

Academic policy

AGREED

By a decision of the Senate
Chairman
B. Omarkulov
«29» 05 2025
Protocol No 10

APPROVED

By a decision/A decision of the Board
Acting Chairman of the Board-Rector
V. Riklefs
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ACADEMIC POLICY

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Academic policy

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2.General provisions

1. This Academic Policy (hereinafter referred to as the Policy) has been developed in accordance with the requirements of regulatory documents of the Ministry of Science and Higher Education of the Republic of Kazakhstan and the Ministry of Healthcare of the Republic of Kazakhstan, the goals and objectives of government programs in education, and internal regulations of the “Karaganda Medical University” NCJSC (hereinafter referred to as the University or “KMU” NCJSC).

2. The policy is determined by the strategic goals and mission of the University and represents a system of measures, rules, and guidelines for planning and managing educational activities and effectively organizing the learning process, designed to improve the quality of education and implementing student-centered learning.

3. The goal of the Policy is to achieve excellence at all levels of professional training that meets the requirements of the labor market, society, and the state, and corresponding to international best practices.

4. The University defines the following governing principles for academic work:

1) providing all students with equal opportunities to receive a quality and affordable education;

2) preventing discrimination against students with special needs, on racial, national origin, ethnic, religious, gender grounds, social standing, physical abilities, age, and other subjective criteria;

3) providing academic freedom to students in choosing individual learning paths and developing the necessary skills by selecting elective disciplines and tracking their own progress on the electronic educational portal;

4) training professionals who meet the requirements of the national healthcare system and international standards by introducing innovations in education, science, and practice;

5) observance of the principles of academic integrity and intolerance for any type of deception or fraud in scientific and educational activities;

6) ensuring transparency and information accessibility for interested parties.

5. The policy is designed for students, faculty members, heads and employees of the University's structural divisions, and other interested parties.

6. The policy may be revised in the event of changes to laws and regulations governing academic activities in the Republic of Kazakhstan, the University Charter and strategy, revision of educational program requirements, and within the framework of recommendations based on the results of international institutional or specialized accreditation.

3. Policy in quality assurance of the educational process

1. The policy in quality assurance of the educational process is aimed at implementing the university's mission, increasing competitiveness, and complying with international standards. An important guideline for quality assurance at the University is the requirements of the "Standards and Guidelines for Quality Assurance in the European Higher Education Area" (ESG).

2. The main principles of quality assurance are:

1) Student-centered learning. The University focuses on creating conditions for effective learning, ensuring the comprehensive professional and personal development of students. In accordance with the university's mission, the priority is to train specialists capable of responding to the current needs of society.

2) Competence of the teaching staff. The University creates conditions for the continuous professional development of the teaching staff, providing them with access to professional development programs.

3) Modern educational technologies. The University actively implements innovative technologies focused on the use of effective teaching methods.

4) Academic integrity and ethics. The University supports academic integrity and combats plagiarism and other dishonest practices.

5) Scientific research and integration of science into education. The University's mission includes the development of research skills in students and teachers, which contributes to the integration of scientific achievements into the learning process.

6) Infrastructure and educational environment. The University provides students and teachers with modern infrastructure and creates conditions for successful learning.

7) Quality assessment and control. The University regularly monitors and evaluates the quality of the educational process. Feedback mechanisms have been implemented that allow for the timely identification and correction of shortcomings in learning and teaching. To achieve high-quality standards, objective assessment tools are used, including internal and external audits, surveys of students, teachers, and other stakeholders.

8) Continuous improvement. The University strives for the continuous improvement of all aspects of the educational process by introducing modern methods, technologies, and approaches to learning. Regular analysis of evaluation results, feedback from students and teachers, as well as the results of external audits, allow for changes and improvements to be made to educational programs and administrative processes.

3. The objectives of the Policy in the field of ensuring the quality of the educational process of the NCJSC KMU are:

1) to create an environment for the university's students to develop professional and personal qualities, civic-mindedness and patriotism, and to realize their creative potential;

2) to integrate education, science, and practice in order to guarantee the quality of education;

3) to create an effective human resources policy;

4) to organize student-centered learning;

5) to ensure the principle of openness and transparency of the educational process, to promote the adoption and strengthening of measures aimed at effectively combating corruption and maintaining academic integrity;

6) to undergo external quality assurance.

4. The policy in quality assurance of the educational process defines the direction of the University's Quality Policy, reflects the connection between research, teaching, and learning,

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Policy in quality assurance of the educational process

taking into account national and institutional contexts, the requirements of international standards and criteria, and aligns with the University's Mission.

5. Ways to implement the Policy in quality assurance of the educational process:

- 1) regular review of educational programs based on national and international standards;
- 2) continuous monitoring of the educational process, conducting surveys among students

and faculty;

3) implementation of measures to prevent plagiarism and ethical violations;

4) organization of professional development programs for faculty and staff;

5) upgrading equipment, teaching, and informational resources;

6) active involvement of students, faculty, and employers in improving the process;

7) supporting innovative teaching methods and research projects;

8) establishing an effective and transparent student achievement assessment system;

9) ensuring adaptability of educational programs to new labor market challenges and demands;

10) using external quality assessment systems for educational programs: accreditation confirming compliance with international standards, participation in rankings.

6. Responsibility for implementing the provisions of this policy lies with the university administration, the Senate, faculties, as well as all teaching staff and students. The Quality Policy applies to all levels of the educational process and is subject to regular review and updates in accordance with the university's mission and ESG requirements.

4. The Code of Academic Integrity

1. General provisions

1. The Code of Academic Integrity (hereinafter referred to as the Code) of the “Karaganda Medical University” Non-Commercial Joint Stock Company was developed and compiled in accordance with the following regulatory documents:

- 1) The Code of the Republic of Kazakhstan dated July 7, 2020, No. 360-VI “On Public Health and Healthcare System”;
- 2) The Law of the Republic of Kazakhstan dated November 18, 2015, No.410-V “On Anti-corruption”;
- 3) The Law of the Republic of Kazakhstan dated July 27, 2007, No.319-III “On Education”;
- 4) The Law of the Republic of Kazakhstan dated July 1, 2024, No.103-VIII “On Science and Technology Policy”;
- 5) The Charter and specifications of the Academic Integrity League;
- 6) The Charter of the “KMU” NCJSC;
- 7) other laws and regulations in education.

2. The Code determines the basic concepts of integrity and ethic of the community of professionals, the principles of academic integrity, the rules for the relation of persons involved in the educational process, establishes the rights and obligations of all participants in the educational process in terms of academic integrity, determines the types of violations of academic integrity and the procedure for actions if they are committed.

3. The purpose of this Code is to establish rules regulating the behavior of all persons involved in the educational process in order to ensure academic integrity, creating a strong moral stance that excludes any manifestations of unfairness and misconduct.

4. The objectives of the implementation of the policy of academic integrity are to promote improvement of quality of training of specialists, academic and teaching staff, to ensure the academic integrity for students, faculty and employees, prevention of violations of academic integrity by means of settlement of issues and situations.

5. As a member of the Academic Integrity League, “KMU” NCJSC insures the conscientious fulfillment of its obligations and recognizes that the promotion and protection of academic integrity is the result of the mutual efforts of all persons involved in the educational process.

2. Basic definitions

6. Definitions used in this Code:

1) **Academic integrity** is a set of values and principles that establishes the code of conduct in the development of curriculum and the implementation of learning activities, including written assignments (test paper, term work, essay, degree work, dissertation/thesis work), and the style and conduct of the student and instructor, based on intolerance to any manifestations of unfairness among all persons involved in the educational process, excluding the obtaining learning outcomes, pedagogical and / or research work using any form of deception.

2) **Persons involved in the educational process** are students, faculty and employees of the university.

3) **Student** is a person studying at each stage in the “KMU” NCJSC.

4) **Faculty** is the teaching staff of the university, including instructors (see. – instructor), heads of chairs, heads of departments, professors, associate professors, senior lecturers, research fellows, clinical instructors, and trainers.

5) **Instructor** is a scientific and teaching worker of the university, who trains students in educational programs of pre-university, higher and postgraduate education in accordance with their branch of study, scientific skills and the terms and conditions of the employment agreement.

6) **Employee** is a member of the administrative and managerial or educational support staff of the university.

7) **Integrated control** is monitoring procedures used at the university in the educational process, during the continuous, midpoint, summative assessment and final assessment.

8) **Documentary inspection** is a type of inspection carried out based on the review and analysis of documents for authenticity, accuracy and originality in order to prevent falsification and plagiarism.

9) **Assessed/evaluated work** is a work or assignment performed by a student within the framework of continuous and final assessment to determine his/her academic achievements in a certain period of study (written assignment, test paper, lab sessions, practical work, self-study, research work, tests, term work, dissertation/thesis work, project, and etc.).

10) **Citation (reference)** is a reference to the source, an indication that the material used is not the material of the student. Methods of citing: direct speech, indirect speech.

11) **Abstracting**: if the statement is not given in the text itself, however, the author of the work refers to other people's ideas or information.

12) **Reference / footnote** is complete data about the source used in the work. If the source is not mentioned or cited in the papers, it should not be cited.

13) **Final thesis** is diploma/degree work (project), master's thesis (project).

3. Principles of academic integrity of persons involved in the educational process

7. Principles of academic integrity of persons involved in the educational process:

1) **Academic integrity.** Academic integrity is the foundation of the university's academic and scientific process.

2) **Education quality.** The university provides with an opportunity only for the best students to complete their studies and is fully responsible for the quality of training, which is confirmed by the diploma of the “KMU” NCJSC.

3) **Observance of standards, author's rights and his/her successors.** Compliance with clear, fair and objective standards of academic integrity and recognition of the authorship of works that is copyright item, through the correct transfer of someone else's speech, thoughts and indication of sources of information in evaluated and / or publicly presented works.

4) **Liability.** Each person involved in the educational process ensures conscientious performance of his/her duties and is responsible for ensuring mandatory plagiarism checks for all written assignments (regardless of their nature, content and volume) submitted for academic and / or research purposes.

5) **Independence/autonomy** in working on assignments received by the student for mastering study material and evaluated as an academic achievement: the student independently performs an individual task or makes an independent contribution to group work on a project, the degree of which is also evaluated.

6) **Mentoring/guidance.** University's instructors act as mentors (instructors), instilling a responsible attitude to the principles and standards of academic integrity, intolerance to their violation, fostering a sense of mutual respect and justice.

7) **Openness.** Transparency, free exchange of information and ideas between all persons involved in the educational process.

8) **Equality.** Mutual respect for the rights and freedoms of all persons involved in the educational process, their compliance with this Code and equal responsibility for the violations committed.

9) **Insistence.** Each person involved in the educational process imposes strict requirements to himself/herself and his/her students within the framework of their system of fair and impartial assessment of learning outcomes.

4. Rights and obligations of persons involved in the educational process of the “KMU” NCJSC on compliance with the Code of Academic Integrity

8. All persons involved in the educational process have the right:

- 1) for familiarization with this Code;
- 2) to demand from persons involved in the educational process to comply with the basic principles of academic integrity;
- 3) to freely express one's own opinion in the learning process, to freely receive and spread scientific, educational information and ideas subject to ethical standards and restrictions that are provided for by the legislation of the Republic of Kazakhstan for the benefit of national security, public order, protection of the reputation and rights of others;
- 4) to acquire information regarding any changes and / or new developments in the documents regulating relations in the area of academic integrity;
- 5) to ensure privacy when initiating consideration of impending or completed cases of academic misconduct.

9. Students have the right:

for assistance in learning citation, self-check and verification of their own work using licensed information programs.

10. The university's faculty have the right:

- 1) to examine academic and research works (abstracts, term papers, essays, internship reports, degree works and dissertations/theses, research articles) of students for compliance with the principles of academic integrity;
- 2) for assistance in training in the use of licensed information programs for checking written assignments, dissertations/theses, projects for authenticity/originality;

11. Educational support staff of the University has the right:

to acquire accurate information about current tasks and the deadlines necessary for their high-quality performance;

12. Administrative and managerial staff of the University has the right:

to issue acts regulating the work of divisions to ensure the principles of academic integrity, and mandatory for all persons involved in the educational process within its authority.

13. All persons involved in the educational process are required to:

- 1) strictly follow the principles of academic integrity;
- 2) use reliable and trusted sources of information;
- 3) observe the standards of professional ethics in communication with all persons involved in the educational process;
- 4) prevent any possibility of violation of this Code within the limits of their functions.

14. In addition, students are required to:

- 1) carry out written assignments within the individual curricula (abstracts, term papers, essays, internship reports, degree works and dissertations/theses, research articles) based on their own ideas, indicating authorship and ideas of other people;

2) require assessment only in strict accordance with the criteria established by the University and with which the student was familiarized in advance;

3) independently perform all types of assessed work;

4) refrain from unauthorized use of artificial intelligence when performing assessed work, except in cases previously agreed upon with the instructor; in cases where the use of artificial intelligence has been previously agreed upon with the instructor, mark the content generated by the neural network.

15. The university's faculty is required to:

1) carry out academic review and assessment of the knowledge and skills of students in strict accordance with the criteria established at the University, with which the student was familiarized in advance;

2) independently develop study materials based on current academically and scientifically confirmed data;

3) not to use criteria that were not announced in advance when assessing the academic achievements of students;

4) be unbiased when assessing academic achievements, not to give consideration to requests, no matter who they come from; be guided only by the criteria established in the academic policy (course policy);

5) strictly observe the requirements of digital security and privacy when working with materials of all types of monitoring of academic achievements;

6) provide students with reliable information on all aspects of the educational process within their competence and use the forms and methods of teaching and assessment in strict accordance with the syllabus of the subject taught;

7) teach to search and choose reliable and trusted sources, and ways of using footnotes, references; citation rules based on international recommendations;

8) announce and comment on the assessments made to students, guided only by the criteria established in the academic policy (course policy); to grade into the electronic journal day to day, except in cases related to the technical state of the university's electronic systems;

9) refrain from changes to previously announced grades to students for biased and unsubstantiated reasons.

16. Educational support staff of the university is required to:

strictly observe the requirements of information security and privacy when working with materials of all types of monitoring of academic achievements.

17. Administrative and managerial staff of the university is required to:

1) coordinate the work for response within this Code in case of violation of the standards of the Code;

2) resolve conflicts occurring in the process of detecting the facts of violation of academic integrity, in accordance with this Code, the present legislation of the Republic of Kazakhstan and other internal regulatory legal acts of the university;

3) keep records of cases of violation of the principles of academic integrity.

18. All persons involved in the educational process must exclude:

1) using devices when passing all types of tests specified in paragraph 28 of this Code, and other illegal methods of acquiring information and/or transmitting it to anyone else;

2) copying and asking for help from other students during the learning process, including exams, and providing data or assistance to another person during an examination/midterm examination;

3) collaborating on actions that violate accepted principles of academic integrity;

4) fabrication and falsification (an attempt to give incorrect data as reliable, forging an assessment or assignment answers, forging records, signatures in documents, etc.);

5) selling or otherwise helping to purchase and/or sell assignments, answers to assignments, finished works, hiring contractors for academic work

19. All persons involved in the educational process have the right to be protected by all legal means from unsubstantiated accusations for violating the Code.

5 Types of violations

20. This Code stipulates the following types of violations of academic integrity by students, faculty and employees of the “KMU” NCJSC:

1) **Plagiarism:** partial or complete adoption of materials from other sources without providing proof of authorship or indicating the source. Plagiarism is the deliberate presentation of the products, piece of work and ideas of other authors as one's own.

Plagiarism can manifest itself in various forms:

- citation of the source without the use of required punctuation (quotation marks) and/or without indicating the source;
- using someone else's work as one's own without attribution;
- paraphrasing the work without reference to the source;
- substitution of abstracting work by copying;
- using someone else's ideas or argument without reference to the source or the absence of the author in the list of sources used;
- presentation of a written assignment as one's own, written in whole or in part by another person;
- presentation of one's term paper (project), which was completed for another course (self-plagiarism);
- unlawful use of artificial intelligence in performing assessed work, except in cases previously agreed with the instructor.

Sources from which ideas, expressions of ideas, or works of others are taken include (but are not limited to): books, articles, documents, compositions and phrases, speeches, chemical formulas, artwork, laboratory reports, research results, calculations, and their results, diagrams, developments, computer reports, computer code/software. In cases where artificial intelligence is used, as previously agreed with the instructor, mark content generated by the neural network.

2) **Duplication/doubling** – providing the same work (a part of work), performed by another student, graduate, former student.

3) **Copying** on exam, test, during the final assessment (also using clues, including oral answers, using crib sheets, prepared form of answers, textbooks and other sources (primary sources, maps, charts, tables), devices specified in paragraph 28 of this Code and/or other technical/ printing means during the assignment, copying off another student's work).

4) **Conspiracy:**

- agreement on the performance of any assessed work by others;
- agreement of the persons involved in the educational process deliberately violating the principles of academic integrity;
- deliberately avoiding collaborative work and getting an unfair assessment with the help of others;
- deliberate overestimation and underestimation in all types of monitoring of academic achievement.

5) **Secret arrangement of persons involved in the educational process for illegally providing materials.**

– Examples of the secret arrangement of the persons involved in the educational process are considered copying written assignment, providing one's own work for copying, one student doing work for another student; the delivery of work, performed by another person (other students, parents, private tutors, instructors and etc.) as one's own, transfer of the test content, test paper, test tasks by another student without permission of the instructor, various forms of collective deception with the purpose of misleading other persons involved in the educational process (students, parents, faculty).

– Teamwork is not regarded as an example of a secret arrangement, but is a form of organization of the educational process. The teamwork is activities with a group on academic pursuit. The teamwork implies open forms of interaction between students within a group. Results, achieved within teamwork are common to all group members, which should be reflected in any form of fixing the result (in oral answer or in written forms) indicating all participants of the group.

6) Deception:

– presentation of false excuses in case of non-performance, delayed performance of assessed works;

– deliberately assisting to deception: permission to copy from the assessed work, hints, giving crib sheets, textbooks and other sources of information in all monitoring of academic achievements;

– deliberate forging or damage to the evaluated work of another student;

– obtaining partial or complete material prior to conducting all types of tests with the assistance of another student, instructor or employee (test tasks with answers, examination papers and tasks, tasks for the written exam);

– buying or otherwise obtaining the work in the course of control activities for submission as one's own (term papers, diploma/degree works, master's theses and etc.);

– selling or other ways of assistance in the purchase and/ or selling finished works in the course of test activities (term papers (projects), graduation works, and etc.).

7) Falsification of documents and assessments:

– purposeful misrepresentation and providing fictitious experimental findings, materials, surveys, reports without actual performance;

– listing of referred sources, not used in writing the work;

– submission of forged or falsified documents and materials; forgery of assessments, results of evaluation of answers to the task.

8) Unlawful use of information or devices:

– using information on electronic format, digital media, hard copy, technological devices during all types of tests;

– getting any answers of the work in the course of test activities by any means;

– taking away from the office/room and/ or copying from the computer the materials of the instructor, regarding tests on paper and electronic media;

– illegitimate use of audio and/or video equipment during sessions to get a recording of the demonstration task, performed by another student or for the purpose of recording the session as a whole;

– unauthorized access to secure information;

– using devices specified in paragraph 28 of this Code, reference sources (books, records, papers, etc.) when passing all types of tests.

9) Personation during exams, tests, performing laboratory research or other tasks, and during diagnostic workup.

10) **Obstruction and interference** – blocking or obstructing educational or scientific activity of other people for an unfair academic benefit.

11) **Disruption of sessions and consultations.** Any action or behavior aimed at disrupting the session or consultation.

12) **Unauthorized access** to confidential information, such as examination materials, test questions and other materials in order to benefit.

13) **Unauthorized distribution of data** – publication, distribution or disclosure of confidential information to third parties without prior agreement. Confidential information includes academic information, data and documents that have been collected and are stored without general access.

6. Liability and preventive measures

21. Both students and faculty, employees of the “KMU” NCJSC are responsible for violations of academic integrity.

22. Faculty, administrative and managerial staff, student organizations of the university are responsible for detecting and preventing academic misconduct.

23. Instructors ensure that students are informed, that students' work is checked for plagiarism using a software and other reliable methods, confirmed by the authorized officials of the university.

24. Librarians provide information to the students and instructors, materials on the design of the resources used in the works, bibliography, references to the books, magazines and websites, which is available to all participants of the program for application.

25. Disciplinary sanction for violation of principles of academic integrity is imposed by the management of the “KMU” NCJSC submitted by a dean and/or protocol resolution by the relevant committee of the university.

26. Persons involved in the educational process should remember that they are morally responsible for violating the principles of academic integrity.

27. Any case of violation of academic discipline will be considered based on the principles of impartiality, consistency, justice, timely resolution and further inquiry. The cases of violation of academic integrity are considered in an individual basis.

28. Preventive measures:

1) close monitoring of the organization and conducting all types of monitoring of academic achievements;

2) checking evaluated and/or publicly presented works by means of information program of anti-plagiarism.

3) introduction of automatic services of verification of the originality/authenticity of the work. Verification of all graduation, research works, curriculum developments for text uniqueness should be carried out with mandatory application of the anti-plagiarism information program.

29. In order to prevent violations of the Code, it is prohibited to bring mobile phones with during all types of monitoring of knowledge; tablets; calculators; digital watches with alarm functions, computers or memory; pagers; audio and video recording devices; radio, digital players; reference sources (books, notes, papers, and etc.); briefcases, travelling bags and etc.; any food; outerwear; drinks with stickers and labels.

30. Conducting constant targeted work on the development of academic integrity of all persons involved in the educational process, involvement in performing research-related tasks with skills development, relevant to research culture and research ethics.

7. Procedure for applying measures in case of violation of the Code

31. Persons involved in the educational process are responsible for violating the principles of academic integrity.

32. Violations of academic integrity can be exposed:

- 1) during educational process;
- 2) during continuous (evaluation) and summative assessment (midterm assessment);
- 3) during final assessment (comprehensive examinations, defense of graduation works);
- 4) when conducting academic research work and evaluation of its outcomes.

33. Decisions on penalties for violations of this Code are made participatory with obligatory involvement of students of the university.

34. In the event of academic misconduct on the part of a student during any type of assessment, the following measures are concerning the student:

1) in the primary detection of academic misconduct (accidental, occasional, a minor violation: conversations; turns; clues; irrelevant distraction of the examiner; the presence of objects prohibited in paragraph 28) during assignments/works, which are submitted on the midterm (session) and final assessment: a student can be given no more than two verbal warnings (remarks) from the attendant teacher (proctor), examiner and/or specialist of the Registrar's Office. If a student is given a third warning, a report is drawn up, signed by the instructor/examiner (proctor) and the Registrar's Office specialist. In this case a student, who has violated the provisions of this Code, is allowed to complete assignments/works, submitted for midterm (session) assessment. The Act of Violation is submitted to the dean to record the violation in a special register and the imposition of penalties with mandatory participation of instructors of relevant subject and on the recommendation of the Student Self-Government Committee. A copy of the act and the decision on disciplinary sanction is kept in the student's personal file.

2) in primary detection of gross violation of the principles of academic integrity (using objects prohibited in paragraph 28; assumption of types of violations, under paragraph 20) during the performance of assignments/works, submitted for midterm (session) and final examination, a report is drawn up, signed by the instructor/examiner (proctor) and Registrar's Office specialist. In this case a student, who has violated the provisions of this Code, is allowed to complete assignments/works, submitted for midterm (session) assessment. The Act of Violation is submitted to the dean to record the violation in a special register and the imposition of penalties with mandatory participation of instructors of relevant subject and on the recommendation of the Student Self-Government Committee. A copy of the act and the decision on disciplinary sanction is kept in the student's personal file.

3) If recurrence of a violation of the Code is detected (for the second time for the entire previous period of training) during the performance of assignments/works, submitted for midterm (session) and final assessment: a report is drawn up, signed by the instructor/examiner (proctor) and Registrar's Office specialist, the original copy is submitted to the dean, student's results of the work are cancelled (0 (zero) is rated as a result of the examination regardless of number of stages). Violation is recorded in a special register, decision is made and submitted with all documents confirming the fact of violation of the Code, to responsible structural divisions. A copy of the act is kept in the student's personal file;

4) if required, the dean arranges a meeting between parents and the instructor/examiner/academic advisor and deputy dean of the school or faculty for conducting a trilateral conversation on the fact of detecting the violation.

35. During the educational process, the following disciplinary sanctions can be applied to students for violating the principles of academic integrity:

1) for a first-time and occasional violation of the principles of academic integrity (except for subparagraphs 7, 9, 12, 13 of paragraph 20), after a comprehensive review of the case with the involvement of representatives of the Student Self-Government Committee, the dean can issue a reprimand or a severe reprimand, which will be recorded in the student's personal file and reflected in the student's transcript;

2) for serious and gross violations of the principles of academic integrity (with the exception of subparagraphs 7, 9, 12, 13 of paragraph 20), after a comprehensive review of the case with the involvement of representatives of the Student Self-Government Committee, the dean can issue a severe reprimand with a note in the student's personal file or a request for the student's expulsion and a reflection of this violation in the student's transcript;

3) for violations of subparagraphs 7, 9, 12, 13 of paragraph 20 and other serious violations that discredit honor and dignity of the “KMU” NCJSC, the student shall be subject to expulsion with a record of the violation in the student's transcript.

36. In cases of conflict of interests and/or inability to make a decision on violations of the principles of academic integrity and/or participation in violations by students of several schools/faculties/institutes, consideration of the fact of violation of this Code can be initiated by the committee for monitoring compliance with the rules established for students.

37. Monitoring compliance with the principles of the Code during the educational process and in conducting continuous assessment is assigned to faculty members and head of the division. Control procedures should be included in the syllabus. Detected violations of the Code are recorded officially in the internal memorandum, and are addressed to the corresponding School, Faculty and/or supervising Vice-Rector.

38. Schools and Faculty must store information on violations of this Code. In case if the dean finds that a violation has occurred, he/she must verify the data of the disciplinary and other violations of the student.

39. In the event of the violation of the Code by an instructor or employee, the person who detected the violation submits an internal memorandum to the compliance officer for an employee investigation, the results of which should be reviewed by the Disciplinary Committee. The penalties are determined by the Chairman of the Board – Rector of the “KMU” NCJSC on the recommendation of the Disciplinary Committee and the results of the employee investigation by the compliance officer in accordance with the Labor Code of the Republic of Kazakhstan, up to dismissal.

5. Educational Program

1. General provisions

1. Educational Program is a unified set of core characteristics of education, which includes the goals, results, and content of learning, the organization of the educational process, the ways and methods of their implementation, and the criteria for assessing learning outcomes.

2. The educational programs developed by the NCJSC "Karaganda Medical University" (hereinafter referred to as NCJSC "KMU") cover the levels of technical and vocational education (TVE), higher and postgraduate education, as well as additional education in the field of healthcare.

3. The goal of an educational program is aligned with the mission and strategic objectives of the University.

4. The educational program complies with educational and professional standards, regulatory legal acts, and the National Qualifications Framework. The educational program is aimed at developing competencies, contributes to the personal development of students, develops independent learning skills, and prepares for professional growth in a dynamically changing environment.

5. The educational program is formed using a modular approach, which ensures interdisciplinarity and a logical sequence of content. It is also based on the principles of student-centeredness, innovation taking into account global and national trends, and practice-orientation through the involvement of employers and professional communities to meet the requirements of the labor market.

6. The process of managing an educational program at the University is carried out in accordance with the Regulation on the management of the educational program.

7. The educational program is developed by its Head and/or a working group, involving students, faculty, employers, and professional communities.

8. The structure of the educational program includes the goal, graduate competencies, learning outcomes, disciplines, and assessment methods.

9. When implementing an educational program, staffing, information resources, material and technical equipment, practical training bases, and informational and methodological support for the program's implementation are taken into account. The educational program is coordinated with the quality assurance committee, the School Council, and the Senate, and is approved by the university's Board of Directors.

10. The educational program is also placed in the Register of educational programs of the [Unified Platform of Higher Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan](#) (UPHE).

11. The educational program is managed by its head and the school.

12. In order to ensure the relevance of the educational program and its compliance with educational and professional standards and the needs of society, regular monitoring and evaluation of the educational program are carried out.

13. The educational program is updated by the Head of the educational program and/or a working group based on an analysis of changes in the regulatory framework, educational and professional standards, scientific achievements, stakeholder requests, new educational technologies, and recommendations from accreditation agencies.

14. An educational program may be withdrawn from implementation in the absence of student enrollment, lack of demand in the labor market, limited resources, or changes in the university's strategic priorities.

Quality Assurance

15. Internal assessment of the educational program is ensured through self-assessment, evaluation of student and faculty satisfaction, and analysis of student academic achievements.

16. External assessment of the educational program is ensured through accreditation, expert review upon inclusion of the educational program in the UPHE, participation in rankings, analysis of graduate employment results, independent examinations, and assessment of the satisfaction level of employers and graduates.

Joint Educational Programs

17. A joint educational program is an educational program jointly developed and implemented by two or more universities.

18. Joint educational programs are aimed at increasing the competitiveness of NCJSC "KMU" graduates at the national and international levels.

19. At NCJSC "KMU", joint educational programs are implemented in the form of double-degree programs, joint development and/or implementation of programs with partner universities on the basis of agreements or memorandums.

Informing Stakeholders

20. The accessibility and openness of information about educational programs are achieved at the University by publishing up-to-date data on official information resources, which allows stakeholders to obtain information about the mission of the educational program, expected learning outcomes, and accreditation status.

21. Informing stakeholders about educational programs is also carried out by posting relevant information on the Unified Platform of Higher Education (UPHE).

22. The University provides advisory support to students and other stakeholders on issues of the content and implementation of the educational program.

Academic policy

Student-centered learning, teaching and assessment

Organization of the educational process

6. Organization of the educational process

1. Training and teaching at the University are carried out based on the credit technology of training, following the choice of learning track (compiling an individual education plan) applying credit as standardized unit of volume of academic work of a student and instructor. The primary objectives of the organization of the educational process are unification/standardization of the content knowledge; enabling ultimate individualization of education; increasing the role and efficiency of students' individual work; determining academic achievements of students based on efficient and transparent procedure of their control.

2. Organization of the educational process within one academic year is carried out based on the academic calendar, which is approved by the Chairman of the Board – Rector of the “KMU” NCJSC in accordance with the charter and internal regulatory documents. The academic year consists of academic periods, periods of midterm assessment, holidays and practice/internship. Orientation week is included in the first year of the academic year, at the final year – the period of the final assessment, and for students of the military department – training period.

Academic policy

Learner-centred learning, teaching and assessment

Orientation week for 1st year students

7. Orientation week for 1st year students

1. The university holds an orientation week for first-year students of all educational programs, which aims to facilitate the successful social and psychological adaptation of first-year students and their integration into the new educational environment..

2. During the orientation week, first-year students are introduced to the rights and responsibilities of students at KMU, the history and traditions of the university, the principles of credit-based learning (including the procedure for enrolling in courses and selecting a professor), and the prospects for future professional activities, as well as the university's charter, academic policies, code of academic integrity, and internal regulations. They also meet with their advisors/curators.

3. The organization of the orientation week and the development of the program are entrusted to specialized schools. Objectives of the orientation week:

1) meeting of school deans with first-year students (introduction to the school principal, heads of educational programs, and advisors);

2) familiarization of students with the new educational environment (with other students, with the university's structural units (library, schools/deaneries, career development center, simulation and educational technology center, laboratories, security service, etc.);

3) presentation of the university's academic policies, including the code of academic integrity;

4) providing students with information about the university's information systems: corporate email, Platonus AIS, including the Platonus AIS mobile app, MOODLE, and Session AC;

5) meeting with representatives of the student government and the youth department;

6) appointment of group and stream leaders;

7) providing students with information on academic mobility and admission to military departments;

8) providing foreign students with the necessary information on immigration, medical insurance, and orientation in the city; assistance in solving various organizational issues, such as settling in a dormitory, filling out necessary migration documents, questionnaires, etc.

9) developing positive learning motives among first-year students;

10) preventing and alleviating psychological and physical discomfort among first-year students caused by the new educational environment.

4. The dates of the orientation week are reflected in the academic calendar.

Academic policy

Student-centered learning, teaching and assessment

Procedure for forming an educational pathway

8. Procedure for forming an educational pathway

1. The procedure for developing a student's individual learning plan is established in accordance with the Rules for organizing educational process on credit technology of training.

2. The Individual Learning Plan (hereinafter – ILP) determines the individual educational pathway of each student.

3. The ILP is set up by the student, whether independently or with the assistance of an adviser, based on the educational program, catalog of elective courses (for TVET, based on the working curriculum), and academic calendar for each academic year. First-year students set up the ILP after the issue of the order for admission.

4. The student portal is where schools post their elective course catalogs. Advisors inform students assigned to them on the volume of compulsory and elective courses to be mastered for the following (or current - for first-year students) academic year, organize and have consultations on the formation of ILP and the choice of educational pathway, guide students in the selection of current elective courses in accordance with the requirements of the educational program, and familiarize with the conditions of refusal of the selected course.

5. Advisors are responsible for providing qualified assistance in the selection of courses.

6. When selecting courses, a student additionally has the option of selecting an instructor. Schools create a list of academic teaching staff based on courses from the working curriculum and submit it to the Department of Academic Work's Registrar's Office for entering into "Platonus" AIS.

7. When determining an individualized course of study, the student in the framework of the university component and elective component chooses:

1) modules on the basic educational program (Major);

2) modules on an additional educational program (Minor), with credits for Minor modules are included in the volume of the main program.

8. Minor modules are chosen and mastered in order to gain additional skills in related or specialized EP, and additionally to fulfill the student's individual needs. The component of choice in basic and vocation-related subjects should be structured into several Minors. During the second year of bachelor's studies, the student selects only one Minor program.

9. The student selects modules based on the instructions presented on the portal. The student is responsible for creating the ILP and ensuring that the course of study meets the standards of the working curriculum of the specialty/educational program. The developed ILP, approved by the dean of the school/faculty, is available in the student's personal account in "Platonus" AIS.

Academic policy

Student-centered learning, teaching and assessment

Organization of enrollment to course units

9. Organization of enrollment to course units

1. The procedure for enrolling to course units for students of all years includes the following steps:

- 1) meeting with an advisor;
- 2) attending presentations by instructors and elective courses.
- 3) supervision with an advisor, selecting and discussing elective courses from the elective course catalog, and, if required, drawing up projects of personal curricula;
- 4) enrolment for course units as required;
- 5) re-registering after unprofitable courses have been closed.

2. The enrollment procedure for first-year students' course units takes place during orientation week.

3. The date and time of enrollment for elective courses are determined by the academic calendar.

4. Schools establish the minimum number of students required to study a course and the maximum number of students per batch for each instructor. If the number of students enrolled in a given course within the established time frame is less than the minimum required, the course will not be offered and will not be included in the working curriculum. Students who have enrolled in a closed course must re-register within the established time frame.

Academic policy

Student-centered approaches to teaching, learning,
and assessment

The use of diverse pedagogical methods and forms of
instruction

10. The use of diverse pedagogical methods and forms of instruction.

1. The university creates conditions for the introduction of innovative teaching methods and the use of advanced learning technologies. Faculty members collectively select teaching methods, approaches, and formats for organizing and conducting classes based on the curriculum and syllabus, while taking into account feedback from students.

2. The teaching methods and forms employed are proposed by course instructors and methodologists, and are discussed at department meetings, School Council sessions, and meetings of the School Quality Assurance Committees (hereinafter – SQAC). Faculty members have the right to propose new innovative teaching methods, subject to subsequent evaluation of their effectiveness. The introduction of new teaching methods is accompanied by the development and approval of methodological guidelines for their implementation. Faculty and SQACs obtain feedback on student satisfaction with the applied teaching methods through surveys (questionnaires, focus groups, etc.).

3. The overall supervision of the academic and methodological work of structural units is carried out by the Vice-Rector for Academic Affairs, while the direct management of the implementation of educational programs is exercised by program directors and deans

4. The approved formats for delivering lectures, practical and laboratory classes, as well as self-directed and independent work, are reflected in the course syllabi. The unit responsible for coordinating the introduction and implementation of new teaching methods is the Center for Simulation and Educational Technologies (CSET).

5. The University may employ the following forms of organizing the educational process and teaching methods

1) Lecture – a form of organizing the educational process aimed at providing framework for students' subsequent assimilation of the learning material. The primary purpose of a lecture is to establish the theoretical foundation of instruction, foster interest in the learning process and the specific academic discipline, and guide students in their independent work with the course. The choice of lecture formats, methods, and techniques largely depends on the specifics of the discipline being taught and the composition of the academic audience

Forms of lectures:

– Introductory lecture – provides students with an initial holistic understanding of the discipline and guides them in organizing their work within the course. The lecturer introduces the purpose and objectives of the discipline, its role and place within the system of academic subjects and in the overall professional training of a specialist. A brief overview of the discipline is given, including milestones in the development of the science and the names of prominent scholars. Prospects for the further development of the field and its contribution to practice are outlined. The theoretical material is connected with the practical aspects of the future professional work. This lecture may also address methodological and organizational features of working within the discipline, as well as include an analysis of the recommended academic literature, clarification of reporting requirements, and deadlines.

– Overview lecture – represents a systematization of scientific knowledge at an advanced level, allowing for a wide range of associative connections in the process of comprehending the material presented, with an emphasis on intra- and interdisciplinary relationships while avoiding excessive detail and specificity. As a rule, the core of the theoretical content delivered in such a lecture is formed by the conceptual and scientific foundations of the entire discipline or its major sections.

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– Problem-based lecture – in this type of lecture, new knowledge is introduced through the formulation of a problem, task, or situation. The process of learning, carried out in cooperation and dialogue with the lecturer, approaches research activity. The content of the problem is revealed by organizing the search for its solution or by summarizing and analyzing both traditional and contemporary perspectives.

– Visualization lecture – represents a visual form of delivering lecture material through the use of technical teaching aids or audiovisual equipment (e.g., video lectures). The delivery of such a lecture is reduced to providing detailed or brief commentary on the visual materials being presented.

– Press-conference lecture – conducted as a scientific-practical session with a pre-defined problem and a system of reports lasting 5–10 minutes each. Every presentation constitutes a logically complete text, prepared in advance within the framework of a program proposed by the instructor. Collectively, the presented texts provide a comprehensive coverage of the problem. At the end of the lecture, the instructor summarizes the outcomes of the students' independent work and presentations, supplementing or clarifying the information provided, and formulates the key conclusions.

– Dual (binary) lecture – a form of lecture delivered in dialogue by two instructors (for example, representing two scientific schools, or as a theorist and a practitioner). Essential conditions include demonstrating a culture of academic discussion and engaging students in the debate.

– Lecture with pre-planned errors – designed to stimulate students to consistently monitor the accuracy of the information provided (by identifying errors of content, methodology, or behavior). At the end of the lecture, students perform self-assessment and analyze the errors detected.

– Consultation lecture – may follow different scenarios. The first variant is conducted in a “question-and-answer” format, where the lecturer responds during the lecture session to students' questions across a section or the entire course. The second variant, “question–answer–discussion,” combines three elements: presentation of new learning material by the lecturer, formulation of questions, and organization of a discussion in search of answers

– Informative lecture – oriented toward the presentation and explanation of scientific information to be comprehended and memorized by students. At present, this is considered an outdated form and is used in higher education practice only to a limited extent.

2) **Practical class** – one of the main forms of organizing the educational process, aimed at deepening, expanding, and consolidating students' knowledge, as well as developing skills and competencies. Practical classes foster students' clinical and scientific thinking, as well as academic communication, while also allowing for assessment and evaluation of their knowledge. In the traditional method of conducting practical classes, the main focus is placed on the subject matter, and the instructor primarily acts as the provider of information

Active methods of conducting practical sessions

– Interactive learning – a method based on continuous monitoring of students' progress in mastering the educational program, ongoing assessment, and interactive engagement between the instructor and the student throughout the entire learning process.

– Case-based learning (situational problem solving) – the instructor presents students with a specific situation within the topic of the class, which they must analyze, identify the underlying problem, propose possible solutions, and select the most appropriate one. The use of case studies contributes to the development of students' clinical thinking, encourages

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instruction

constructive debate, significantly stimulates engagement, and provides a sense of satisfaction with the learning process.”

Types of case studies

– Tasks with insufficient initial data – require students to obtain additional information from the patient’s medical history, instrumental or laboratory studies, etc. Only after collecting these significant data on their own can students make a diagnosis and prescribe treatment.

– Tasks with excessive or irrelevant data – contain information that is unnecessary for diagnosis and treatment. In medical practice, physicians often need to filter out a large volume of insignificant data from the perspective of differential diagnosis. The student must consistently exclude irrelevant information to reach the correct answer.

– Tasks with ambiguity in the problem formulation – require additional reasoning to identify causes and effects, arguments and justifications, phenomena and symptoms at different stages of the disease. In such tasks, the student must clarify the conditions and actively request the data necessary for solving the problem. These tasks are among the most common in professional medical practice.

– Tasks with contradictory (partially incorrect) data – for example, results obtained by different research methods, indicators collected at various stages of disease progression, or data related to comorbid conditions. Students must decide which information to prioritize or request additional data, treating the available information as insufficiently reliable.

– Tasks allowing only probabilistic solutions – typical in medicine, which is not a purely exact science. In such cases, students reconstruct chains of reasoning, establish logical connections, and justify conclusions based on interdependent statements.

– Tasks with limited time for decision-making – simulate emergency medical situations aimed at training students to make rapid diagnoses and carry out urgent therapeutic interventions.

– Tasks requiring the unconventional use of objects – for example, using a spoon for throat examination or a branch as an improvised splint. Such tasks help develop “clinical ingenuity” in atypical situations and train students to quickly find solutions under unusual conditions.

– Chains of pseudo-homogeneous tasks – occur when students are presented with a series of seemingly similar problems. The instructor demonstrates that one of the tasks cannot be solved, even though students possess sufficient knowledge. In such cases, the ability to notice similarities may hinder problem-solving, since one task in the chain is fundamentally different from the others.

– Error-detection tasks – provide students with a ready-made solution that must be critically assessed for plausibility, with the aim of identifying hidden mistakes.

– Tasks with false givens (illusory assumptions) – require students to recognize and eliminate misleading or “parasitic assumptions” that may interfere with correct problem-solving.

Interactive forms of conducting practical classes

– Business (simulation, operational, didactic) game – a teaching method based on the imitation of work, educational, or other processes or situations that model professional or academic activity through gameplay according to predefined rules and scenarios. The aim is to reach optimal decisions and to develop the most effective algorithm of actions to achieve the goal.

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– Snowball method – students are first given individual time to reflect, after which discussion begins in pairs, then in groups of four, eight, and so on, until the entire class participates. The method ensures that each member has the opportunity to express their viewpoint and, by pooling the knowledge and experience of the group, produces a rich mixture of information and commentary.

– Pen in the center method – designed to engage all participants in group work, focusing attention and activating students. The group is tasked with solving a problem collaboratively (e.g., questions of etiology, clinical presentation, treatment). Each student writes down one possible answer on a shared sheet and passes it on, placing their pen in the center of the table. If a student cannot provide an answer, their pen remains with them. At the end, all answers are jointly discussed, with correct and incorrect responses analyzed. Reviewing correct answers reinforces knowledge retention.

– Each one teaches one – this strategy allows students to take part in teaching and sharing their knowledge with peers. It provides learners with a general overview of key concepts and facts to be studied during the session, while also generating questions and stimulating interest.

– Student as teacher – one student studies a section of the material in advance and then explains it to the entire group, effectively “teaching” peers and answering their questions.

– Brainstorming – an effective method of solving problems through stimulating creative activity, in which participants are encouraged to generate as many ideas as possible, including unconventional ones. From the pool of ideas, the most promising are selected for practical application.

– Discussion – an exchange of views on a specific problem. This active method teaches students to defend their opinions, listen to others, and fosters conscious assimilation of learning material through critical thinking, helping to structure and consolidate knowledge.

– Debates – a form of structured discussion conducted according to specific rules, framed as a competitive learning technology. Debates introduce students to the norms and values of civic, scientific, or professional communities, train them in argumentation, competition, and defending their interests within the context of modern society, markets, and professional practice.

– Problem-Based Learning (PBL) – an educational approach in which students acquire new knowledge and skills through solving open-ended, often interdisciplinary problems. Learners act as investigators: formulating hypotheses, planning actions, seeking resources, drawing conclusions, and presenting results.

– Team-Based Learning (TBL) – a structured active learning method focused on communication skills, using small groups. Students first study the material independently, then apply their knowledge and skills in class through a sequence of phases: individual work, teamwork, and immediate feedback.

– Case-Based Learning (CBL) – a teaching method in which students study and analyze real or simulated clinical cases to develop problem-solving and decision-making skills. Working with specific examples (clinical cases or social problems), learners apply theoretical knowledge to analyze and resolve the situation.

– Research-Based Learning (RBL) – a form of active learning that uses research as an educational tool. The aim is to teach students to identify problems requiring solutions, evaluate available resources, choose optimal strategies using critical thinking and analytical skills, and develop decision-making abilities.

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– **Direct Observation of Procedural Skills (DOPS)** – a workplace-based assessment tool for evaluating a resident’s performance of a specific procedure or skill. It involves direct observation by a supervisor (clinical mentor) who provides immediate structured feedback, crucial for skills development and identifying areas for improvement.

– **SNAPPS** – a learner-centered model for teaching interns and residents through clinical case analysis. The acronym represents six steps: Summarize (the history and findings), Narrow (the differential diagnosis to 2–3 possibilities), Analyze (by comparing and contrasting the differential diagnoses), Probe (ask the preceptor about uncertainties, difficulties, or alternatives), Plan (management plan for the patient), and Select (a case-based topic for self-directed learning). SNAPPS shifts the focus from teacher explanations to encouraging learners to generate their own questions, thus promoting problem-solving and independent learning.

3) **Virtual patient** – an interactive program designed to reproduce clinical cases with realistic 3D patient models. The program includes simulated dialogue with a virtual patient, as well as simulations of physical examination, inspection, diagnosis, and treatment. Only clinically valid dialogues are incorporated. The software trains learners by allowing them to influence the outcome of the consultation, provides testing in conditions close to real practice, and helps identify the learner’s strengths and weaknesses.

4) **Standardized patient** – a specially trained individual who participates in teaching and assessment of learner competencies. The standardized patient enacts or simulates a clinical case according to a given clinical scenario.

5) **Simulation-based learning** – the acquisition of professional competencies and practical skills in a safe educational environment through the use of mannequins, simulators, and specialized equipment under the guidance of trained instructors. This approach enables learners to develop and refine practical skills before applying them in real clinical practice, without potential risks to patients.

6) **Seminar** – one of the core forms of the educational process, consisting of a collective discussion of theoretical issues by students under the guidance of an instructor.

7) **Laboratory (practical) class** – student performance of a set of academic tasks under the instructor’s supervision, aimed at mastering the scientific and theoretical foundations of the discipline, acquiring creative skills and experience, and developing competence in modern practical methods with the use of technical tools.

8) **Practicum (clinical placement/internship)** – a special form of educational activity conducted in clinical, industrial, or simulation settings, designed to consolidate the theoretical knowledge acquired in academic learning and to develop the knowledge, skills, and abilities necessary for professional practice.

9) **Military training camp** – the final stage of military education, aimed at consolidating the practical skills acquired by students during military and military-medical courses, and at conducting final assessment.

10) **Independent student work under instructor supervision (ISWIS)** – independent work by a student on a set list of topics designated for self-study, carried out according to the instructor’s office hours schedule. The forms of ISWIS and attendance requirements are defined in the course syllabus.

11) **Independent student work (ISW)** – student work on a set list of topics designated for self-study, supported by educational and methodological literature and recommendations. The full scope of ISW is verified through assignments requiring consistent daily independent work.

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Student-centered approaches to teaching, learning,
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The use of diverse pedagogical methods and forms of
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The main types of independent student work include the preparation of term papers, coursework, graduation theses, and projects:

– Term paper – a type of independent student work aimed at assessing the level of mastery of educational material on a specific topic within a particular discipline over a given period of study. A term paper is assigned after studying a certain section of a discipline and consists of extended written answers by students to questions provided in advance by the instructor. Deadlines for submission are specified in the course syllabus.

– Coursework – a type of independent student work aimed at consolidating, deepening, and generalizing knowledge in professional disciplines, mastering methods of scientific research, and developing skills for solving creative or practical tasks during the research process. While completing coursework, students acquire and develop significant competencies, abilities, and skills of both a professional-research and general intellectual nature. They also gain the opportunity to demonstrate creativity and problem-solving skills, attempting to address professional tasks already during their studies. The primary goal of coursework is the development of abilities and skills in independent research activity.

– Academic project – an independent, comprehensive solution by a student, or a group of students, to a scientific-research or practical problem.

– Graduation thesis – one of the main forms of independent student work of a research nature; a final qualifying paper that represents a synthesis of the results of the student's independent study of a relevant problem within the field of the educational program.

– Graduation project – a final qualifying work representing an independent solution of applied tasks relevant to the profile of the educational program. It is carried out using project-based approaches and may take the form of a business project, a model, or other applied projects.

12) Independent Work of a Resident (IWR) is a type of academic activity that involves the resident's independent work within each module or discipline included in the curriculum. During this process, the resident master's theoretical material, consolidates theoretical knowledge through practical activities such as on-call duties, patient management, and acquisition of practical skills, and applies acquired knowledge and skills to analyze situations and develop appropriate solutions through group discussions, business games, case analysis, and project development. Independent work also allows the resident to apply knowledge and skills to form personal viewpoints, theories, or models through participation in scientific research. The monitoring and assessment of independent work are organized as a combination of self-control and self-assessment, as well as evaluation and feedback provided by instructors or supervisors.

13) Independent work of a resident under the supervision of a clinical mentor is carried out in specialized departments of the university's clinical bases under the guidance of a mentor and constitutes 70% of the total academic workload of a discipline or module, with regular assessment and feedback.

14) Independent work of a master's student under the supervision of a professor is an extracurricular form of academic activity carried out according to an individual schedule outside of the general timetable of classes. This includes consultations on the most complex issues of the curriculum, support with homework, term projects or papers, and monitoring of independent assignments.

15) A portfolio is a collection of a student's personal achievements, in which progress and accomplishments in various areas of activity—academic, creative, social, communicative, and others—are recorded, accumulated, and evaluated. The portfolio reflects the student's level of

Academic policy

Student-centered approaches to teaching, learning,
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The use of diverse pedagogical methods and forms of
instruction

academic preparation as well as their involvement in extracurricular activities within and outside the university.

6. The university encourages the introduction of other innovative teaching methods.

Academic policy

General provisions

Student-centered learning, teaching and assessment

Organization of student's independent work

11. Organization of student's independent work

1. In order to foster students' responsibility for their own learning, as well as to develop independent and critical thinking during the educational process, the University organizes independent student work, which constitutes an extracurricular form of activity carried out both individually (SIW) and in consultation with a faculty member (SIWT).

2. The University organizes independent student work based on the intended learning outcomes and the students' readiness for self-directed learning. The role of independent student work, as a rule, increases as students' progress in their studies. The University determines the forms and methods of independent learning, ensures the timely provision of feedback from the teaching staff to students during the completion of independent assignments, and establishes the criteria for their assessment.

3. All types of independent work are specified in the syllabus and the curriculum, with an indication of specific tasks, assessment criteria, and deadlines for submission.

Academic policy
 Student-centered learning, teaching and assessment
 Rules of rating system for evaluating the academic
 performance of students

12. Rules of rating system for evaluating the academic performance of students

1. Comprehensive assessment of academic achievements of students of the University is regulated by the “Rules of rating system for evaluating the academic performance of students”, compliance with which is compulsory for all students and structural divisions of the University – participants of the educational process.

2. Academic achievements (knowledge, skills, abilities and competencies) of students are graded in points on a 100-point scale, corresponding to the internationally accepted letter system of assessment with a numeric equivalent (positive grades, in descending order, from A to D, and “unsatisfactory” – FX, F) and grades in the traditional system.

Letter-based assessment system for students' academic achievements

Assessment according to the letter system	Digital equivalent of the assessment	Percentage of the assessment	Assessment according to the traditional system	Description of the assessment criteria
A	4	95-100	Excellent	The student has knowledge of the subject in the full scope of the curriculum, understands the discipline deeply enough; shows a high level of knowledge exceeding the scope provided by the syllabus, gives an exhaustive answer
A-	3,67	90-94		The student has knowledge of the subject in the full scope of the curriculum, understands the discipline deeply enough; gives an exhaustive answer
B+	3,33	85-89	Good	The student shows complete, well-founded knowledge of the subject; however, the answers did not always highlight the main thing, rational calculation methods were not always used; the answers were mostly short and not always clear.
B	3,0	80-84		
B-	2,67	75-79		
C+	2,33	70-74	Satisfactory	The student demonstrates sufficient knowledge of the subject, but without proper depth and justification, the answers are vague and without proper logical sequence
C	2,0	65-69		
C-	1,67	60-64		
D+	1,33	55-59		
D	1,0	50-54	Unsatisfactory	The student demonstrates insufficient knowledge of the subject, and some questions are not answered positively.
FX	0,5	25-49		
F	0	0-24		

Academic policy

Student-centered learning, teaching and assessment

Rules of rating system for evaluating the academic performance of students

3. Students are required to attend all forms of classes – lectures, practical and seminar classes, laboratory work, and to complete all assignments, including SIWT and SIW.

4. Technical and professional education students work off the classes for a valid and insufficient reason.

5. Students of other levels of education complete practical exercises and laboratory work, missed only for a valid reason within two weeks after receiving admission, but no later than the last week of the semester. Classes that are missed for a disrespectful reason are not fulfilled. If the number of hours missed for a disrespectful reason is 50% or more of the total number of hours allocated for practical exercises and lectures related to this assignment, the student is not allowed to submit the assignment and a "0" is placed in the electronic journal.

6. To take admittance to practice classes, a student submits an application in the personal account of [Platonus](#) no later than the next business day after receiving a document confirming a valid reason for missing classes.

7. Certification of students' attendance is carried out by schools according to the data of [Platonus](#) monthly by the 25th day of the month.

8. The rules for taking admittance to missed practice classes are determined by the policy reflected in the syllabus.

9. If a student missed classes in the last two weeks of the term for a valid reason, the Dean of the School/Faculty allows the student to work off classes and, if necessary, exams on an individual schedule. The Dean's order is provided to the chief specialist of the Student Service Center on the same day.

10. If more than 1/3 of the total number of semester days are missed due to illness, the student has the right to apply to the medical institution at the place of attachment to obtain the conclusion of the medical advisory commission – the grounds for granting academic leave.

11. The monitoring the current progress, SIWT and SIW on the discipline is carried out by the teacher, who conducts classes in the group. The policy of grading for the assessment with the indication of its components, content, criteria and timing of assessment of assignments for disciplines are defined in the syllabus. Test questions of assignments include questions on lecture materials.

12. The teacher is required to evaluate any work of the student in an unbiased manner according to predetermined criteria indicated in the syllabus of the discipline. The teacher is not authorized to evaluate any additional criteria not specified in the syllabus. Assessment criteria cannot include social, community, religious, ethnic and gender status of a student. When evaluating the academic achievements, the teacher does not consider the opinions and requests of outside parties, including the student, other teachers and the university administration.

13. The student is required to request the teacher to make an assessment using all of the above-mentioned principles.

14. The teacher is personally responsible for the timeliness and correctness of filling in the electronic logs. Filling of grades in the electronic logs is done weekly, according to the policy of assessment of disciplines by level of training of students. It is not allowed to transfer the responsibilities of filling in the electronic log to another person.

15. Current assessments of the student is assigned by the teacher for each completed assignment (including integrated task, which may include several topics) in the electronic log. When assigning a current assessment for the task, all types of academic work (classroom and extracurricular) should be taken into account, including for clinical disciplines – mastering practical skills using simulation technologies and duty on clinical bases. Academic achievements of students in languages (Kazakh, Russian, foreign) are evaluated in accordance with the level

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Student-centered learning, teaching and assessment

Rules of rating system for evaluating the academic performance of students

model of their study.

16. A student's Academic Rating (SAR) (ARS) consists of the access rating (AR), which is determined by calculating the simple average of all current grades, and the exam's rating (ER) or final control rating (FCR):

$$\text{SAR} = \text{AR} * 0.6 + \text{ER} * 0.4.$$

17. The access rating for the discipline must be at least 50%.

18. Current assessments are not assigned for training and production, work practices, pedagogical and research practices.

19. For all kinds of practices, the SAR is equal to the FCR. When two practice supervisors are appointed, the final grade is assigned taking into account the assessment of the practice supervisor from the base of practice, the share of which is 40% of the final grade, and the assessment of the practice supervisor from the University, based on the defense of the submitted report, the share of which is 60% of the final grade.

20. All forms of written papers of students are tested for plagiarism. In case of plagiarism in the work, the results of such work will be canceled.

21. Academic achievements are available in the student's personal account in [Platonus](#). All academic disciplines and (or) modules studied by a student with the indication of the final grade, including grades FX and F, are recorded in the transcript.

22. The relevance of the teacher's assessment of the student's academic achievements is conducted by the bell curve of distribution of the grades assigned by the teacher in accordance with a normal distribution according to the approved criteria for evaluating students' learning outcomes based on the general principles of the Academic Integrity League (<https://adaldyq.kz/documents>).

Letter system assessment	A, A-	B+, B, B-	C+, C, C-	D+, D	FX, F
Percentage of students who usually receive an assessment	10	25	30	25	10

23. Bell curve of distribution is based on the level of a student in a particular assessment and is used to analyze their performance in the discipline with reference to other students.

24. Within a week after the end of the academic period, the SQAC conducts an assessment quality analysis using a normal distribution diagram. If the number of excellent grades exceeds 15%, the Senate Academic Committee conducts a critical analysis and makes recommendations to interested departments.

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Student-Centered Learning, Teaching and
Assessment
Conducting intermediate certification

13. Conducting intermediate certification

1. The conducting intermediate certification of students is carried out in accordance with the academic calendar, working curriculum and syllabuses of disciplines. Each academic period ends with a period of intermediate certification of students.

2. Intermediate certification of students is conducted in the form of final control of disciplines and reports on professional practice, and serves as a form of verification of learning outcomes of students for the academic period of the educational program, including joint educational programs. The form of the final control is determined by the working curriculum.

3. The final control may consist of one or several stages. The weight of each stage of the final control is specified in the syllabus.

4. Acceptable forms of final control or its stages include:

- 1) computer-based testing based on clinical cases and/or situational tasks;
- 2) project/coursework defense;
- 3) written examination (WE);
- 4) OSCE (GOSCE)/OSPE;
- 5) assessment of practical/clinical skills (APS/ACS) using a standardized checklist;
- 6) portfolio defense;
- 7) academic attestation;
- 8) practice report;
- 9) passing of standards;
- 10) student self-assessment of acquired practical skills.

5. The organization of the Intermediate certification (preparation of the draft schedule, coordination with structural divisions, and publication of the approved schedule on the University student portal) is entrusted to the Registrar's Office Block.

6. For the conduct of intermediate certification, the department/school carries out preparatory work in accordance with established deadlines and requirements for examination materials. The examination assignment for a discipline/module must include at least two tasks. Examination materials for all disciplines are revised by 30% for each intermediate certification. The responsible teacher for the discipline/module coordinator uploads examples of examination assignments and the specification of the final control to the student portal in the discipline section two weeks prior to the start of the intermediate certification. The responsible teacher/module coordinator imports the examination materials into [Platonus](#) or [Session](#) one week prior to the start of the intermediate certification.

7. The Registrar's office monitors compliance with the deadlines for the submission of examination materials by departments/schools and provides information to the Dean two days prior to the final control in the module/discipline.

8. To ensure transparency and objectivity of the intermediate certification, the Registrar's office forms a pool of proctors from among teaching staff without a conflict of interest during the assessment period. The Registrar's office conducts a briefing for proctors before the start of the intermediate certification and establishes a proctor duty schedule.

9. For conducting and evaluating of the final control, examiners are appointed from among

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faculty members with qualifications corresponding to the profile of the. When the final control requires direct student interaction, examiners are, where possible, appointed from faculty who did not conduct teaching in the academic group/stream. The list of examiners is approved at a meeting of the department/center/school. The final control in a form that does not involve direct student interaction is conducted using double “blind” coding.

10. Access of students to the intermediate certification or approval of an individual procedure for final control due to valid reasons (e.g., academic difference, academic debt, illness, business trips, participation in international student exchange programs, etc.) is carried out by the school/faculty responsible for the educational program. Access or the decision on an individual procedure is formalized by an order of the Dean. The Dean’s order is submitted the same day to the Chief Specialist of the Registrar’s office.

11. Students are not admitted to the intermediate certification if they have tuition fee arrears, academic debts in prerequisites, are on academic leave, or on long-term medical leave.

12. In the case of receiving a grade of “Unsatisfactory” corresponding to the mark FX (percentage range 25–49%) in the final assessment, a student of higher or postgraduate education programs is entitled to retake the final assessment once without re-taking the program of the academic discipline/module/practice.

13. In the case of receiving a grade of “Unsatisfactory” corresponding to the mark F, a student of higher or postgraduate education programs is required to re-register through the personal account of [Platonus](#) for the given academic discipline/ module/ practice, attends all types of classes, performs all types of educational work according to the program, passes all types of current control and, if there is an appropriate access rating, passes the final control again.

14. For students of TVE, who have no more than one "satisfactory" grade according to the results of the intermediate certification, retake is allowed in order to increase the grade on the basis of a student's application in any form addressed to the Chairman of the Board – Rector. Repeated retake of the exam (test) is issued by the order of the Chairman of the Board – Rector.

15. The deadline for retaking the exam (credit) upon receipt of the "unsatisfactory" grade is determined by the schedule of the intermediate certification of the TVE.

16. A student who has more than three "unsatisfactory" grades according to the results of the intermediate certification is expelled for academic failure with the issuance of a transcript to him (her).

17. All final grades of the student, including positive results of re-examinations, are recorded in the transcript.

18. In case of absence at the final control, “absent” is recorded in the examination sheet against the student’s name.

19. If a valid reason is documented, an individual exam schedule is established by the Dean’s order. The Dean’s order is submitted the same day to the Chief Specialist of the Registrar’s office.

20. If no valid reason is provided, absence from the exam is equated to an “unsatisfactory” grade equivalent to F (percentage range 0%).

21. The main documents confirming interim assessment results are:

- 1) examination record sheet;
- 2) examination paper;

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Assessment
Conducting intermediate certification

3) consolidated reports (including electronic records from [Platonus](#)).

22. To ensure compliance with uniform requirements and resolve disputes in assessment of exam papers, during the interim assessment period the Dean establishes an Appeals committee consisting of faculty whose qualifications correspond to the appealed disciplines.

23. The Appeals committee:

- 1) accepts and considers student appeals;
- 2) verifies the compliance of assigned grades with assessment requirements;
- 3) makes a reasoned decision to reject or uphold the appeal;
- 4) records the decision in minutes, informs the applicant, and submits a copy to the Registrar's Office Block on the same day.

24. To perform its functions, the committee may review materials of final control conducted in written exam or testing formats, as well as protocols of answer verification, lists of persons present at the exam, compliance with exam procedures, etc.

25. A student who disagrees with exam results may file an appeal (depending on the form of final control: in [Platonus](#), [Session](#), or to the school) by 13:00 of the next day following publication of exam results.

26. Appeals are allowed in the following cases:

- 1) exam tasks or questions contain technical errors (missing questions, missing images, unreadable symbols, etc.);
- 2) tasks lack a correct answer;
- 3) tasks contain multiple correct answers while requiring a single choice;
- 4) tasks or exam content go beyond the scope of the syllabus.

27. When conducting the final control in the form of OSCE/GOSKE/OSPE, the student submits an appeal in the following cases:

- 1) power outage occurs in the CSET for an indefinite time;
- 2) technical malfunction of simulators.

28. The Appeals committee reviews the appeal without the applicant's participation within one working day of submission. The decision of the Appeals committee is valid if at least two-thirds of its members are present. Decisions are made by majority vote of members present. In case of a tie, the Chair's vote is decisive. Committee proceedings are documented in minutes signed by the Chair and all members. The decision is communicated to the applicant on the same day and provided to the chief specialist of the Registrar's office.

29. The teacher enters the student's final control grade into the [Platonus](#) electronic journal on the day of receiving the "Record sheet without appeals" from the Registrar's Office Block specialist. After appeals are processed, the specialist reopens access for grade adjustment, and the teacher updates the grade in accordance with the Appeals committee's decision on the same day of receiving the "Record sheet with appeals."

30. For individually scheduled final controls based on the Dean's order, the school specialist issues an examination paper to the teacher, registering it in the "Examination paper issue and return log". The examination paper is valid for three days from the date of issuance. Upon completion of intermediate certification according to the individual schedule, the teacher submits a copy of the exam paper to the Registrar's office and the original to the school.

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Student-Centered Learning, Teaching and
Assessment
Conducting intermediate certification

31. Upon completion of intermediate certification, schools prepare a final report on assessment results for review at the SQAC in order to make decisions on improving evaluation mechanisms.

32. The Registrar's office conducts continuous monitoring and analysis of interim assessment results in accordance with an evaluation table reflecting the actual percentage distribution of grades above the passing threshold.

Academic policy
Student-centered approaches to teaching, learning,
and assessment
Organization of summer term

14. Organization of summer term

1. According to the [Rules of the organization of the educational process on credit technology of education](#) at the University summer term is organized to meet the needs for additional education, providing students with the opportunity to eliminate academic debts or the difference in the curriculum, the study of disciplines to increase the grade point average (GPA), mastering a related or additional educational program, including within the framework of double-degree education, on a paid basis.

2. For graduate students and residents, in connection to the peculiarities of the organization of the educational process, the summer term is not organized.

3. The duration of the summer term depends on the academic calendar.

4. During the summer term, students can study disciplines with a total volume of no more than 15 ECTS. The disciplines are completed for a fee, both for students under a state educational grant/ order, and for students on a fee basis. The cost of one credit of the discipline is determined by the price list of paid services approved by the university for the current academic year.

5. Monitoring the summer term is the responsibility of the School/Faculty.

6. Students are allowed to enroll in the summer term disciplines:

1) not admitted to the examination session according to the term rating results;

2) who received an unsatisfactory evaluation in the final control during the intermediate certification period;

3) who has an academic difference upon reinstatement, transfer or after the academic leave;

4) students who have expressed their wish to improve their academic rating (students who have completed the course program completely and want to increase their GPA);

5) who study under international programs, double degree programs;

6) students transferred from one specialty/educational program to another;

7) mastering of the disciplines of the additional educational program (Minor);

8) students who have expressed their wish to undergo additional education.

7. The student submits an application for the summer term to the dean in the [Platonus](#) AIS, and attaches a payment receipt to the application. The student attends all types of classes within the prescribed period, passes all types of current control of summer semester disciplines, and, if there is an appropriate access rating, passes the final control.

8. If the student has not completed the summer term courses within the specified time due to absence from classes for a valid reason, the student may be extended the duration of the summer term courses by order of the Dean.

9. At the end of the summer term, upon the recommendation of the dean, an order is issued to transfer the student from course to course or an order to expel him for academic failure.

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Student-centered learning, teaching and assessment.

Rules for re-passing disciplines, elimination of academic differences between the disciplines of the curriculum

15. Rules for repassing disciplines, elimination of academic differences

1. Repassing disciplines

1. Rules for repassing disciplines at the University have been developed in accordance with the [Rules of organization of the educational process on credit technology education](#).

2. Repassing disciplines is carried out on a paid basis as for students on the state educational grant/ order, and for students on a fee basis. The cost of the one credit of discipline is defined by the price list of the paid services, approved at the University for the academic year.

3. Repassing the discipline is allowed no more than once.

4. In case of an academic debt (F “Unsatisfactory” assessment or access rating below 50% on discipline/module) with a total volume not exceeding 12 credits, a student reenrolls to this subject/module in the personal account of [Platonus](#), attends all types of classes, performs all types of educational work according to syllabus, passes all types of current control and, with the corresponding access rating, passes the final control.

5. The dean of the school/ faculty, based on the requirements for the maximum academic workload of students, sets a deadline for submitting applications for the elimination of academic debt, which is approved by the order of the dean of the school/ faculty. The dean’s order is submitted to the chief specialist of the SSC on the same day.

6. Academic debt in a discipline-prerequisite from the winter intermediate certification must be eliminated in the spring semester, prior to the beginning of the summer intermediate certification. If the discipline of academic debt from the winter interim assessment is not a prerequisite, the given discipline may be re-passed until the end of the current academic year, including the summer term.

7. Academic debt from the summer intermediate certification shall be eliminated by the student during the summer term, and the student may be transferred to the next year of study only after its elimination.

8. A student who has not started the procedure for eliminating academic debt within the specified period is expelled from the university for academic failure.

2. Elimination of academic difference

9. Academic difference in the disciplines in curriculum is determined when transferring or reinstating students, as well as after from academic leave. The procedure and terms of elimination of academic difference are approved by the order of the Dean of the School/Faculty. The dean’s order is submitted to the chief specialist of the SSC on the same day.

10. Elimination of academic difference is carried out on a paid basis as for students on the state educational grant/ order, and for students on a fee basis. The cost of the one credit of discipline is defined by the price list of the paid services, approved at the University for the academic year

11. The academic difference is determined by the comparing academic results, passed by the students at the previous stage, with the results of the declared educational program, based on the submitted documents and, if necessary, interviews to determine the level of learning, skills and abilities.

12. The deadline for the elimination of academic differences in the disciplines of "Kazakh/The Russian language" and "History of Kazakhstan" when transferring or reinstating a student from a foreign educational organization can be determined by the duration of up to two

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Student-centered learning, teaching and assessment.

Rules for re-passing disciplines, elimination of academic differences between the disciplines of the curriculum

courses, including taking into account the summer term.

13. Individual curriculum is formed for a student taking into account the discipline of the academic difference and transfer of formal and non-formal education outcomes.

14. To eliminate the academic difference in the disciplines of the working curriculum, a student enrolls in this academic discipline/module in the personal account of [Platonus](#), attends all types of classes, passes all types of current control on time and, with the corresponding access rating, passes the final control.

15. Academic difference in the disciplines of the working curriculum, not eliminated on time, is further considered as an academic debt.

Academic policy

Student-centered learning, teaching and assessment

Regulations on preparation of diploma works

16. Regulations on preparation of diploma works

1. Regulations on preparation of diploma works define the procedure for preparation of graduation works of students studying in educational programs of higher education of the NCJSC “KMU”.

1. Preparation of a diploma work

2. Diploma work is a graduation work, which is a summary of the results of the student's self-study of the topical issue corresponding to the specialization of the educational program; thesis/diploma project is the student's graduation work, which is an independent solution of applied problems corresponding to the specialization of the educational program, completed with the use of project approaches and (or) in the form of preparation of business projects, models, as well as creative projects and other projects.

3. The preparation of the final thesis should be carried out by the student independently during the final period of theoretical training, under the guidance of a qualified supervisor – a teacher of the appropriate profile and (or) a specialist engaged in professional activity in the field of training with at least 10 years of work experience. The supervisor and the topics of the thesis (project) are approved at a meeting of the graduating department/school during the first two months of the final course.

4. The graduation work must contain the share of originality within the limits regulated by the Rules and Procedure for the verification of papers for the degree of originality of the NCJSC “KMU”.

5. Diploma work shows the graduate's level of mastery of theoretical knowledge and practical skills in the educational program, the level of development of students' independent work skills, the level of mastery of scientific analysis and research methods, and their application in solving specific tasks corresponding to the profile of the OP, the ability to make theoretical generalizations, informed judgments and practical conclusions in the field under study, and also allows you to establish the level of his professional competencies and his readiness for independent work in modern conditions. Materials from coursework, research papers, research in student scientific circles, reports at scientific conferences, as well as materials collected during industrial and postgraduate practice can be used for preparation.

6. The graduation work must:

1) to present the results of their own scientific research, to be creative, using general theoretical provisions, relevant statistical data and current regulatory legal acts;

2) have a practical orientation in accordance with the profile of the educational program;

3) meet the requirements of a logical and clear presentation of the material, evidence and reliability of facts, consistent presentation of information, internal unity;

4) reflect the student's ability to use rational methods of searching, selecting, processing and systematizing information, and the ability to work with regulatory legal acts;

5) reflect the relevance of the chosen topic: theoretical and practical significance, its sufficient elaboration;

6) contain a set of reasoned statements and conclusions;

7) be properly designed (clear structure, logical completeness, correct design of bibliographic references, references, accuracy of execution) in accordance with the requirements for works sent to the press.

7. The student and his scientific adviser are responsible for the accuracy of the data presented in the final graduation work.

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Student-centered learning, teaching and assessment

Regulations on preparation of diploma works

2. Preparation of master's thesis (project)

8. The preparation of master's theses is carried out in accordance with the [Regulations on the Master's Degree](#) (Section 4 "Procedure for preparing a Master's thesis/project").

3. Preparation of doctoral dissertation

9. Doctoral dissertations are prepared in accordance with the [Regulations on Doctoral Studies](#).

Academic policy

Student-centered learning, teaching and assessment

Organizing and conducting the State Examination on the discipline “History of Kazakhstan” and the final assessment of students

17. Organizing and conducting the State Examination on the discipline “History of Kazakhstan” and the final assessment of students

1. Procedure for conducting the State Examination on the discipline “History of Kazakhstan”

1. Students from all higher education programs pass the state examination on “History of Kazakhstan” at the end of their studies during the same academic year.

2. The organization of the state examination is held by the department conducting classes on the discipline “History of Kazakhstan” (hereinafter – the department) together with schools and the Registrar’s Office Block.

3. The department develops a single syllabus on the discipline "History of Kazakhstan" for all educational programs.

4. The form of the state examination on the discipline “History of Kazakhstan” is determined by the approved working curriculum.

5. To take the state examination on the discipline “History of Kazakhstan” on the submission of the department annually issued an order of the Chairman of the Board-Rector on the approval of the chairman and members of the State examination commission (hereinafter – SEC). The SEC meeting should not last more than six academic hours per day.

6. The Registrar’s Office Block prepares the schedule of SEC meetings in accordance with the academic calendar, which is approved by the Chairman of the Board-Rector no later than two weeks before the beginning of the state examination.

7. To conduct an appeal, the Chairman of the Board-Rector appoints an Appeals commission for the discipline “History of Kazakhstan” from among experienced teachers in the discipline.

8. A student who disagrees with the outcome of the state examination may file an appeal no later than the day after the examination is conducted by the SEC. A student who disagrees with the result of the state exam submits an application for appeal (depending on the form of the final control: in the personal account of [Platonus](#) or [Session](#), or to the appropriate school) before 13:00 hours the next day after the publication of the exam results. The appeal in the discipline "History of Kazakhstan" is conducted in the same way as the appeal in the disciplines of intermediate certification.

9. After the end of the state examination, the chairman of the SEC prepares a report on the SEC's work, which is discussed and approved at the Senate meeting

2. Procedure for final assessment of students

10. Final assessment is a procedure used to evaluate the learning outcomes and key competencies obtained upon completion of the educational program's study, as well as to evaluate graduates' professional preparedness in accordance with the state compulsory standard of the corresponding level of education.

11. The final certification of graduates of the TVE, bachelor's degree ("Nursing", "Public Health", "Pharmacy"), internship and residency is carried out in accordance with the [Rules for assessing knowledge and skills](#).

12. The final certification for the remaining grades and levels of education is carried out in the form approved by the work curriculum and the work program of the final certification.

13. The final certification is carried out within the time limits stipulated by the academic

Academic policy

Student-centered learning, teaching and assessment

Organizing and conducting the State Examination on the discipline “History of Kazakhstan” and the final assessment of students

calendar and, if necessary, agreed with organizations accredited by the authorized body in the field of healthcare to assess the knowledge and skills of students in medical education programs.

14. The final certification of students of higher and postgraduate (master's degree, residency) education is organized by the Registrar's Office Block. The schedule of the final attestation is drawn up by the Registrar's Office Block, approved by the Chairman of the Board-Rector and brought to the general attention no later than two weeks before the start of the work of the attestation commission.

15. To conduct the final attestation of students, an attestation commission for educational programs or groups of educational programs is created, the composition of which is approved no later than December 31 by order of the Chairman of the Board-Rector on the basis of a decision of the Senate and is valid during the current academic year. The chairman of the final attestation commission is appointed by a person who has an academic degree, or an academic title, or an academic degree corresponding to the profile of the graduates, and who does not work at the NCJSC KMU. The commission includes an odd number of members, but not less than five. The composition of the attestation commission is formed from among persons with an academic degree, or an academic title, or an academic degree corresponding to the profile of graduates, including representatives of organizations that employ graduates and qualified practitioners corresponding to the profile of graduates. In addition, the attestation commission for medical education programs should include representatives of organizations that evaluate the knowledge and skills of students accredited by the authorized body in the field of healthcare.

16. The competence of the attestation commission includes: checking the level of compliance of the theoretical and practical training of graduates with the established requirements of educational programs; awarding the graduate with qualifications and (or) awarding the graduate with a degree in the relevant educational program; developing proposals aimed at further improving the quality of graduate training.

17. All meetings of the attestation commission are recorded in minutes. The minutes of the meetings of the attestation commission are drawn up individually for each student or for the entire academic stream. The minutes of the meetings of the attestation commission are kept in the university's archive in accordance with the requirements of the Law of the Republic of Kazakhstan dated December 22, 1998 "On the National Archival Fund and Archives" and the order of the acting The Minister of Culture and Sports of the Republic of Kazakhstan dated September 29, 2017 No. 263 "On approval of the List of standard documents generated in the activities of state and non-governmental organizations, indicating the shelf life".

18. Upon completion of the final attestation, the chairman of the attestation commission draws up a report, which is discussed and approved at a meeting of the Senate within one month from the date of completion of the work of the attestation commission.

19. A student who has passed the final certification and has confirmed the development of an educational program of TVE, higher or postgraduate education, by the decision of the attestation commission, is awarded a qualification in the relevant educational program and (or) is awarded the appropriate degree, and is issued free of charge: to a TVE, bachelor's or master's degree – a diploma with an appendix; to an internship graduate – a diploma with an appendix and certificate of completion of the internship; for the graduate of the residency – a certificate of completion of the residency.

20. Based on the results of the final certification, an order is issued by the Chairman of the Board-Rector on the graduation of specialists who have completed their studies in the relevant specialty /educational program and have successfully passed the final certification.

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Student-centered learning, teaching and assessment

Organizing and conducting the State Examination on the discipline “History of Kazakhstan” and the final assessment of students

21. The list of graduates who have completed educational programs of secondary vocational, higher or postgraduate education, indicating their surnames, first name, patronymic (if any), educational programs and diploma numbers, is posted in the information system of the authorized body in the field of science and higher education.

22. Repeated assessment of knowledge and (or) skills, retaking a comprehensive exam, repeated defense of a thesis / master's thesis (project) in order to increase a positive assessment to a higher one is not allowed.

23. The retake of the comprehensive exam, as well as the re-defense of the thesis (project), master's thesis to persons who have received a grade of "unsatisfactory" is not allowed during this period of final certification.

24. A person who has not passed the final attestation in the next academic year, no later than one month before the start of the final attestation, writes an application addressed to the Chairman of the Board-Rector for admission to the repeated final attestation. Admission to the re-final certification is issued by the order of the Chairman of the Board-Rector. Repeated final certification is carried out on a fee basis, payment is made in accordance with the number of credits of the final certification according to the work curriculum. The cost of one credit of the final certification is determined by the price list of paid services approved by the university for the current academic year. The repeated final attestation of the student is carried out only according to those forms in which he received an unsatisfactory assessment in the previous final attestation.

25. A graduate who receives a negative result ("unsatisfactory") upon re-passing the final certification, in accordance with paragraph 6 of Article 39 of the Law "On Education", is issued a certificate of the established sample (transcript).

26. Graduate students who have not fulfilled the requirements of the work curriculum and educational programs remain for a second course of study on a fee-based basis without completing the summer term.

3. Procedure for final assessment of TVE's students

27. Conducting the final assessment of TVE students is carried out in accordance by the [Standard Rules](#).

28. Students of TVE who do not have academic debt and have fully mastered educational programs in accordance with the requirements of TVE's SMSE are allowed to pass the final certification. Admission to the final assessment of students is issued by the order of the Chairman of the Board-Rector.

29. Upon completion of the final attestation, the Chairman of the Attestation commission draws up a report reflecting: compliance with the level of theoretical and practical training of students in this specialty; the actual level of knowledge, skills and practical skills of students in industrial training, general professional and special disciplines and (or) professional modules, their compliance with the requirements of curricula and qualification characteristics in the specialties; deficiencies in the training of students on certain issues of disciplines and (or) modules; recommendations for further improvement of the training of qualified personnel in the fields of technical and vocational education. Within one month of the Attestation commission's completion of its work, the report is discussed and approved at the Senate meeting.

Academic policy

Student-centered learning, teaching and assessment

Organizing and conducting the State Examination on the discipline “History of Kazakhstan” and the final assessment of students

4. Procedure for final assessment of students of higher education

30. Final assessment of the educational program is carried out in accordance with the program developed by the educational program's head on the basis of discipline curriculum and approved by School Council's decision (in addition to the EP, which provide for the assessment of students' knowledge and skills, conducted by the organization for assessing the professional readiness of graduates of educational programs in the field of healthcare).

31. Bachelor's degree and internship students who have completed the educational process in accordance with the working curriculum and educational programs requirements are eligible for the final assessment. The main criterion for completion is that students master the required amount of theoretical training and professional practices (if any).

32. Also, for graduates of Bachelor's in Public Health, Nursing or Pharmacy and internship, the result of self-assessment within the framework of an independent examination is a permit for final certification: not lower than 50% for Bachelor's and 60% for internship, and for Bachelor's graduates with a final certification as diploma defense – the presence of a positive opinion from the scientific adviser.

33. On the last day of intermediate certification, the Dean of the School issues an order admitting students to the final assessment in the form of a list of students with the indication of educational programs, last name, first name, patronymic (if any).

34. On the first day of the Attestation commission's work the School/Faculty submits to its chairman: the program of the final assessment; order on admission of students to the final assessment; transcripts of students with GPA for the entire period of study.

35. No later than five working days before the defense of the thesis/diploma work (project) the following are submitted to the chairman of the Attestation Commission:

1) feedback of the thesis (project) the scientific adviser, which gives a reasoned opinion “allowed for defense” or “not allowed for defense”;

2) review of the thesis (project), which gives a comprehensive characteristic of the thesis (project) submitted for defense and a reasoned opinion indicating the grade according to the scoring and rating letter system of knowledge evaluation and the possibility of awarding the “Bachelor's” degree or awarding qualification in the relevant specialty;

3) decision of the degree granting department on the recommendation for defense (extract from the protocol of the department meeting);

4) certificate (in any form) on passing the thesis (project) check for plagiarism.

36. If necessary, materials characterizing the scientific and practical value of the completed thesis (project) are presented to the Attestation commission, such as informal feedback, written opinions of organizations engaged in practical activities in the profile of the thesis (project), certificates or acts of implementation of the results of scientific research, models, samples of materials, products, agricultural products, mineral collections, and herbaria.

37. The student defends the thesis (project) in the presence of a positive review from the scientific adviser and one review from a specialist corresponding to the profile of the protected work (project). If the scientific adviser gives a negative conclusion "not allowed to defend", the student is not allowed to defend his thesis (project) and is expelled for academic failure. The student is allowed to defend his thesis (project) both with a positive and negative conclusion of the reviewer.

38. Bachelor's degree graduates with a final attestation as diploma defense have the right

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to take a comprehensive exam instead of a thesis project (work) on the following grounds:

- 1) long-term hospital treatment for health reasons;
- 2) the presence of special educational needs, including childhood disability, group I or II disability;
- 3) pregnancy or raising a child under the age of 2 years;
- 4) caring for sick parents.

39. To take the comprehensive exam, the student writes an application addressed to the Vice-rector for Academic affairs of the university and submits a document confirming the existence of grounds for changing the form of the final certification.

40. The list of subjects of the comprehensive exam is approved by the decision of the School Council.

41. Decisions on the evaluation of a thesis (project), as well as on the award of a degree and/or qualification are made at a closed meeting by open voting by a simple majority of the votes of the members of the attestation commission who participated in the meeting. The decision of the attestation commission is considered valid if at least two thirds of its members are present at the meeting. If the number of votes is equal, the vote of the chairman of the commission is decisive. The results of the comprehensive exams and the defense of the thesis (project) are announced on the day of their holding after signing the minutes of the meeting of the attestation commission.

42. An appeal on the final certification of the educational program, which provides for the assessment of students' knowledge and skills, conducted by the organization for assessing the professional readiness of graduates of educational programs in the field of healthcare, is conducted in accordance with the [Rules for assessing knowledge and skills](#).

43. Students of the other educational program who disagree with the results of the final assessment file an appeal (depending on the form of the final control: [Platonus](#), [Session](#), or to the appropriate school) before 13:00 hours the next day after the publication of the exam results. By order of the Chairman of the Board-Rector, an appeal commission is created from among experienced teachers whose qualifications correspond to the profile of the educational program on the recommendation of the deans of schools/faculty.

44. Students of the educational program, which provides for an assessment of students' knowledge and skills conducted by the organization for assessing the professional readiness of graduates of educational programs in the field of healthcare, who did not attend the final certification for a valid reason, take it in accordance with the [Rules for assessing knowledge and skills](#).

45. Students of the remaining educational programs who did not attend the final attestation for a valid reason submit an application in any form addressed to the chairman of the attestation commission, submit a document confirming the valid reason, and with his permission take the exam or defend their thesis (project) on another day of the attestation commission meeting.

46. Documents of health submitted to the attestation commission after receiving an unsatisfactory assessment are not considered.

47. An undergraduate student in Public Health, Nursing or Pharmacy, or an intern who completes the educational process in accordance with the requirements of the work curriculum and scores a self-assessment result in an independent examination below 50 or 60%, respectively, is not allowed to final certification and is expelled for academic failure. During the next academic year, he can undergo a self-assessment and, if he receives a result of at least 50 or 60%, respectively, he writes an application addressed to the Chairman of the Board-Rector for

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admission to the final attestation no later than one month before the start of the final attestation. Admission to the final certification is issued by the order of the Chairman of the Board-Rector. The final assessment is carried out on a fee basis, payment is made in accordance with the number of credits of the final assessment according to the work curriculum. The cost of one credit of the final certification is determined by the price list of paid services approved by the university for the current academic year.

48. At the end of the final assessment, the Chairman of the Attestation Commission draws up a report that reflects: the level of training of specialists in this field; characteristics of the knowledge of students identified in complex exams, shortcomings in the training of specialists in certain disciplines; the quality of graduation papers (projects); compliance of the subject of graduation papers with the current state of science, technology, culture and production requirements; analysis of the quality of training and specific recommendations for further improvement of training specialists. The report is discussed and approved at a Senate meeting within one month after the Attestation Commission's completion of its work.

5. Procedure for the final assessment of the postgraduate education students

Magistracy

49. Master's degree students who have completed the educational process in accordance with the requirements of the work curriculum and educational programs, and who have a positive review from their supervisor, are eligible for final certification.

50. Admission to the final attestation of undergraduates is issued on the last day of the interim attestation by order of the Chairman of the board-rector on the basis of a submission from the dean of the school, in the form of a list indicating educational programs, surnames, first names, patronymics (if any) of students.

51. The undergraduate student submits the master's thesis (thesis/ project) for preliminary defense at a meeting of the graduating school / department no later than 1 month before the expected defense date. The results of the preliminary defense are formalized by the minutes of the meeting of the graduating school/ department, an extract of the protocol is submitted to the attestation commission. If the comments made during the preliminary defense are not eliminated within the prescribed period and (or) a negative review is received from the supervisor, the graduate student is not allowed to defend and is expelled for academic failure.

52. Upon completion of the final attestation, the chairman of the attestation commission draws up a report that should reflect: the level of master's degree training in this specialty; the quality of master's theses (projects); compliance of the topics of master's theses (projects) with the current state of science, technology, culture and production requirements; analysis of the quality of master's degree training in this specialty; disadvantages in the preparation of masters; compliance of the conclusion of the department, the review of the supervisor, the review with the level of protection of the master's thesis (project); specific recommendations for further improvement of master's degree training. The report is discussed and approved at a Senate meeting within one month after the Attestation Commission's completion of its work.

Residency program

53. Students of the residency program who have completed the educational process in

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accordance with the requirements of the work curriculum and educational programs, and who have a self-assessment result within the framework of an independent examination, not less than 70%, are admitted to the final certification.

54. Admission to the final attestation of residents is issued on the last day of the interim attestation by order of the dean of the school in the form of a list indicating the educational programs, surnames, first names, patronymics (if any) of students.

55. The appeal on the final assessment of the residency is conducted in accordance with the [Rules for assessing knowledge and skills](#).

56. Residents who did not attend the final assessment for a valid reason, submit it in accordance with the [Rules for assessing Knowledge and Skills](#).

57. A residency student who completes the educational process in accordance with the requirements of the work curriculum and scores a self-assessment score below 70% in an independent examination is not allowed to complete the final assessment and is expelled for academic failure. During the next academic year, he can undergo a self-assessment and, if he receives a result of at least 70%, writes an application to the Chairman of the Board-Rector for admission to the final attestation no later than one month before the start of the final attestation. Admission to the final certification is issued by the order of the Chairman of the Board-Rector. The final assessment is carried out on a fee basis, payment is made in accordance with the number of credits of the final assessment according to the work curriculum.

58. Upon completion of the final attestation, the chairman of the attestation commission draws up a report, which should reflect: characteristics of the knowledge of residents identified during the comprehensive examination; deficiencies in the training of residents on certain issues of disciplines and (or) modules; recommendations for further improvement of the training of qualified personnel in educational residency programs. The report is discussed and approved at a meeting of the Senate within a month after the completion of the work of the Attestation commission.

Doctoral studies

59. The procedure for awarding the degree of doctor of philosophy (PhD) to persons who have completed the educational program of doctoral studies and defended their doctoral dissertation is determined by the [Rules for awarding Degrees](#).

60. A doctoral student who has completed the full course of theoretical study in the doctoral program, but has not completed his research, is given the opportunity in subsequent years to re-master academic research credits on a paid basis and defend his thesis.

61. A doctoral student who has completed a full course of theoretical study in the doctoral program, completed research, but did not defend his doctoral thesis, the results of his studies and academic credits are awarded and the opportunity is given to defend his dissertation for two years after graduation on a free basis, and in subsequent years on a paid basis in the amount of at least 4 academic credits. At the same time, after 3 years after graduation, the doctoral student is defended only after the re-approval of the scientific justification of the dissertation research (research proposal).

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Student-centered learning, teaching and assessment

Policy on student representation and participation in the development, management and evaluation of educational programs

18. Policy on student representation and participation in the development, management and evaluation of educational programs

1. The University supports representation of students from all levels of education (vocational education and training, bachelor's degree, master's degree, residency, doctoral studies) in advisory bodies for their participation in determining the Mission of the university, development, management and evaluation of educational programs, and other issues affecting the interests of students.

2. The University supports development of student self-government, including through the organization of student unions and clubs. Student self-government contributes to the building of conscious, responsible attitude of students to the opportunities and prospects of their professional, cultural and moral self-organization. The structure and functions of student self-government are regulated by the Provisions.

3. Student self-government bodies participate in drawing up proposals to improve the quality of the educational process, and their activities are focused on consolidating the student community to carry out the Mission of the University, to achieve high quality training of students on the principles of academic integrity and social responsibility of students.

4. Based on the University's educational activity plan, the Youth Affairs Department, along with the student community and structural divisions of the University, sets the key areas of activity for the students' professional, civil, and creative growth:

1) building and developing social activism, new Kazakhstani patriotism, social responsibility, high spiritual-moral and legal awareness among students;

2) building anti-corruption culture and compliance with the principles of academic integrity;

3) building professional competences ensuring sustainable personal enhancement in a competitive environment;

4) development of aesthetic and moral qualities of a prospective specialist's personality, teamwork skills;

5) building communicative and corporate culture;

6) skill development of healthy lifestyle, developing personal qualities contributing to the exercise of professional duty;

7) development of socio-political qualities to stand against the ideas of terrorism and extremism;

8) development of volunteering;

9) development of scientific and innovative capabilities of students;

10) environmental education, and etc.

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Admission policies at NCJSC “KMU”, student progress, recognition and certification

Rules of admission, students’ progress, certification

19. Rules of admission, students’ progress, certification

1. Rules of admission

1. Rules of admission to the NCJSC “KMU” are regulated by the Admission Policy of students to the NCJSC “Karaganda Medical University”.

2. Students’ progress

2. The main types of monitoring related to the educational process are monitoring the quality of admission, monitoring the current academic performance of students, monitoring the residual knowledge of students, progressive training of students, monitoring the quality of graduation of students, monitoring the quality of the organization of the educational process, monitoring the quality of teaching disciplines, monitoring student satisfaction with the quality of services provided, employers – the level of graduate training, teachers – the management system and working conditions.

3. **Monitoring of the quality of admission** involves the assessment of the preparedness of applicants admitted to the educational program. Monitoring of the quality of admission is carried out within the framework of analyzing the results of entrance tests of applicants. The analysis should include an assessment of the quality of mastering the examination material, dynamics in the context of previous years of admission. The results of the analysis are the source for assessing the academic progress of students of a particular admission.

4. **Monitoring of current academic performance** is carried out in the framework of analyzing the results of exams and practical skills of students. The analysis should contain an assessment of the academic progress of exams, including the dynamics of growth of absolute performance and quality of knowledge of students in the context of educational programs, examination disciplines.

5. **Monitoring the achievements of the students of learning outcomes** involves the effectiveness evaluation of current monitoring of the achievements of the students. Analysis of the achievement of learning outcomes is carried out through progressive testing and involves the assessment of academic progress of students, who in the process of training should confirm the theoretical knowledge obtained. The analysis should contain a comparative assessment of the results of progressive testing and the results of independent examination, critical performance gaps and identify typical reasons for the decrease or insufficient growth of the student's mastery of some learning outcomes.

6. **Graduation quality monitoring** involves the evaluation of the effectiveness of monitoring the progress of students at different stages of their studies at the university. Graduation quality monitoring is carried out within the framework of analyzing the results of final examinations and defense of graduation papers. The analysis should include the assessment of the general academic picture of the academic performance of the students in the final year and the level of theoretical training of potential specialists.

7. **Progressive testing of students** is a mechanism for assessing the degree of assimilation of the educational program and individual development of students throughout the entire period of study. This methodology is used annually for undergraduate students starting from the second year and up to the end of their studies, including 150 questions covering knowledge and competencies in general education, basic and specialized disciplines of each program. The test results are analyzed and further discussed at school board meetings in order to

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Admission policies at NCJSC “KMU”, student progress, recognition and certification

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comprehensively assess the effectiveness and quality of students' learning programs. The established minimum thresholds for passing progressive testing at various stages of undergraduate studies (25% in the second year and 60% in the final year) reflect the requirements for a satisfactory level of development of the educational program. These criteria assume that the student's progress should be evenly distributed throughout the entire period of study, ensuring a gradual and systematic deepening of knowledge and skills.

3.Certification of students (rules for issuing documents on education).

8. The basis for issuing a document of education to students of secondary vocational, higher and postgraduate education (master's degree, residency) who have passed the final certification is the decision of the attestation commission.

9. The basis for issuing a doctor of philosophy (PhD) diploma is the order of the chairman of the committee for quality assurance in the field of science and higher education of the ministry of science and higher education of the Republic of Kazakhstan on awarding the degree of doctor of philosophy (PhD). Information on the award of the degree is posted on the Internet resources of the committee for quality assurance in science and higher education of the MSHE of the Republic of Kazakhstan within three working days from the date of the decision.

10. Students who have passed the final certification and confirmed the development of the relevant educational program, by the decision of the attestation commission, are awarded a degree or a qualification in the relevant educational program and, in accordance with [the Rules of issue](#), are issued free of charge:

- 1) for TVE – a diploma of technical and vocational education with an appendix;
- 2) for bachelor – a diploma of higher education with the award of a bachelor's degree, with an appendix;
- 3) for intern – a diploma of higher education with the award of qualifications, with an appendix, and a certificate of completion of the internship;
- 4) for master – diploma of postgraduate education with the award of a master's degree, with an appendix;
- 5) for residency – a certificate of completion of residency.

11. The diploma supplement (transcript) indicates the latest grades according to [the letter system](#) of grades in all academic disciplines, completed coursework (projects), research or experimental research, types of professional practices, final attestation, indicating their volume in academic credits.

12. A graduate of an educational program of higher education who passed examinations with grades A, A- “excellent”, B-, B, B+, C+ “good” and has an average grade point average (GPA) not lower than 3.5 (excluding grades on additional types of training), as well as who passed a comprehensive exam or defended a thesis (project) with grades A, A- “excellent” is awarded a diploma with honors. If there is a retake or re-passing the final control during the entire period of study, the diploma with honors is not issued.

13. In case if the number of diplomas with honors exceeds 5%, the Academic committee of the Senate will conduct a critical analysis with a report to the Senate meeting.

14. The University issues a common European supplement to diploma to the graduate in english, on request, free of charge. The supplement to diploma provides the data on the holder of the diploma, the qualification obtained, the qualification level, the content of the curriculum, the results, the functional purpose of the qualification, as well as information about the national education system.

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15. Applications for the diploma supplement are accepted by the student service center. The deadline for completing the diploma supplement is 20 business days from the date of application. If you apply for a diploma supplement no later than one month before the expected date of issue of the higher education diploma, it can be issued simultaneously with the diploma.

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Admission policies at NCJSC “KMU”, student progress, recognition and certification

Rules for the recognition of formal and informal learning outcomes

20. Rules for the recognition of formal and informal learning outcomes

1. The University shall independently conduct the recognition of outcomes of formal and non-formal education, in accordance with the [Procedures for the recognition of learning outcomes](#) and the [Procedures for the recognition of learning outcomes attained by healthcare professionals](#).

2. The learning outcomes of formal and non-formal education subject to recognition shall be understood as the validated knowledge, skills, and abilities acquired and demonstrated by the learner, as well as the values and attitudes developed.

3. Recognition procedures for outcomes of formal and non-formal education shall be applied in cases of enrolment, transfer from other higher education institutions or healthcare education organizations, transfer to another study program, reinstatement, as well as upon the completion of studies within academic mobility schemes.

4. The student has the right to refuse to recognize the results of his previous education and (or) recertification of disciplines. In this case, he (she) must perform all types of current and final control in all disciplines provided for by the relevant educational program.

1. Rules for the recognition of formal learning outcomes

5. The documents confirming the achieved results of formal education are documents issued by TVE, organizations of higher and (or) postgraduate education and organizations included in the list of recognized organizations providing formal education.

6. The University recognizes previously mastered learning outcomes in the academic disciplines of the GES cycle to persons studying in abbreviated educational programs based on technical and vocational, post-secondary or higher education. At the same time, students enrolled in abbreviated educational programs based on technical and vocational, post-secondary education study the discipline "History of Kazakhstan".

7. When enrolling on the basis of educational programs of technical and vocational, post-secondary, or higher education, and in cases where the profile and/or relatedness of the higher education program corresponds to the higher, technical and vocational, or post-secondary education program, the learning outcomes of the previous level of formal education are automatically recognized, with a reduction in the number of academic credits to be completed and the duration of study.

2. Rules for the recognition of non-formal learning outcomes

8. The documents confirming the learning outcomes of non-formal education include: a certificate of professional training with a supplement, certificates of international foreign language proficiency assessment systems, and certificates of massive open online courses (MOOCs) offered by leading universities worldwide.

9. For the recognition of non-formal learning outcomes, the Regulations on the activities of the Commission for the recognition of non-formal learning outcomes (hereinafter – the Commission) and its composition are approved by order of the Chair of the Board-Rector.

10. The Commission shall consist of an odd number of members, not exceeding seven, and shall include representatives of academic and administrative staff, as well as faculty

Academic policy

Admission policies at NCJSC “KMU”, student progress, recognition and certification

Rules for the recognition of formal and informal learning outcomes

members. The chair and deputy chair of the Commission are elected at the first meeting of the Commission from among its members by open majority vote. The chair of the Commission provides overall leadership of the Commission’s activities and presides over its meetings. In the absence of the chair, his or her functions are performed by the deputy chair. The functions of the secretary of the Commission are carried out by a staff member of the educational organization who is not a member of the Commission.

11. For the recognition of non-formal learning outcomes, the student shall submit the following documents to the Commission no later than ten working days before the beginning of the academic period:

1) an application for the recognition of non-formal learning outcomes, in free form, addressed to the chair of the Commission;

2) a copy of an identity document;

3) a document certifying the non-formal learning outcome(s).

12. The responsibilities of the Commission include the procedure for verifying the authenticity of the submitted documents: checking for security features (watermarks, ultraviolet protection), verifying the receipt of an online course certificate through the learner’s personal account, and direct verification with the issuing institutions (for example, IELTS IDP: IELTS Australia or the British Council).

13. The documents received are forwarded by the Commission within three working days to an expert group for examination (expert opinion). The composition of the expert group is approved by order of the Chair of the Board–Rector and includes experienced faculty members and practitioners from professional fields relevant to the profile of the educational program. The expert group reviews the documents within five working days to assess the correspondence of the non-formal learning outcomes with the learning outcomes of the educational program of the institution. Based on the review, an expert opinion is prepared in free form, with a mandatory evaluation of the alignment of the non-formal learning outcomes with the learning outcomes of the student’s educational program, the program’s objectives, scope, and assessment. The expert opinion is then submitted to the Commission for consideration and decision-making.

14. The decision of the Commission is made by a majority vote of the members participating in the meeting and is recorded in minutes in free form. The Commission recognizes the learning outcomes acquired within the framework of non-formal education, assigning a grade in accordance with [the student learning achievement assessment system](#). If the transcript indicates the final control grade as “Pass”, its percentage equivalent is determined in accordance with the following table:

Grade under the traditional system	Percentage value	Mean value
Excellent	100 – 90	95
Good	89 – 70	80
Satisfactory	69 – 54	62
Pass		70
Pass (for a diploma with honors)		95

IELTS certificate scores are converted into grades as follows:

CEFR Level	Overall Band Score	Letter grade	Grade point equivalent	Grade percentage	Grade in the traditional system
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Admission policies at NCJSC “KMU”, student progress, recognition and certification

Rules for the recognition of formal and informal learning outcomes

C1	8.0	A	4	100%	Excellent
	7.5	A	4	95%	Excellent
	7.0	A-	3,67	90%	Excellent
B2	6.5	A	4	100%	Excellent
	6.0	A	4	95%	Excellent
	5.5	A-	3,67	90%	Excellent
B1	5.0	A	4	100%	Excellent
	4.5	A	4	95%	Excellent
	4.0	A-	3,67	90%	Excellent

15. The extract from the minutes of the Commission meeting is submitted by the secretary of the Commission within three days after the meeting to the Registrar’s Office Block for entering information on the completed academic disciplines (modules) and programs, indicating their titles, volume in academic credits and/or hours, grades, as well as the transfer of non-formal learning outcomes into the student’s transcript.

16. The student is exempted from studying the re-credited academic disciplines (modules) in subsequent academic periods.

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Admission policies at NCJSC “KMU”, student progress, recognition and certification

Rules for transfer, reinstatement and expulsion of students

21. Rules for transfer, reinstatement and expulsion of students

1. Rules for transfer and reinstatement of students of technical and professional education are carried out in accordance with [the Rules of provision of public services in the field of technical and professional, post-secondary education](#).

1. Rules for transfer and reinstatement of students of students of higher and postgraduate education

2. These rules for transfer and reinstatement of students have been developed in accordance with the regulatory legal acts of the Republic of Kazakhstan and determine the procedure for transfer, reinstatement and expulsion for educational programs of higher and postgraduate education, including joint educational programs.

3. Transfer and reinstatement of students is carried out from one form of education to another, from one educational organization to another, from one educational program to another, from one language to another, from course to course. Transfer and reinstatement of students is carried out during summer and winter holidays.

4. The student is transferred, or the candidate is reinstated after expulsion, if they have fully completed the one academic period.

5. The candidate is reinstated to any educational organization, regardless of the time of expulsion, while those who were expelled for academic failure can be reinstated to the educational programs of the NCJSC «KMU» no more than twice.

6. An educational grant student can transfer to another educational organization while retaining the educational grant. Transfer to a national university is subject to additional payment by students of the difference in the cost of an educational grant.

7. Transfer of students in residency to another educational organization, or to a scientific center, or a research institute is carried out in accordance with [the Rules for training of medical personnel in residency](#).

8. The acceptance of documents for transfer and reinstatement at the university is carried out by the student service center during the winter holidays - within five working days before the start of the next academic period according to the academic calendar, and during the summer holidays: for residents – from August 1 to 10 of the current year, for citizens from countries with a visa regime – from July 15 to August 15 of the current year for other students – from July 25 to August 5 of the current year.

9. The decision on the transfer or restoration is made within 2 business days after the completion of the receipt of documents.

10. The list of documents submitted by applicants to the student service center during transfer or reinstatement:

1) an identity document (a copy, for foreign citizens – with a notarized translation, the original is required for identification);

2) a document on education (the original is for foreign educational organizations; a copy is for domestic educational institutions);

3) certificate of recognition of an educational document issued by a foreign educational organization (original);

4) transcript (original – for foreign educational organizations, copy – for domestic

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Admission policies at NCJSC “KMU”, student progress, recognition and certification

Rules for transfer, reinstatement and expulsion of students

educational institutions);

5) the result of the entrance exam (the original is for foreign educational organizations, a copy of the UNT certificate is for domestic vocational schools);

6) the result of a special exam (for educational programs "Medicine/General medicine", "Dentistry", "Nursing", "Pediatrics", "Preventive medicine");

7) Portfolio (for educational residency programs);

8) copies of the scholarship award orders based on the results of the winter and summer intermediate attestation of the current academic year (for students under the grant).

11. If not all documents from the list and/or expired documents are provided, the Student Service Center refuses to accept the documents.

12. Reinstatement of students on a fee-based basis who were expelled during the semester for violating the terms of the educational services agreement (for non-payment of tuition fees) is carried out only after full repayment of the debt no later than 10 working days after the day of expulsion, with timely repayment of arrears, the university issues an order for reinstatement within three working days.

13. When transferring from other educational programs to the educational program "Medicine/General Medicine", "Dentistry", "Nursing", "Pediatrics" or "Preventive medicine" requires the result of a special exam (extract from the admission statement).

14. Transfer of a student from one educational program to another, or reinstatement, or transfer from another university to the educational programs of the NCJSC “KMU” for applicants for the EP "Medicine", "Pediatrics" or "Dentistry" the UNT result must be equal or higher than the minimum score of the competition for the corresponding year of admission, for applicants for the remaining EP the UNT result must be at least the established threshold score according to the [Model Regulations](#). The reinstatement of person who were expelled earlier as not having reached the threshold of UNT before the end of the academic year is carried out under the same conditions.

15. When transferring or reinstatement citizens of the near abroad in educational programs "Medicine", "Pediatrics" or "Dentistry", the average score of the certificate/diploma should not be less than 4.5.

16. When transferring and reinstatement, the school takes into account the direction of study and the profile of the educational program, the number of vacancies, the language of education, the student's academic achievements (GPA for the entire period of study), cases of violations of academic integrity by students, as well as the presence of academic difference.

17. Preferential rights are granted to persons permanently residing in the regions assigned to NCJSC «KMU» for training personnel with higher and postgraduate medical education: Karaganda, Kostanay, Ulytau and Kyzylorda regions.

18. The number of vacant places in a school/faculty/institute is determined based on the personnel and material and technical resources, and the number of students. Information on the number of places for transfer and reinstatement is posted on the university website before July 10 and a week before the start of the winter holidays.

19. The GPA for the entire period of study should be:

Educational programme	Medicine/General Medicine, Pediatrics, Dentistry	Another bachelor's EP	Residencies EP
For applicants from the NCJSC “KMU”	2,75	2,75	-

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Admission policies at NCJSC “KMU”, student progress, recognition and certification

Rules for transfer, reinstatement and expulsion of students

For applicants from another university (Language of education – Kazakh, Russian)	3,0	2,75	3,33
For applicants from another university (Language of education – English)	2,5	-	-

20. Transfer of residents to the next course is carried out on condition that they fully comply with the requirements of the individual curriculum and achieve a transfer score (GPA) of 2.33.

21. Transfer of bachelor's, master's, and doctoral students to the next course is subject to their full compliance with the requirements of the individual curriculum.

22. Persons with bachelor's degrees in the educational programs "General Medicine", "Dentistry", "Pediatrics" are transferred to the internship.

23. Transfer of a student from the paid basis of education to education on the state educational grant is carried out in accordance approved under with [the Rules of awarding educational grants to cover higher or postgraduate education with the award of the degree of “bachelor” or “master”](#), the Rules of awarding vacant educational grants of the Academic Policy of the NCJSC “KMU”.

24. The academic difference is determined by the school by comparing and contrasting the learning outcomes, acquired competencies and the scope of disciplines previously studied by the applicant, and the disciplines of the declared educational program. When comparing the volume of programs, 30 academic hours are assumed for the initial labor intensity of one academic credit of an educational program. Assessment of the conformity of the content and results of training in the disciplines of the component of choice is not carried out and the applicant is credited with the number of credits mastered.

25. When transferring and reinstatement, there are two possible options for forming an individual student's curriculum.:

1) with a large volume of credits – the total amount of credits, taking into account the academic difference in the current academic year, should not exceed 72, and in residency – 80 credits;

2) with a smaller number of credits – the number of credits for studying in the current academic year, taking into account the academic difference, should be at least 25 credits (when transferring / reinstatement during the winter holidays – at least 13 credits per semester), while the number of recognized credits and credits for studying in the current academic year or semester should be 60 or 30 credits, respectively.

26. In case of the transfer of the student to another educational organization or from one educational program to another, the individual contract on provision of educational services with the educational organization should be changed or terminated.

2. Rules for expulsion of students

27. A student may be expelled from the university in the following cases:

1) for academic failure:

– the presence of academic debt in the disciplines-prerequisites, that is, failure to meet the requirements of the individual curriculum, taking into account the results of the summer semester;

– the presence of academic debt of more than 12 credits in bachelor's, internship,

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- master's, doctoral studies based on the results of winter or summer intermediate certification;
- the presence of academic debt in the final year of bachelor's, internship, master's, doctoral studies based on the results of the summer intermediate certification;
 - the presence of academic debt in the residency program based on the results of the summer intermediate assessment;
 - the presence of a negative conclusion "is not allowed to defend the thesis (project)" of the scientific adviser;
 - failure to eliminate the comments made to the master's student on the preliminary defense within the prescribed period, and (or) the presence of a negative review by the scientific adviser;
 - the result of self-assessment in the framework of an independent examination is below 50% for undergraduate students in Public Health, Nursing or Pharmacy, or below 60% for interns, or below 70% for residents;
 - receiving an unsatisfactory grade in the final state attestation.
- 2) for violation of the principles of academic integrity, including:
- in case student re-submits their final thesis to the scientific adviser and it was revealed of borrowings in excess of the established values;
 - submission by the student of falsified documents or knowingly false information related to admission and/or studies at the University;
 - if the student commits an action/omission incompatible with the general ideas of honesty, norms of behavior, morality, ethics and morality;
 - actions by the student that have caused damage to the University's business reputation and prestige;
- 3) for violation of the Rules of Internal Labor Regulations and the University Charter, including:
- failure to commence studies within the approved timeframes;
 - failure to return from academic leave within the established period;
 - for a single gross violation of the student's obligations stipulated by the Charter of the NCJSC “KMU”, the Rules of Labor (internal) Regulations and the Regulations on the activities of dormitories, the agreement on the provision of a place in a dormitory; the Regulations on the activities of dormitories;
 - for the systematic violation of the student's duties provided for by the Charter of the NCJSC “KMU”, the Rules of Labor (internal) Regulations and Regulations on the activities of dormitories, the agreement on the provision of a place in a dormitory, provided that disciplinary measures had previously been applied to the violator;
 - violation of the terms of the education services contract, including non-payment of tuition fees.
- 4) at the student's own request, including in connection with a transfer to another university;
- 5) on other grounds provided by the current legislation of the Republic of Kazakhstan, including:
- in connection with death, or in the case of being declared missing or deceased by a court decision;
 - in the event of a court verdict entering into legal force whereby the student is deprived of liberty or sentenced to another punishment that precludes continuation of studies;
 - failure to obtain the required threshold score in the Unified National Testing (UNT)

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conducted between January and August of the academic year.

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Admission policies at NCJSC “KMU”, student progress, recognition and certification

Procedure for granting academic leave to students

22. Procedure for granting academic leave to students

1. The procedure for granting academic leave to students have been developed in accordance with the regulations of the Republic of Kazakhstan: The Law of the Republic of Kazakhstan “[On Education](#)”, The Law of the Republic of Kazakhstan “[On State Services](#)”, [Standard rules of activity of organizations of higher and postgraduate education](#), [Procedure for granting academic leave to students of the vocational education and training, post-secondary education organizations](#), [Code of Labor \(internal\) Conduct of the “KMU” NCJSC](#) and determines the procedure for granting academic leave to students.

1. Procedure for granting academic leave to students of the vocational education and training program

2. Academic leave for students of vocational education and training program is granted in accordance with the [Procedure for granting academic leave to students in technical and vocational, post-secondary education](#):

a) the report/conclusion of the medical consultative board at an outpatient clinic ranging from 6 to 12 months due to illness, in accordance with the form No. 026/y of accounts and records in healthcare approved by the [order of the Ministry of Healthcare of the Republic of Kazakhstan](#);

b) the decision of the Central Medical Consultative Board of the antitubercular organization in case of tuberculosis lasting no more than 36 months in accordance with the form No. ТБ 014/y, approved by the [order of the Ministry of Healthcare of the Republic of Kazakhstan](#);

c) calling-up notice for military service in the event of conscription for military service in the form according to [Annex 4](#) of the [Rules for Military Registration of People Subject to Conscription and Recruits](#);

d) birth certificate(s) of the child (children) before they reach the age of three in the form according to [Annex 5](#) to the [order of the Ministry of Justice of the Republic of Kazakhstan](#).

3. To receive the state service “Granting academic leave to students enrolled in technical and vocational, post-secondary education organizations,” the student or his/her legal guardian submits the following documents to the Student Service Center or the “State Corporation “Government for Citizens” non-profit joint-stock company:

a) an application in the [form](#);

b) the relevant document depending on the grounds;

c) ID document (required for identification).

4. If students submit an incomplete package of documents and/or documents with an expired validity period, or if the documents are found to be inaccurate or do not meet the requirements prescribed in the [Rules](#), a specialist at the Student Service Center will issue a [note stating the refusal to accept documents](#).

5. When accepting documents, a specialist at the Student Service Center issues a [note confirming receipt of the application](#) and relevant documents.

6. If the decision is favorable based on the documents presented, an order granting the student academic leave is issued within two working days, stating the beginning and completion dates, a copy of the order is provided to the student or his/her legal guardian under signed receipt, or sent by post to their postal/ mailing address, or, at the student's written request, to his/her email address.

7. After returning from academic leave, the student (or his/her legal guardian) submits:

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Admission policies at NCJSC “KMU”, student progress, recognition and certification

Procedure for granting academic leave to students

a) an application addressed to the Chairman of the Board – Rector in the [form](#);

b) ID document:

c) a document confirming the possibility of continuing education in this specialty (a certificate from the Medical Consultative Board / Central Medical Consultative Board on the medical condition from a healthcare organization in the form No. 026/y, approved by the [Order of the Ministry of Healthcare of the Republic of Kazakhstan](#), or a military ID card [in the form](#) in accordance with the [Rules for Military Registration of People Subject to Conscription and Recruits](#), or a birth certificate of the child (children) [in the form](#)).

8. Based on the documents presented, within two working days from the date of submission, an order is issued for the student on return from academic leave, indicating the specialty, course, and group.

2.Procedure for granting academic leave to students of the higher education and postgraduate education

9. Academic leave is granted to students on grounds of the report/conclusion from a medical consultative board at an outpatient clinic ranging from 6 to 12 months due to illness, calling-up notice for military service, or the birth of a child until the child reaches the age of three.

10. To apply for academic leave, the student (or his/her legal guardian) must submit the following to the Student Service Center or upload them to their personal account on the [AIS Platonus](#):

1) an application addressed to the Chairman of the Board – Rector;

2) the relevant document depending on the grounds (the original if applying in person, or a scan if submitting via the personal account on AIS Platonus);

3) ID document (if applying in person).

11. If the student submits an incomplete package of documents and/or documents with an expired validity period, or if the documents are found to be inaccurate, a specialist at the Student Service Center declines to accept documents.

12. Upon submission of a complete package of valid documents, after the application has been signed by the Chairman of the Board – Rector, an order granting the student academic leave is issued within three working days, stating the beginning and completion dates.

13. Upon returning from academic leave, the student (or his/her legal guardian) submits the following to the Student Service Center or submits via their personal account on the [AIS Platonus](#):

1) an application addressed to the Chairman of the Board – Rector;

2) a document confirming the possibility of continuing education in this specialty (the original if applying in person, or a scan if submitting via the personal account on AIS Platonus: certificate from the Medical Consultative Board on the medical condition from a healthcare organization in the form No. 026/y, approved by the [Order of the Ministry of Healthcare of the Republic of Kazakhstan](#), or a military ID card [in the form](#) in accordance with the [Rules for Military Registration of People Subject to Conscription and Recruits](#), or a birth certificate of the child (children) [in the form](#)).

3) ID document (if applying in person).

14. Based on the documents presented, within three working days from the date of submission, an order is issued for the student on return from academic leave, indicating educational program, course, and group.

15. The Department of Economics and Finance sends a copy of the order on the return

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from academic leave of a student training within state educational grant/order to the authorized agency by the 5th day of the following month for adjustment to the relevant amount and terms of financing for this program.

16. For students training within a state educational grant/order who have returned from academic leave, awarding and payment of state scholarships is carried out in the prescribed order in accordance with the [Rules](#).

Procedure for continuing education after returning from academic leave for students enrolled in vocational education and training, higher education, or postgraduate education

17. Upon returning from academic leave, the student continues his/her studies from the course (and academic period) from which he/she took the leave.

18. In the absence of a corresponding group for courses and specialties, it is possible for a student to continue his/her training at another vocational education and training organization.

19. The dean of the relevant school/faculty determines the missed credits, and if there have been changes in the content of the educational program during the academic leave, the student, in cooperation with the advisor and/or dean/vice-dean of the school/faculty, draws up an individual curriculum in such a way that it allows the student to resume their studies from the academic period that was interrupted by the academic leave. The student's individual curriculum, indicating the subjects of the missed credits, is approved by the dean of the relevant school/faculty in coordination with the registrar's office of the Department of Academic Work.

20. If the date of return from academic leave does not coincide with the start of the academic period, the student, simultaneously with the current sessions, completes assignments according to an individual schedule, passes all types of continuous assessment provided for by the individual curriculum, and gets admission to the midterm assessment in the given academic period; or enroll in summer term courses to make up for missed credits.

21. If a student on academic leave for health reasons continues to be ill but the period of academic leave granted is coming to an end, he/she must submit an application for an extension of academic leave due to illness. In this regard, the student (or his/her legal guardian) submits an application addressed to the Chairman of the Board – Rector and a new report from the Medical Consultative Board to the Student Service Center or submit it on his/her personal account in the [AIS Platonus](#).

22. If a student who has returned from academic leave becomes ill again or experiences a disease recurrence that was the ground for the academic leave, he/she must be examined again and provide a report/conclusion from the Medical Consultative Board / Central Medical Consultative Board on the need for retreatment and the new demand for academic leave.

23. Students who did not return from academic leave after its completion are subject to expulsion within three working days from the date of completion of academic leave.

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Educational resources and student support system

Academic advising of students

23. Academic advising of students

1. The implementation and provision of academic, pedagogical and psychological support of students at the University is carried out through the system of academic advising (adviser service, supervision, tutorship and mentoring), the activities of which are regulated by this Academic Policy of the University.

2. Academic advisors (advisers, supervisors, mentors) are appointed by the Dean of the School/Faculty for each academic year from among faculty members with professional experience and teaching experience at the University.

3. Academic advising is carried out during the entire period of study in the context of implementation of individually focused educational process and is one of the main forms of support for students in mastering the relevant educational programs.

4. Academic advisor:

1) represents the academic interests of students, participates in the preparation of necessary information materials on organizing the educational, upbringing, clinical process;

2) provides students with information materials on professional educational programs implemented at the University, on the organization of individually focused educational process;

3) assists in the forming an individual educational path by assisting in the preparation and adjustment of individual curricula;

4) monitors the preparation and availability of all methodological materials necessary for studying in this field of study, participates in the preparation of working curricula for the academic year;

5) advises students on the formation and implementation of individual curricula, supervising future career issues, determining areas of research, choosing a scientific adviser, the topic of graduation work, determining the framework of professional practice, which provides for academic advising on a regular basis during the academic year;

6) takes part in the work of various commissions that consider issues of students' academic achievement and academic status;

7) takes part in the development of regulatory and institutional materials regulating the activities of students.

5. Information about the work of the academic advisor is open and published on the [student portal](#) in the Academic advising section.

Academic policy

Educational resources and student support system

Planning and providing educational resources

24. Planning and providing educational resources

1. General terms

1. To ensure the quality of the educational process, the NCJSC “KMU” has sufficient and relevant resources for each implemented educational program. The provision of the university with logistical, information and communication resources, resources for clinical training and scientific research is a prerequisite for the implementation of educational activities. When planning and designing educational programs, educational resources are constantly audited and monitored. Students have access to all material learning resources, which include: library, laboratories, classrooms, research and testing laboratories, technical training facilities, sports facilities and other resources used in the educational process.

2. The library fund is an integral part of information resources. The NCJSC “KMU” provides students with free access to library funds, information databases, including international sources, posted in e-libraries.

3. High-tech information and educational environment, including a website, information and educational portal, automated system to ensure credit technology of education, a set of information and educational resources are formed and are constantly being improved in the NCJSC “KMU”.

4. To ensure practical training of students, the NCJSC “KMU” has clinical bases, including its own.

5. To ensure the mobility of students and faculty members within the framework of educational programs, the university has strong well-established partnerships with scientific organizations and educational organizations, including foreign ones.

6. For the implementation of postgraduate education programs, as a prerequisite, the NCJSC “KMU” has relevant research programs and projects in accordance with the scientific priorities in the study area.

7. Procedures of planning, provision of educational resources are determined by the university independently, based on the analysis of the needs of educational programs.

2. Planning and recording the activity of the faculty members (planning of study load, calculation of hours, monitoring of study load fulfillment)

8. The following types of academic work are established at the University:

- 1) lectures;
- 2) seminars
- 3) practical classes;
- 4) laboratory works;
- 5) student’s independent work;
- 6) student’s independent work under the teacher's supervision;
- 7) practice/internship (educational, introductory, pedagogical, field, professional, work, pre-diploma and etc.);
- 8) master’s thesis;
- 9) doctoral thesis;
- 10) monitoring activities (intermediate, academic and final certification, including advising).

9. Time standards by types of academic work are developed by the NCJSC “KMU”

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Educational resources and student support system

Planning and providing educational resources

independently and are revised annually.

10. Planning of teaching load of faculty members is made for the academic year. Study load is calculated for each discipline, with a split by types of classes (lectures, practical classes, SIWT, laboratory works, etc.), as well as for all types of work - scientific advising of diploma projects (works), practices, etc. Lectures are scheduled for professors, associate professors and assistant professors. The University may involve experienced professionals, practitioners of the relevant field of activity to give lectures. Seminars, practical classes and laboratory works can be conducted by professors and assistants. When calculating the load, it is based on the estimated planned number of students, the occupancy of batches for each type of classes and the draft schedule at the time of calculating the load. The planned calculation of teaching load of faculty members for the next academic year is made in May of each year. By August 25, the correction is performed, taking into account the enrollment of the 1st year students of all educational programs, as well as possible changes in other parameters. The calculation of the academic load of the faculty members is approved by the Vice Rector for Academic Work in August of each year. On the basis of the planned volume of academic load, the approved number of the faculty members and time norms of the annual academic load, heads of departments and heads of schools, in coordination with the Vice Rector for Academic Work, determine the specific amount of the academic load for each teacher for the coming year, taking into account the level of qualification and specialization of the teacher.

11. The teachers fill out an individual plan in [Platonus](#). The order of filling is regulated by the "Regulation on the individual work plan of the teacher".

Academic policy

Educational resources and student support system

Regulations on distance learning

25. Regulations on distance learning

1. Organization of the educational process through distance learning technologies (DLT) at the NJSC “Karaganda Medical University” is carried out in accordance with the Law of the Republic of Kazakhstan “[On Education](#)”, [Standard rules of activity of organizations of higher and postgraduate education](#) and [the Rules of organization of the educational process in distance learning](#).

2. Distance learning in medical and pharmaceutical fields shall not be permitted, except in cases stipulated by [paragraph 2](#) of Article 37-2 of the Law of the Republic of Kazakhstan “On Education”.

3. The University provides distance learning:

1) students who have an opinion of the medical advisory commission on their state of health;

2) participants of international, national training camps, sports competitions, intellectual and creative contests and festivals for the period of participation;

3) students in the areas of training "Biological and related sciences" and "Manufacturing and processing industries" no more than fifty percent of the total number of disciplines for the entire period of study. At the same time, the list of disciplines and (or) modules allowed for distance learning is determined by schools independently and approved by the order of the Chairman of the Board-Rector.

4. Students from the category of persons who may be subject to DLT, and who have expressed a desire to study using DLT, submit an application in any form addressed to the Chairman of the Board-Rector for permission to study using DLT, on the basis of which an order is issued. The University provides the student with an individual curriculum and a schedule for mastering the EP, developed on the basis of a working curriculum.

5. When implementing educational programs or their components through DLT, the University shall establish conditions for the functioning of an educational Internet portal within the information and educational environment, ensuring that learners can fully master the educational programs or their components regardless of their location; determine the procedure for providing academic and methodological support for the educational process, including individual consultations conducted remotely using information and telecommunication technologies; define the ratio between classes conducted through direct interaction between the instructor and the learner, and those delivered via DLT; ensure learners' access to the information system containing all educational, reference, and methodological materials, as well as testing systems, electronic resources, and sources; make managerial decisions in the event of circumstances beyond the control of the participants in the educational process.

6. The structural unit responsible for organizing the educational process through DLT is the school implementing the corresponding educational program. The preparation of digital educational resources shall be carried out by their developers in accordance with the educational program and shall include digital learning materials and electronic educational platforms. When studying courses delivered through distance learning, classes shall be conducted primarily in a synchronous learning format, except for those courses intended to be mastered using Massive Open Online Courses (MOOCs).

7. In the education of learners with special educational needs using DLT, the transmission and reception of information shall be carried out in forms accessible to them.

Academic policy

Educational resources and student support system

Rules for organizing professional practice

26. Rules for organizing professional practice

1. These rules determine how to organize and conduct professional practice for students in technical and professional, higher and postgraduate education. They are based on [State generally binding standards of higher and postgraduate education](#), [State generally binding standards for levels of education in the field of healthcare](#), [Rules for organizing the educational process on credit technology](#), [Rules for organizing and conducting professional practice and rules for identifying enterprises \(organizations\) as practice bases for TVE](#), [Standard rules for conducting ongoing monitoring of student's academic performance, intermediate and final attestations](#), [Standard rules of activity of organizations of higher and postgraduate education](#) and [Rules of the labor \(internal\) regulations of the NCJSC KMU](#).

2. The periods, duration and dates of practices are established in accordance with the work curricula of specialties/educational programs, academic calendars, professional practice programs, and individual curricula of students. When organizing the educational process, it is allowed to introduce professional practice both separately from the academic period and in parallel with the academic period.

3. The main types of professional practice are educational, pedagogical, industrial, postgraduate and research. The content of the practice is determined by the professional practice programs in accordance with the educational programs. To conduct professional practice, schools/faculties/institutes, in coordination with enterprises (organizations), approve practice's programs and schedules.

4. The basis for students to complete a practice is: for the TVE, an order from the Chairman of the Board- Rector, for the higher and postgraduate education – an order from the dean, indicating the time of completion, the base and the head of the practices.

5. The basic elements of practice's planning are:

1) professional practice program;

2) practice's schedule;

3) the order of the Chairman of the Board-the Rector or the dean's order to complete the internship;

4) practice's agreement.

6. The department and school/faculty that train specialists in a specific specialty/educational program are responsible for assigning training practice.

7. Students are assigned supervisors from the University and the enterprise (organization). Advisers are appointed when needed.

8. Educational practice is carried out in training and production and training workshops, educational and auxiliary teaching facilities, as well as at the departments, in healthcare and education organizations, labs, pharmacies, and other bases, depending on the specialty or educational program. Professional practice is carried out in enterprises (organizations) in locations that fit the specialty/educational program specialization, provided by employers on the basis of an agreement, and the goal is the development of professional competencies. Professional and research practice of undergraduates can be conducted at enterprises (organizations) at the place of planned employment.

9. Students have the opportunity to participate in practice based on agreements reached with organizations, including international partners, as part of the implementation of academic mobility.

10. The practice bases are determined by enterprises (organizations) whose statutory activities line up with the requirements of the educational program and the specialization of training specialists. These organizations are equipped with high-quality technical equipment and

Academic policy

Educational resources and student support system

Rules for organizing professional practice

qualified personnel for supervising professional practice. The list of enterprises (organizations) for TVE is gathered from the student's list of enterprises (organizations) or from the list of accredited associations and industry associations that are listed in the National Chamber of Entrepreneurs of the Republic of Kazakhstan's "Atameken" register of certification centers of specialists.

11. The head of the practice from the University assigns the practice basis two months in advance, working with the students. The student may alter the practice base up to one month prior to the practice by submitting an application outlining their inability to practice on the previously assigned base. The student's illness, family-related circumstances, or other objective explanations supported by necessary documents may be the reasons. The application is reviewed by the Dean of the School (Faculty), and if the decision is favorable, the distribution of practice bases is adjusted.

12. When students are distributed on the basis of practice, tripartite contracts are concluded between the student, the organization of the practice, and the University, and bilateral contracts are concluded when the professional practice is in the structural divisions of the University. Contracts with organizations that serve as practice bases are concluded no later than one month before the professional practice on the basis of the Standard form of the contract for the conduct of professional practice of students.

13. The distribution of students on the practice bases is provided to the school by the head from the University in the form of a memo with signed contracts attached.

14. The order of the Chairman of the Board-Rector (for TVE)/ order of the Dean (for higher and postgraduate education) is issued not later than two weeks before the start of practice on the basis of the signed agreements and distribution of the students on the practice base.

15. A student of a for TVE for professional practice is given a referral and a form of a diary-report on the passage of professional practice, for students of military and air defense – only a form of a diary-report. Before starting the course, students are instructed on the goals, objectives, rules, professional practice program and safe working conditions on the basis of the enterprise (organization).

16. Students submit to the head of the practice from the University a written report in any form on the execution of the program of professional practice and diary-report on the professional practice, which is checked by the head and defended at the department, based on the results of the practice. The diary defense outcomes are graded using the recognized [letter grading system](#).

17. If one specific practice head is appointed for the practice (often for educational, introductory, field, and so on), it is evaluated based on the results of the defense of the presented report in accordance with the demonstrated knowledge.

18. If two heads/supervisors are appointed for practice (often for work practice, etc.), a final assessment is assigned, taking into account the practice head/ supervisor's assessment from the practice base, which accounts for 40% of the final assessment, and the supervisor's assessment on the defense of the submitted report, which accounts for 60% of the final assessment. After the practice is completed, the head/supervisor responsible for the practice submits the supervisor's report to the dean's office.

19. When summing the outcomes of intermediate certification, the results of professional practice are taken into account. Students who have not completed the practice and/or have not fulfilled the practice program and/or have received negative feedback on their work or received an unsatisfactory assessment are sent to repeat the practice in the following academic year in parallel with theoretical training or during the summer term.

20. During the professional practice, the student must:

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Educational resources and student support system

Rules for organizing professional practice

- 1) undergo a medical examination to get admission in the medical card before beginning the practice;
 - 2) get a referral for outside practice at the school;
 - 3) fill out the practice diary in the prescribed form daily during the practice and submit to the head of the practice properly executed journal at the end of the practice;
 - 4) fulfill the practice program conscientiously and responsibly;
 - 5) be responsible for the work performed and its results equally with the staff members;
 - 6) fully complete the practice program, acquire practical skills according to the program and consolidate the material studied at the University;
 - 7) master necessary medical procedures, acquire the skills in medical documentation and emergency care skills;
 - 8) learn the principles of work of medical staff in medical organizations; 9) pass the final control on professional practice.
 - 9) follow the internal rules of professional practice organizations, observe the basics of ethics and deontology, requirements for appearance and clothing;
 - 10) follow the rules and safety standards, safety measures, fire safety and industrial sanitation.
21. When undergoing the research practice, students must:
- 1) develop research skills.
 - 2) study fundamental and periodic literature, normative and methodological resources on the topics developed by the student in his/her final qualifying work.
 - 3) confirm the relevance and practical significance of the chosen research topic.
 - 4) collection, systematization and summary of practical material for use in the final qualifying work.

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Learning resources and student support system

Rules for organizing methodological work

27. Rules for organizing methodological work

1. Present Rules define the procedure for organizing and implementing methodological work in NCJSC “KMU”.

2. The organization of educational and methodological work is regulated by the legislation of the Republic of Kazakhstan ([State mandatory standards for higher education and postgraduate education](#), [State mandatory standards for levels of education in the field of healthcare](#), [Standard curricula for medical and pharmaceutical specialties](#), [Rules for organizing and implementing educational and methodological, scientific and methodological work](#)).

3. Organization and implementation of educational and methodological, scientific and methodological work on educational programs of vocational education and training, higher education and postgraduate education is a set of activities aimed at providing the educational process with educational and methodological documentation, improving the teaching skills of academic teaching staff, improving the quality of all forms, types and methods of academic work at the university.

4. The tasks of educational and methodological work are:

1) scientific and methodological support for the implementation of educational programs;

2) development, introduction of new and improvement of current technologies, methods, means and forms of educational process;

3) development of creative thinking of an educator, ensuring qualification upgrade and professional competence of teaching staff, improvement of scientific and methodological potential of the teaching staff;

4) development of educational and methodological documentation, providing the educational process with psychological and pedagogical, didactic and methodological, teaching and educational materials for achieving cognitive and developmental goals by students.

5. Structural divisions carrying out educational and methodological work – departments, schools/faculty, the workforce of educational and methodological work is the academic teaching staff of the departments, the Center for Simulation and Educational Technologies (hereinafter – CSET), the Language Development Center, the Center for Physical Development and Schools, the staff of schools.

6. Coordination of educational and methodological work is carried out by the program directors, module coordinators, curriculum coordinators of schools, departments, CSET.

7. Management, monitoring and control of educational and methodological, scientific and methodological work is assigned to the School Council. Direct supervision of educational and methodological, scientific and methodological work of the University is carried out by the Vice-Rector for Academic Work.

8. Educational and methodological documentation is discussed at the relevant meetings (department, School Council, Senate) and approved in accordance with the procedure established at the University. Expertise and quality assessment of educational and methodological developments are carried out by the quality assurance committees at schools, Academic Committee of the Senate.

9. Educational and methodological work of the university includes:

1) development of educational programs, working curricula, course syllabuses, catalogs of elective disciplines, programs of final assessment, guidance papers and study guides;

2) educational and methodological support for course units with textbooks, work books, collections of tasks, complex tasks, tutorials for laboratory class, review work, term work,

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Rules for organizing methodological work

training manuals for studying courses, and materials for formative and summative assessment of knowledge, final assessment of students in all modes of study;

3) development of programs of all types of in-service education programs and vocational practices, industrial training and scientific internships, and reference manuals for writing thesis works (projects);

4) development of advanced educational technologies and teaching methods that increase acquisition of study material by students;

5) educational and methodological support for students' individual work, designed to develop their ability to search, analyze and formulate the outcomes.

10. Working curricula are developed annually by program directors in concurrence with schools and approved by the vice-rector for the relevant area.

11. The course syllabus is a curriculum that includes a description of the course being studied, the goals and objectives of the course, a brief summary of its content, topics and duration of study, self-study assignments, methods and criteria for assessing student's learning achievements, a map of teaching and methodological support, and other learning materials (course schedule, control and measuring means, reference manuals, etc.).

12. The syllabus is developed annually by the teachers in charge of appointed by the head of the academic unit (department, center, school) in accordance with the EP and Model Curricula and is approved before the start of the current academic year at the faculty meeting (School Council). No later than September 1, the course syllabuses are posted [on the university's educational portal](#).

13. The training/ internship program is designed for all types of professional training (academic, on-the-job training, research scientific, teaching), industrial training and scientific internships. The program contains a description of the goals and objectives of the internship/training, the final outcomes, the necessary prerequisites, the content of the internship/training, the procedure for preparation, and the deadlines for defending reports. The internship/training program is considered at the faculty meeting/focus group of the educational program, at the meeting of the School Council, and is approved by the head of the department/dean of the school.

14. Catalog of Elective Disciplines (CED) is a structured annotated list of elective academic disciplines. It is compiled for the purpose of independent, efficient, and flexible formation of individual learning path.

15. Applications for elective disciplines are formed and submitted by departments (schools) to the program director, are addressed and approved at the meeting of the School Council with the mandatory participation of advisors and the quality assurance committee at the schools. After approval, the CEDs are submitted to the Department of Academic Work and included into the curriculum in the [AIS Platonus](#).

16. Educational programs are posted on the university's website. Course syllabuses, internship/training programs, samples of final assessment control and measuring means, etc. are posted on the educational portal in the sections corresponding to the relevant educational programs.

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Rules and procedure for originality check of papers

28. Rules and procedure for originality check of papers

1. The verification of papers for originality is carried out using the licensed anti-plagiarism system installed at the university.

2. Diploma works/diploma theses of graduates, dissertations/thesis works (projects), term papers/coursework (projects), educational and methodical publications submitted for preliminary examination to the School Council, monographs, articles submitted by students, faculty members for publication in scientific-methodical and scientific editions; scientific works of students, articles submitted to student research competitions are subject to mandatory check for plagiarism/improper borrowings from published sources.

3. The library checks diploma works/diploma theses of the graduates, dissertations/thesis works (projects) for originality, electronic versions of diploma works/diploma theses to be checked for originality are submitted as text files in doc, docx, rtf format.

4. The student is responsible for the timely submission of the diploma thesis/master's thesis for verification.

5. Deadlines for submitting papers for checking:

1) diploma theses (projects) – no later than 10 working days before the defense date;

2) dissertation works/thesis works (projects) – no later than 20 working days before the defense date;

3) updated works (projects) – no later than 5 days before the defense date;

4) scientific works – no later than 10 days before the deadline for accepting the publications.

6. The paper is considered to have been verified with a positive result if it meets the following criteria:

1) term papers/coursework (projects) – no less than 60% of the original text;

2) diploma works/diploma theses – no less than 65% of the original text;

3) dissertation works/thesis works (projects) – no less than 75% of the original text;

4) scientific works submitted to student work contests – no less than 70% of the original text;

5) scientific works submitted for publication in scientific editions – no less than 85% of the original text;

6) educational and methodical publications – no less than 60% of the original text.

7. For some final qualifying papers, involving the analysis of regulatory and legal documentation, methodological problems of science by the decision of the School Council can be positive decisions on admission to the defense with a smaller percentage (deviation – no more than 5%) of the original text from the established permissible. The decision to admit such work to defense is justified by the head/supervisor in his/her feedback of the work of the student and recorded in the protocol of the meeting of the School Council.

8. In case of disagreement with a negative conclusion on the verification of the work, the author submits an application to the head of his department, who appoints a commission to review the work for plagiarism. The final decision on the admission of a work for protection (publication, preliminary examination) is made at a meeting of the department based on the expert opinion.

9. The protocol of originality check (if there is an expert review – the expert opinion), together with the feedback of the supervisor (review) is attached to the paper.

10. In the submitted qualifying, dissertation/thesis, research works, the amount of legitimate borrowing implies the use in the text of the names of institutions, public authorities

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Rules and procedure for originality check of papers

and local government; references to regulatory legal acts; texts of the laws; lists of references; repetitions, including frequently repeated set expressions and legal terms; citation of text, extracts from the documents for their analysis, as well as self-citation, etc. The authors of the submitted works should explain in their comments that the borrowings are legitimate.

11. If the final paper does not meet the requirements for the uniqueness of the text, the paper is returned once to the student for revision. If the paper is not corrected or does not meet the established requirements after correction, the paper is not allowed to be defended and the student is subject to expulsion from the University for violating the principles of academic integrity.

12. The secretary of the attestation commission accepts graduation papers that have been checked for originality and places them in the cloud storage of the university.

13. When submitting educational and methodical publications for consideration at a School Council meeting, the process for material originality check must be included. If an educational and methodical publication does not meet the volume of original text requirements of these Regulations, the work is not considered at the School Council meeting and the materials are returned to the author for revision.

14. The authors of papers that have failed the originality check are allowed to revise them and recheck them within the deadlines set by the organizers of the publication, the conference organizers. If a negative conclusion is received during the re-examination, the work is not allowed to be defended (the article is accepted for participation in the competition, for publication).

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Educational resources and student support system
Regulations on the organization of academic mobility

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29. Regulations on the organization of academic mobility

1. Students, faculty members and employees of the NCJSC “KMU” are eligible to participate in academic mobility programs in accordance with the current legislation and Regulatory Legal Acts of the Republic of Kazakhstan.

2. The academic mobility program's goal is to provide students with high-quality educational services by establishing competitive educational and research programs.

3. Academic mobility aims to address the following tasks:

1) improving the quality of mobility of students, teachers, administrative and management staff, researchers; increasing the efficiency of scientific research, improving the management system;

2) professional and personal growth of the program participants;

3) increasing the competitiveness of the NCJSC “KMU” alumni in the Kazakhstan and international labor markets;

4) improvement of professional competences by studying and learning the experience of leading Kazakhstani and foreign educational organizations;

5) attracting the intellectual potential;

6) establishment of external and internal integration ties;

7) implementation of the strategic plan, mission and development program of the NCJSC “KMU”;

8) development of international cooperation in accordance with the mission of the NCJSC “KMU”.

4. Academic mobility is carried out within the framework of memorandums, agreements, or cooperation agreements signed by the educational organization with Kazakhstani and foreign educational and scientific organizations, based on personal invitations received from educational and scientific organizations, as well as participants' own initiative.

5. The international cooperation department, in collaboration with the schools, is in charge of conducting academic mobility and providing information support at the NCJSC “KMU.” The international cooperation department and schools/faculty inform departments and other University divisions about the current state of academic mobility by posting relevant information on the University's official website.

6. Agreements and contracts with partner universities, international and national organizations regulate the implementation of specific forms and types of academic mobility.

7. The partner university and its educational programs must be accredited in accordance with the educational standards of the relevant country and recorded in the Register of accredited educational organizations and accredited educational programs.

8. Sending applicants to participate in the academic mobility program to partner universities is implemented according to the Academic Mobility Plan.

9. The regulation on the organization of academic mobility applies to undergraduate, internship, master's, doctoral, residency students, full-time teachers, employees of the NCJSC "KMU" and students of bachelor's, internship, master's, doctoral, residency, teachers and staff of partner universities.

10. Academic mobility is in the form of:

1) studying in the partner university during one academic period (term or year);

2) studying the discipline chosen by the student during the period specified in the schedule of the educational organization or on the individual curriculum;

3) professional practice/internship (training and production, work practice) according to the requirements of the NCJSC “KMU” and the educational organization;

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Regulations on the organization of academic mobility

- 4) studying in winter/summer schools based on the invitation;
 - 5) conducting lectures and seminars;
 - 6) training in apprenticeships within the framework of credit mobility programs for teachers and employees of educational organizations under international grant programs;
 - 7) conducting joint studies
11. Participants in academic mobility programs are chosen through an open competitive process that adheres to the principles of equality of opportunity, merit, ability, and social activity.

Academic policy

Educational resources and student support system

Rules for awarding state scholarships, awarding scholarships established by the President of the Republic of Kazakhstan, awarding the scholarship of the Chairman of the Board-Rector

30. Rules for awarding state scholarships, awarding scholarships established by the President of the Republic of Kazakhstan, awarding the scholarship of the Chairman of the Board-Rector

1. The procedure for awarding and paying government scholarships, as well as their amounts, for students, interns, master's students, residents, and doctoral students studying under the state educational order, including those transferred to study under the state educational order, is determined in accordance with the resolution of the government of the Republic of Kazakhstan.

2. The procedure for awarding and paying the scholarships established by the President of the Republic of Kazakhstan for students is defined by the rules for awarding the scholarships established by the President of the Republic of Kazakhstan.

3. The scholarship of the Chairman of the Board-Rector of NCJSC "KMU" is not a state scholarship. The conditions, procedure for granting and paying the scholarship of the Chairman of the Board-Rector (hereinafter referred to as the Scholarship) to undergraduate students of NCJSC "KMU" are determined by the Regulations on the procedure for awarding Scholarships.

4. The scholarship may be awarded repeatedly to the same student by a decision of the Senate if his academic performance and extracurricular activities meet the criteria of the Regulations on the procedure for awarding the Scholarship. The numbers and amount of the Scholarship is set by the Board of the NCJSC "KMU". The scholarship competition is held twice a year, after the end of the winter and summer holidays.

5. The scholarship is awarded for one academic period.

6. Students of 2-7 courses can participate in the Scholarship competition who do not receive a scholarship, successfully master educational programs (subject to a GPA of at least 3.0 for the entire period of study and who do not have disciplinary penalties for the entire period of study), engaged in research, innovation, entrepreneurial, sports, cultural, creative and social activities.

7. Applicants are selected according to a point system according to the criteria of the Regulations on the procedure for awarding Scholarships.

8. If the scores are equal, students belonging to preferential categories have a preferential right. If candidates do not belong to preferential categories, preference is given to students with more achievements.

9. Based on a decision of the Senate, the AWD Student Enrollment Unit issues an order from the Chairman of the Board-Rector on the appointment of a Scholarship within three working days.

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Rules for awarding vacant educational grants
released in the training process

31. Rules for awarding vacant educational grants released in the training process

1. Bachelor's and master's degree programs

1. These Rules for Awarding Vacant Educational Grants Released in the Process of Higher and Postgraduate Education are developed in accordance with the [Rules for Awarding Educational Grants](#).

2. Vacant educational grants, released in the process of higher and postgraduate education, are awarded on a competitive basis to students studying on a fee basis in the framework of groups of educational programs and period of study, with the issue of a certificate on awarding an educational grant.

3. The open competition announcement is posted [on the website](#), along with the number of vacant educational grants by educational program group and course.

4. Citizens of the Republic of Kazakhstan or persons without citizenship permanently residing in the Republic of Kazakhstan, who receive higher education for the first time, have the right to participate in the competition for the award of vacant educational grants, released in the process of higher education.

5. Citizens of the Republic of Kazakhstan have the right to participate in the competition for awarding vacant educational grants released in the process of postgraduate education, if they pursue education of this level for the first time.

6. The competition is held during the winter and summer holidays based on the results of midterm assessment based on the average GPA for the entire period of study.

7. For the same indicators of GPA, students with grades of only A, A- (“excellent”) are given preference, followed by grades from A, A- (“excellent”) to B+, B, B-, C+ (“good”), then mixed grades for the entire period of study.

8. In the event of the same indicators of GPA and mixed grades for the entire period of study, the following persons have the priority: orphans and children left without parental care, disabled persons of I and II degrees, persons equated in terms of benefits and guarantees to participants and disabled persons of the Great Patriotic War, persons with disabilities from childhood, disabled children, persons having documents on previous education with honors.

9. In the case of identical GPA indicators and mixed grades, and the absence of a basis for preferential treatment, the average score of the applicants' certificate/diploma is taken into account, followed by the sum of the points scored in the UNT core subjects.

10. Applicants' documents are submitted to the Ministry of Science and Higher Education by January 25 and August 5 of the current academic year, respectively.

11. By the order of the Ministry of Science and Higher Education of the Republic of Kazakhstan on awarding a vacant educational grant of higher or postgraduate education and the issued certificate on awarding educational grant of Bachelor's/Master's degree, the unit for enrollment of students of the Department of Academic Work issues within three working days an order of the Chairman of the Board – Rector for further training on an educational grant.

12. The local executive authority commission awards vacant educational grants issued in the process of higher and (or) postgraduate education during the winter and summer holidays on a competitive basis.

13. Based on the minutes of the local executive authority commission on awarding a vacant educational grant of higher or postgraduate education and the issued certificate on awarding an educational grant, the unit for enrollment of students of the Department of

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Academic Work issues an order of the Chairman of the Board – Rector for further training under the educational grant at the expense of the local executive authority funds within three working days.

2. Residency

14. Transfer of a medical resident from a paid basis to training under the state educational order for a vacant place is carried out in accordance with the [Rules of training medical staff in residency](#).

15. Citizens of the Republic of Kazakhstan have the right to participate in the competition for transfer to training under the state educational order for a vacant place, who receive education of this level for the first time.

16. Transfer of a medical resident from paid basis to training under the state educational order to a vacant place for the remaining training period is carried out during the holiday period by the decision of the Senate.

17. By the decision of the Senate on the transfer of a medical resident from a paid basis to training under the state educational order to a vacant place for the training period, the unit for enrollment of students of the Department of Academic Work issues an order of the Chairman of the Board-Rector for further training under the state educational order within three working days.

18. Transfer of a medical resident from paid basis to training under the state educational order at the expense of the funds of the local executive authority for the remaining period of training is carried out by the commission of the local executive authority during the summer holiday to the available vacant places on a competitive basis.

19. Based on the minutes of the local executive authority commission on the transfer of a medical resident from the paid basis to training under the state educational order, the unit for enrollment of students of the Department of Academic Work issues an order of the Chairman of the Board – Rector for further training under the educational grant at the expense of the funds of the local executive authority within three working days.

Academic policy

Educational resources and student support system

Regulations on dual education

32. Regulations on dual education

1. This regulation on dual education defines the procedure for the organization of dual education at all levels of education in accordance with [the Rules for the organization of dual education](#) and the [Rules for the organization of dual education in in organizations of higher or postgraduate education](#).

2. The purpose of the introduction of dual education, or its elements, is the qualitative development by students of the required competencies of educational programs, including practical skills in the professional field, the formation of responsibility, for the subsequent successful adaptation of graduates in the workforce.

3. The following basic concepts are used in the Regulation:

1) dual training is a form of personnel training that combines training at the NCJSC "KMU" with mandatory periods of industrial training and professional practice in a medical organization or enterprise corresponding to the training profile, while the NCJSC "KMU" and the medical organization/enterprise are independent partners in relation to each other;

2) a joint activity agreement is a written agreement between a university and a medical organization/enterprise that regulates the terms of joint activities for the development and implementation of joint projects and programs that meet the interests, goals and strategic objectives of the parties.;

3) a dual training agreement is a written agreement between a student, an enterprise (organization) providing a workplace for on-the-job training and professional practice, and a university regulating the conditions and procedure for on-the-job training and (or) professional practice.;

4) a medical organization/enterprise (hereinafter referred to as the enterprise) is a legal entity or individual entrepreneur, regardless of the form of ownership, participating in dual training in accordance with these Regulations.;

5) industrial training – training aimed at the acquisition of theoretical knowledge and practical skills by students at the university and (or) enterprise;

6) mentor is a qualified employee of an enterprise who manages industrial training and (or) professional practice.

4. The participants of the dual training are the teaching staff of the NCJSC "KMU", mentors or managers of industrial training/professional practice of the enterprise and students.

5. For the implementation of dual education, the university and the enterprise conclude an agreement on dual education and/or joint activities.

6. The University creates the necessary conditions for the educational process: prepares, in agreement with the company, a syllabus; develops a syllabus-based dual training program, taking into account the specifics of the company's production activities; prepares, in agreement with the company, a schedule of lectures and practical exercises, a schedule of training sessions, indicating the place of classes; monitors the training at the enterprise; provides students with educational and methodological materials.

7. The company provides training facilities and/or a training production center equipped for the implementation of training and practice; appoints mentors; assigns mentors to students to manage industrial training; introduces them to the material and technical base, working conditions, regulatory legal acts regulating this area, occupational safety and health conditions; conducts all types of training. instructions provided by the legislation on labor protection, safety, and local documents of the company; provides students with personal protective equipment (according to the instructions of the enterprise) and tools necessary for training, taking into account the requirements of the enterprise; ensures the organization of classes and

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Regulations on dual education

practices in accordance with educational programs; monitors the passage of industrial training and professional practice of students at the enterprise; promptly informs the university of all cases of students violating labor discipline and internal regulations businesses.

8. The mentor distributes students to study places; teaches practical techniques and ways to perform high-quality job duties and assignments; gives assignments according to the syllabus thematic plan; assists students in familiarizing themselves with production activities, corporate culture and subsequent professional development, securing it in the workplace; monitors the execution of assignments given to students; requires students to perform instructions on issues related to production activities; identifies and helps eliminate mistakes made by students, provides assistance in eliminating existing deficiencies; monitors the preparation of accounting documents for students; confirms the fulfillment of students' obligations during training and internship with grades in checklists; provides characteristics of students' work.

9. The student gets acquainted with the conditions of the enterprise, regulatory legal acts regulating this area, safety and labor protection conditions; adheres to academic and industrial discipline, internal labor regulations, labor protection and safety requirements; attends classes and practices according to the schedule; strictly adheres to and fulfills the requirements of the training program; keeps a diary report on after completing industrial training and professional practice, prepares other accounting documents in accordance with the requirements of the EP and syllabuses.

10. Intermediate and final attestation is conducted by the university, while mentors may be involved as examiners in agreement with the company.

11. Students' work experience can be provided with a salary at the discretion of the company.

33. Information management policy

1. The University defines procedures for collecting, analyzing and using relevant information for effective management of educational programs and other areas of its activities.

2. The University ensures measurability, reliability, accuracy, timeliness and completeness of information.

3. To evaluate the quality assurance system, the University organizes the collection and analysis of information by the following methods:

1) defining the requirements of stakeholders to the performance;

2) assessment of satisfaction of stakeholders with the University's educational services;

3) analyzing the external and internal environment of the University.

4. Global analysis of the University's external and internal environment is carried out as part of the development and updating of the University's strategic documents and includes the analysis of educational development and external challenges, research of the main groups of customers and competitors, determining the characteristics of the labor market and educational services, analysis of the current state of the University, its strong and weak point, internal and external risks.

5. The Registrar's office the student enrollment conducts the collection, monitoring, analysis, and sharing of information, as well as the statistics and reference reporting on student enrollment and the development of orders on the movement of student enrollment.

6. The formation of consolidated examination sheets, a list of students with academic debt, and an electronic archive of session reports is carried out by the Registrar's office and is used by schools and SQAC to analyze the results of sessions and make decisions on improving the educational process.

7. The analysis and monitoring of the employment process, as well as the formation of a database on employment and career growth of graduates is carried out by the Career development center.

8. The requirements and expectations of the stakeholders are determined by analyzing external regulatory documentation in education, the results of feedback from joint activities (practices, seminars, meetings, joint projects, etc.), survey results. The main sources for determining the requirements and expectations of the stakeholders should be in the strategic documents of the University.

9. Sociological methods are used in the consumer monitoring process to enable reliable measurement of expected quality and existing satisfaction: document analysis, interviews with educational process participants, mass and expert surveys, questionnaires.

10. The University assures the use of relevant information exchange methods between different levels of management, structural divisions, faculty members, and students on issues related to ensuring educational quality. Maintenance of the website and its information systems, functioning of corporate e-mail, and reporting during meetings/sessions are examples of such processes.

11. The structure and volume of information, sources, frequency, time interval, responsible persons for reliability and timeliness are determined by internal regulatory documentation.

12. Information security is ensured by definite distribution of roles and functions in the information systems used, antivirus programs, system administration of servers, backup system on servers, restriction of access of individuals to the premises with servers, technical equipment of premises with servers to ensure the job security.

13. In order to prevent unauthorized access to the online resources of the University, periodic monitoring of the state of services responsible for the efficiency of service, restrictions

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Information management policy

for user access to the resource and to the network OS are introduced.

14. All students, employees and faculty members of the University, according to the current legislation of the Republic of Kazakhstan, including in accordance with the Law of the Republic of Kazakhstan “[On personal data and their protection](#)”, draw up agreements for the processing of their personal data.

34. Public awareness

1. NCJSC “KMU” posts information on its activities, including the implementation of educational programs. The information provided to the public is clear, accurate, objective, relevant and accessible. It is provided promptly and completely.

2. Information policy of the University is implemented by the public relations service ((hereinafter - Service) through interaction with all structural divisions of the University. For these priorities for information policy are determined, plans are created for its implementation using all available information sources, to cover all categories of students, applicants, graduates, employees and teachers.

3. Information is provided on the activities of the University, proposed programs and admission criteria, expected learning outcomes of these programs, qualifications, teaching, studying, assessment procedures with the indication of the passing scores, learning opportunities offered to students, and information on the employment of graduates

4. The Service provides public information on their activities through the media, [official web-site](#), official accounts of the NCJSC “KMU” on social media, in accordance with the Rules of informed content of internet resources of the NCJSC “KMU”.

5. The Service monitors publications, comments on social media, regional and republican media to form a unified information policy of the University and providing credible information regarding the University's activities.