

**Procedure for Master's Students' Reinstatement**

A master's degree student can be reinstated after being expelled if he or she has fully completed the first academic period of the program being studied according to the individual plan.

A master's student wishing to be reinstated submits an application for reinstatement to the Vice-Rector for Academic Affairs, certified by the head of the respective department and the director of the institute.

The application for reinstatement to the head of the university is accompanied by a transcript signed and stamped by the head of the university, a copy of the English language certificate.

Director of the Institute (jointly with the head of the graduate department) on the basis of submitted documents determines the difference in disciplines in the curriculum and in accordance with mastered prerequisites establishes a course of study, holds transfer mastered credits in accordance with the educational program and approves the individual curriculum of a master student with the Department of Academic Affairs (DAA).

Head of Department in consultation with the Registrar's Office prepares a transfer of academic credits (F KazNITU 706-42), which indicated transferred previously studied courses with the amount of training credits to grade-rating, letter grading system academic achievements of a master, course, cumulative GPA.

In accordance with the visas of the Head of Department, Director of the Institute, the Registrar's Office, the Vice-Rector for Science and International Cooperation, the order of restoration of the master's student is issued.

If the graduate student has not previously studied at KazNRTU, the university administration, within three working days from the date of the order, sends a written request to the university where the graduate student previously studied, to forward his or her personal file. The request is accompanied by a copy of the order to enroll the master's student.

The undergraduate who is studying on the educational grant and who has the conclusion of the medical-consulting commission about the prohibition to study in this specialty as a result of the disease acquired during the period of study is transferred from one specialty to another available vacant seat on the educational order.

Applications of undergraduates for transfer and reinstatement are considered by the Vice-Rector for Science and International Cooperation during the summer and winter vacations (vacation period) no later than five working days before the beginning of the next academic period.