bodies (the SC, the AC), and also at the end of the academic year holds reporting meetings with the public on issues educational, research and financial activities of Baishev University.

9.5 The financial plan and report of "the Baishev University" Institution is pre-agreed with the SC and/or AC.

10. Improvement

10.1 Academic policy may be revised in case of changes in regulations governing educational activities in the Republic of Kazakhstan, changes in the Charter of the Baishev University Institution, Development Program, requirements for educational programs, as well as taking into account the recommendations of the accreditation agency based on the results of institutional or program accreditation/reaccreditation.
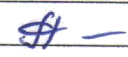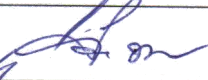
10.2 Changes and additions to this document may be made as necessary, after preliminary discussion in working groups. Changes and additions are drawn up in F.1-03 "Change Registration Sheet", approved by the rector (acting rector) (Appendix B) or an updated version of the document is published.

	Quality Management System	QMS IP 01-2024
	Intra-university policy Academic policy	Version 05 Changes: 00
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Appendix A
(mandatory)

Ф.1 - 01

Approval sheet

Job title	Full name	Date	Sign
Vice-Rector for Academic Affairs	S.A. Aipeissova	10.09.2024	
Vice-Rector for Science and Strategic Development	N.K. Kalaganova	10.09.2024	
Vice-Rector for Social and Cultural Development	Sh.M. Bukharbayev	10.09.2024	
Director of the Strategic Development Department	L.R. Mukhamedyarova	10.09.2024	

Appendix B
(mandatory)

F.1-02

Reference list

Job title	Full name	Date	Sign
Dean of Nat-Hym. HS	Bucharbayev Sh.	10.09.2024	
Dean of Soc-Tech HS	Kulbayeva B.	10.09.2024	
Career Cent. Head.	Sabitayeva A.	10.09.2024	
Inter. Affairs Head	Berniyazova Zh.	10.09.2024	
HR-depart. Head.	Yurchenko N.	10.09.2024	
iT-depart. Head	Kunsakov A.	10.09.2024	
Stud. Affairs Cent. Head	Mukhambetova A.	10.09.2024	
Off. Reg.'s Head	Barysheva Zh.	10.09.2024	
S.I Dep. Head.	Urazgaliyeva M.	10.09.2024	

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Appendix C
(mandatory)

FF.1-03

Approve
Rector of Baishev University
_____Full name

Change registration sheet

Document	Category	
	Name	
	Number	
	Issue	
Reason for change		
Replace with document text		
Make an addition to paragraph No. on page No.		
Exclude item No. on page No.		
Make a change to item No. on page No.		
Other....		
Head of the WG	name	_____ sign	«___»_____202__y.
Member of the WG	name	_____ sign	«___»_____202__y.

	Quality Management System	QMS IP 01-2024
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Appendix D
(mandatory)

Ф.1-04

Periodic Inspection Sheet

Check date	Full name of the person who performed the check	Signature of the person who performed the check	Wording of comments
1	2	3	4