

СӨТБАЕВ
УНИВЕРСИТЕТИ

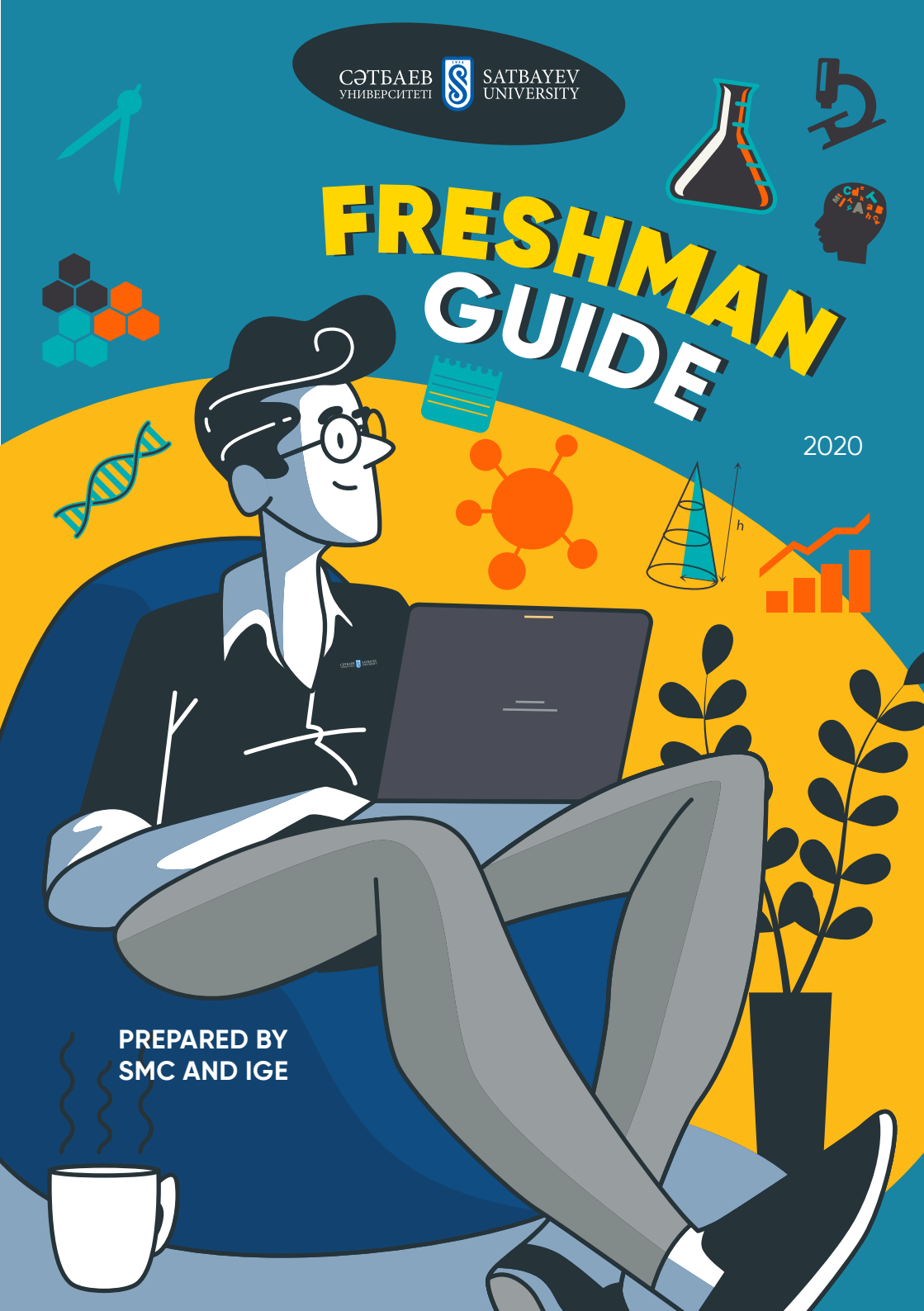


SATBAYEV
UNIVERSITY

FRESHMAN GUIDE

2020

PREPARED BY
SMC AND IGE



YOUR FUTURE IS OUR AIM



We are always available.
Main campus, office No. 616.
ibo@satbayev.university

DEAR FRESHMAN! WELCOME TO SATBAYEV UNIVERSITY!



We are happy to greet you at the best technical university in Kazakhstan!

Our university has extensive experience, traditions and traces its origin to 1934. Every year we strive to improve our performance and innovate. We are the absolute leader among technical universities in Kazakhstan according to the rating of the Independent Agency for Quality Assurance in Education (IQAA-Ranking 2020) and among the Top 600 best higher educational institutions in the world according to the QS World University Rankings.

At our university, everyone will discover an opportunity to self-expression, choose the path, and pursue dreams. Studying at Satbayev University is a worthy start for achieving your goals.

Unfortunately, the new academic year will begin under difficult epidemiological situation not for the whole country, but for the whole world. Every country is facing a coronavirus pandemic, which consequences will continue to affect society in autumn.

In this regard, Satbayev University decided to start the fall semester in a distance learning format. This means there will be no classroom lessons at the campus, but you can meet with teachers and groupmates on our electronic resources.

This should not disorient you, since Satbayev University possesses many years of distance learning experience, it has Polytechonline.kz platform, and has been practicing this format for several years.

If you have good Internet connection with a minimum speed of 3 Mbps and a desktop or a laptop, please do not come to Almaty - it can be dangerous, stay home. For now, we will get to know you virtually, but one day you can finally come to the university.

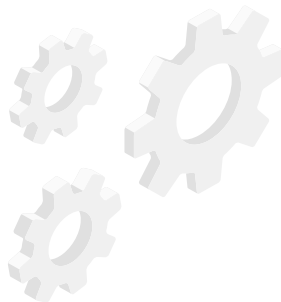
I congratulate you on the beginning of an important stage in your life and wish you a strong desire to reach new heights, successful overcoming of all difficulties and achievement of high results!

*Rector of Satbayev University
Iskander Beisembetov*

Contents

RECTOR'S GREETING	3
BE THE BEST IN THE BEST TECHNICAL	6
AL-MASHANI INSTITUTE OF GENERAL EDUCATION	8
GLOSSARY (TERMS AND ABBREVIATIONS)	14
MAP	16
ID-CARD	18
STUDENT'S ETHICAL CODE SU STUDENT	19
WHAT THE "ACADEMIC HONESTY" IS?	20
CREDIT TECHNOLOGY OF EDUCATION	21
ORGANIZATION OF A LEARNING PROCESS	22
ACADEMIC CALENDAR FOR 2020-2021	24
TIMETABLE AND EDUCATIONAL PORTAL	28
DISCIPLINE SCORES	29
ACADEMIC VACATION AND ACADEMIC BREAK	32
GPA – KEY PERFORMANCE INDICATOR	33
REGISTRATION FOR DISCIPLINES	36
TRANSITION, READMISSION AND EXPULSION FROM THE UNIVERSITY	40

SCIENTIFIC LIBRARY	44
MILITARY REGISTRATION AND INSTITUTE OF MILITARY AFFAIRS.....	45
DEPARTMENT FOR STUDENT AFFAIRS	46
MEDICAL CENTER	46
OFFICE FOR STUDENT DORMITORIES	47
SECTOR FOR SOCIAL WORK WITH STUDENTS	48
SOCIAL AND PSYCHOLOGICAL SUPPORT	48
«ОҒАЙ» STUDENT TRANSPORT CARD	49
STUDENT CREATIVITY CENTER	49
STUDENT ORGANIZATIONS AT SATBAYEV UNIVERSITY	50
«UNIQUM ^{SU} » STUDENT JOURNAL	55
CONTACTS.....	56



BE THE BEST IN THE BEST TECHNICAL



DEAR FRESHMAN!



Congratulations on your admission to the best technical university of Kazakhstan - K.I. Satbayev Kazakh National Research Technical University!

To ensure the successful start of the academic year, please take an active part in the “Welcome Week”, which will be held online from 17 to 21 August, 2020.

Over the week, you should:

- take a Diagnostic test in English, Kazakh/Russian, Math and Physics;
- watch all videos and take notes;
- study the Guide, where you will find answers to many questions;
- subscribe to the official pages of Satbayev University on social media.

Above all, you will learn how to use our **Polytechonline.kz** and **Microsoft Office 365** online learning platforms.

*We are always available via ibo@satbayev.university
Best regards, the team of the Institute of General Education (IGE)
Instagram: [dekanat_ibo](#)*



The Institute of General Education is one of the ten academic institutions of Satbayev University. The IGE supervises all students during their freshman year, regardless of the chosen educational program and future profession.

AL-MASHANI INSTITUTE OF GENERAL EDUCATION

The Institute of General Education bears the name of **Akzhan Mashani**, geologist and mining engineer, the founder of the Kazakhstani school of geomechanics, Doctor of Geological and Mineralogical Sciences, Professor, Academician of the **Academy of Sciences of the Kazakh SSR**, Honored Scientist of the **Kazakh SSR**, known as a scientist who rediscovered **al-Farabi** to the world. As one of the first students and graduates of our university (at that time, the Kazakh Mining and Metallurgical Institute), he is the author of more than 200 scientific articles, 10 monographs, 5 textbooks and 8 scientific books, such as **“Volcano”**, **“Earthquake”**, **“How the mountains were formed”**, **“The Secret of the Earth”**, **“At the Hearth”**, **“Discovery”**. The main tasks of the institute are the adaptation of freshman students, successful academic navigation, promotion of the “successful student” image, development of academic skills, adherence to the principles of academic honesty, cultivation of high standards of professionalism, attracting freshman students to an active student life. Each student has an adviser who consults on academic issues. The institute has 4 departments as **“Social disciplines”**, **“English”**, **“Kazakh and Russian languages”** and **“Physical education”**.

ATTENTION!

The university will conduct the fall semester in a learning format. To ensure your studies completed remotely, you have to meet two essential conditions:

1. Good Internet connection with a minimum speed of 3 3 Mbps
2. A desktop or a laptop is required. Learning with the help of gadgets (a smartphone or a tablet) will not be effective and of high quality.

If you meet both of these requirements at home, for your safety and the sake of your relatives, we strongly recommend you to stay home and not come to Almaty or the university! Stay with your family and study remotely.

What else can be done to create conditions for distance learning?

We completely understand that there are regions in the country where the Internet connection is weak or close to zero. One of the solutions could be to move in with the relatives, who have access to the Internet. Using smartphones or tablets will prevent you from learning effectively and productively. We recommend you to buy a **desktop** or a **laptop** while there is still time before lessons start.

We understand that there may be objective factors preventing the purchase of the expensive equipment now.

What if these two requirements cannot be met?

1. The university can offer you a limited time of using a computer in the resource centers (for students living in Almaty or the surrounding area) and in the classrooms of our business partner “**Ustudy**” in your city. The number of seats and the time of using computers in our classrooms in other cities is limited, therefore, you have to first apply to ibo@satbayev.university to use the computer in such centers. Centers’ addresses are listed in below. Computer resources at the university will be available during working hours, keeping distance when seating.

2. Living in a university dormitory during the fall semester is a certain health risk, that is why we strongly recommend you to stay home. In addition, for the specified period, the strictest quarantine regime will be observed in the university dormitories. However, we understand that there are students who will not be able to remotely realize their learning potential at home or with close relatives.

Therefore, we recommend, in exceptional cases, in particular, for orphan students or students living in remote villages, to apply with a reasoned arguments for the need to provide a room in a dormitory by sending an application on the [page](#).

Region	Number of	Center address
Aktau	150	microdistrict, 75, 1 floor 3
Aktobe	150	Almaty district, 1, Arynov str.
Atyrau	90	45a, Baymukhanov str, AOGI
Uralsk	100	4, Aytaliyev str, 1 building
Kokshetau	100	24, Akan Seri str.
Kostanay	100	27, Kobylandy batyr str, Z.Aldamzhar KSTU main building, 9 floor
Petropavl	125	274, Nursultan Nazarbayev str.
Pavlodar	150	47, Amangeldi str.
Ust-Kamenogorsk	150	63, Kazakhstan str.
Semey	100	158, Gagarin str.
Karagandy	125	28, Yermekov str.
Nur-Sultan	150	33/1, Kunayev str.
Shymkent	448	27/2, T.Ryskulov str.
Turkistan	139	15, S.Kozhanov str.
Kyzylorda	175	18a, Tazhibayev str.
Taraz	190	91, Zhambul str.
Taldykorgan	250	173 B, Nazarbayev str.

Distance learning format of the university excludes classroom classes, but provides excellent opportunities for communication between students and teachers via in terms of modern electronic resources, which are better than full-time education in all respects, both in terms of information received and attending lectures and practical classes. In fact, teaching is carried out according to the schedule of full-time education, but in virtual classrooms, with a significantly large number of technical means used by teachers and comfortable conditions for studying by students.

All students have personal accounts on our [Polytechonline.kz](https://polytechonline.kz) and **Microsoft 365** Education platforms, united into a single educational system, as well as in the **Microsoft Office 365** cloud services.

Polytech Online distance learning portal is a mass media in the field of education at Satbayev University. The mission of the portal is to improve the professional skills of teachers and students, the availability of meeting their needs and expectations based on the use of various forms and technologies of online publications.

Polytech Online is a platform created by the University based on the popular Moodle distance learning system. Here you can find educational materials on the programs of the university. The system provides convenient communication with the teachers. Students can take pictures of written work on the phone, send them to their accounts and attach to the assignment directly in the system. Accounts and schedules for students and teachers on Polytech Online are generated automatically using data from the university's student learning portal. Logins and passwords in all systems are the same.

Polytech Online is a platform, which can be used by students to obtain all materials on the curriculum. It provides full online communication with the teachers. Students can attach online answers to assignments without using additional mail services. Also, the online learning platform contains tests that will help to check knowledge of students, and video lessons that clearly explain the educational material. Individual tasks will help to consolidate the gained knowledge in practice. *It's convenient and efficient!*

1) Virtual classroom via “Webinar” section - Polytech Online learning allows teachers to conduct online lectures for students, while retaining all the benefits of video communication and collaboration using the “Webinar” section. Students can join the virtual classroom from their **PC, iPad, Android tablet**. Everyone will connect to listen to a lesson or a lecture, but from home - it is completely safe. *Very simple. Connect via browser and you are at the lecture!*

2) Interactive opportunities for a complete understanding of the material using the “Webinar” section

Screen sharing, quizzes for writing and drawing - these technologies are indispensable for quality online learning at Satbayev University. When the teacher shares the screen, students immediately see what the topic is about. There will be much less questions and misunderstandings. Explaining the material by showing a screen and discussing the assignment in a joint chat of the virtual classroom regardless of location. As we said above, **Polytech Online** allows implementing various scenarios of differentiated learning. The differentiation can be carried out by two mechanisms.

The first is creating groups. For each group you can set your own content and educational material.

The second method is called “Attendance control”. It is the dependence of an access to a certain educational element on the implementation of another educational element. For example, without taking a test on **Topic 1**, you cannot get to the lecture on **Topic 2**.

Study successfully at Satbayev University, study with Polytech Online!

Microsoft 365 Education is a globally recognized modern platform for distance learning that allows students to watch video of all lectures of the teacher at any time, read educational materials on a laptop, phone or tablet, complete home tasks and tests right in the system, communicate with the teacher within the system. Answers can be attached as photos via the phone, or you can type them directly in the system.

Microsoft 365 Education provides every student with the followings:

- personal **Outlook** mailbox with an email address in the following format (*first letter of first name, last name*): @stud.satbayev.university. Your teacher, department, administration, other students and any Internet user can always contact you. Mailbox size is **50 GB**;
- **Microsoft OneDrive** with **1 TB** of personal cloud storage;
- **Microsoft Teams** is the main part of distance learning; it provides the whole educational process;

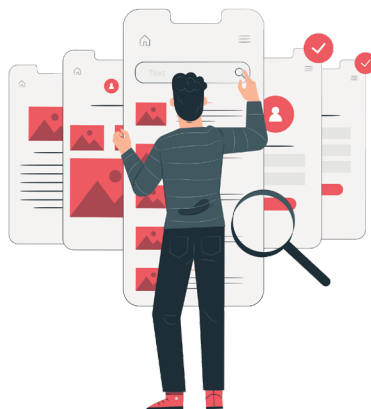
- Calendar, planner, desktop version of **OneNote**, where students can complete their projects and assignments, including illustrations, tables, and even chemical and mathematical formulas;
- **Online** applications of the **Microsoft Office package**, such as **Word, Excel, PowerPoint, Outlook**, etc.

You can enter the system via office.com website using the student's corporate email address *(ID)*@stud.satbayev.university with a corporate email login and password, which will be sent to your personal email.

The **Microsoft 365 Education+Moodle** combination is now at leading universities around the world.

Access to the university during the fall semester will be limited by strict adherence to sanitary and hygienic standards and requirements for students to visit the library, computer rooms and other resource centers.

We wish You safe Distance Learning!



GLOSSARY

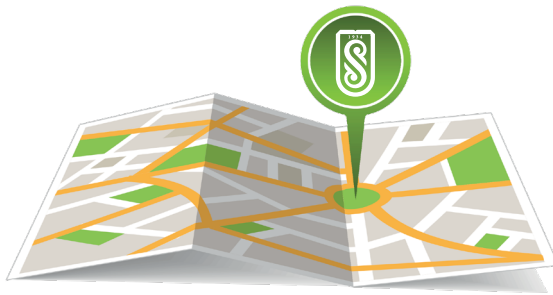
(TERMS AND ABBREVIATIONS)



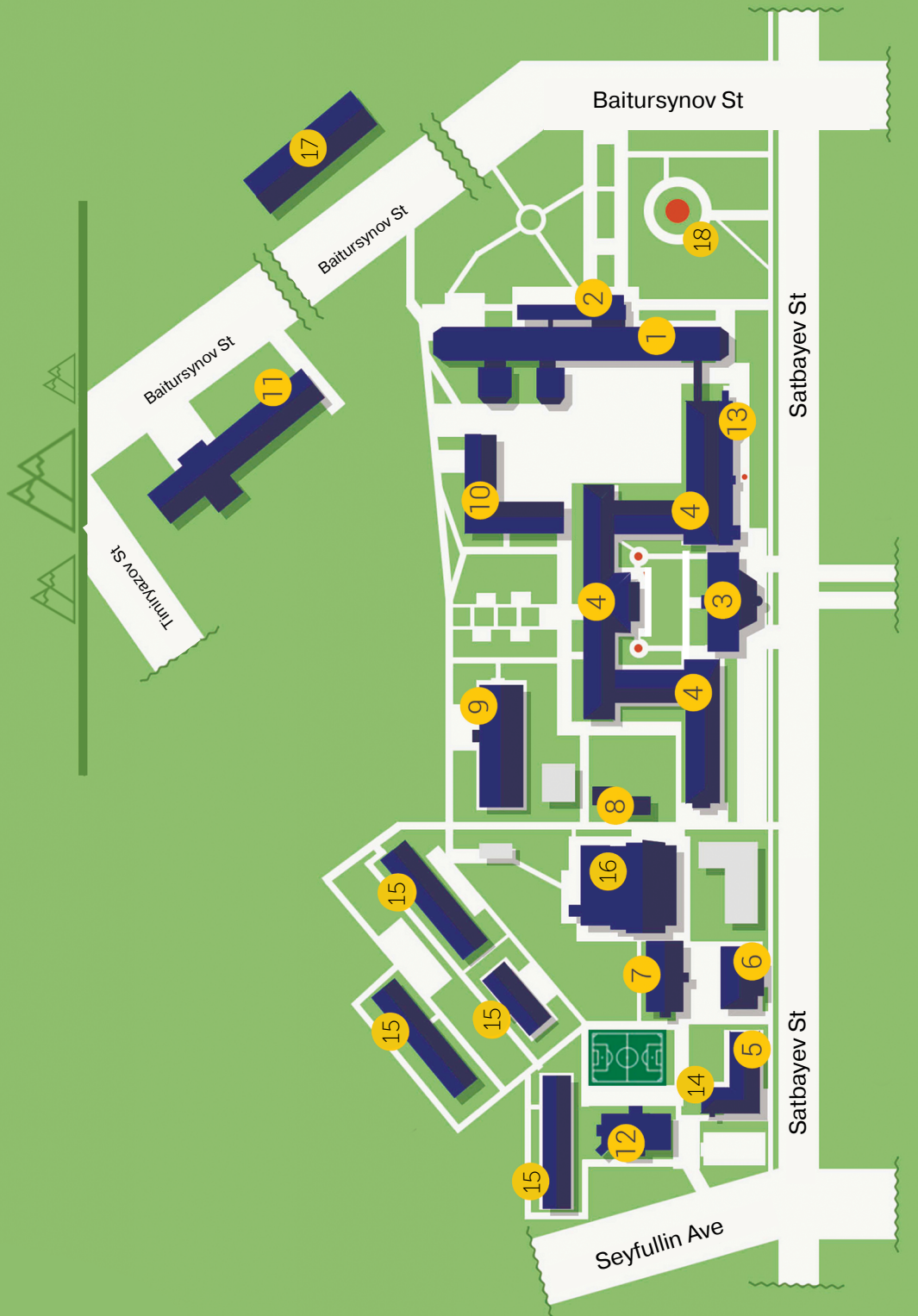
- **AC** – Academic Calendar.
- **Appeal** – a procedure used to identify and eliminate factors that contributed to the biased assessment of students' knowledge.
- **MEB** – Main Education Building.
- **MMB** – Mining and metallurgical building.
- **DL** – Distance learning.
- **DET** – Distance educational technologies.
- **DSA** – Department for Student Affairs.
- **IGE** – Institute of General Education.
- **MI** – Military Institute.
- **ICP** (*individual curriculum plan*) – a document that reflects the educational trajectory of a particular student, compiled by the student for the academic period on the basis of the Working Study Plan (WSP); contains a list of academic subjects for which he / she was written, and the number of credits.
- **SEB** – Small Educational Building.
- **OB** – Oil Building.
- **Add/Drop week** – the period, as a rule, in the first week of study, when a student can "withdraw" from the discipline and / or sign up for a new one.
- **Registrar's Office** (*RO*) – a service dealing with the registration of students for the taught disciplines, registration of all their educational achievements throughout the entire period of study, ensuring the organization of midterm and final assessment of knowledge and the calculation of the academic rating.

- **Office hour** – extra-curricular time when you can ask the teacher to explain something further or discuss a question.
- **Prerequisites / postrequisites** – disciplines that are mandatory for mastering before the discipline / discipline being studied, that are required for mastering after the discipline being studied.
- **Proctor** – an independent observer from the University staff responsible for compliance with the exam rules.
- **Retake** – re-study of the discipline, in case of receiving the final grade "unsatisfactory" "F" – (fail). Re-examination is carried out only on a paid basis.
- **Mid-term** (*attestation*) – assessment of the student's academic achievements at the end of the section (module) of the discipline. Conducted by a teacher of this discipline in the 8th and 15th weeks of study.
- **WSP** (*working study plan*) – a document containing a complete list of academic disciplines of a compulsory component and an optional component, indicating the number of credits, the sequence of studying disciplines, types of training sessions and forms of assessment.
- **Syllabus** – a curriculum that includes a description, summary, and aims and objectives of the discipline being studied; a list of knowledge and skills acquired by the student; topics and duration of each lesson; tasks for independent work; office hours; teacher requirements; criteria for evaluating knowledge; a schedule for completing work and a list of literature used.
- **SMC** – Student Media Centre (*the editorial office of the magazine «UNIQUUMSM»*).
- **Transcript** – a document of the established form containing a list of disciplines passed for the corresponding period of study, indicating the number of credits, grades and average score. The official transcript, signed and stamped, can be obtained from the Registrar's Office (OR), windows 7 and 1.
- **Adviser** – a lecturer who acts as an academic consultant, who assists a student in choosing the educational path and mastering the educational program during the entire period of study.

MAP



- 1 Main Education Building (MEB)
- 2 Admission Commission (AC)
- 3 Oil building (OB)
- 4 Mining and metallurgical building (MMB)
- 5 Small Educational Building (SEB)
- 6 Institute of industrial engineering
- 7 Mechanical engineering building
- 8 Training polygon of mining and metallurgical institute
- 9 Technopark (training and production shop)
- 10 Heat building
- 11 Military building
- 12 Institute of cybernetics and information technology (ICIT)
- 13 Office registrar (OR)
- 14 Medical Centre
- 15 Dorms №1,2,3
- 16 Fab-Lab
- 17 House of young scientists
- 18 Monument to K.I.Satbayev



Baitursynov St

Baitursynov St

Baitursynov St

15 Avezkul St

Satbayev St

Satbayev St

Seyfullin Ave

17

18

2

1

11

10

13

4

4

3

4

9

8

15

16

7

6

15

15

5

14

12

15

ID CARD



Contactless plastic card – student **ID card** – a personal document with a photo, which is both a student card, a library card and a pass to the University buildings.

ID card is issued free of charge! In case of loss – reissue is paid: for the first time – 1000 tenge, for subsequent times-3000 tenge.

It is strictly forbidden to transfer an ID card to another person, as well as to use or fake someone else's ID card. For violation of this rule, the student is subject to disciplinary action.

ID cards are not issued for the duration of distance learning and limited access to the university buildings.

If you need to visit the University, you can pick up your ID card in person at the 616 office of the MUB, and you must have an ID card!

THE ETHICAL CODE OF A STUDENT

The moral principles and value orientations of the [Code](#), observed in study and everyday life, increase the effectiveness of the student's educational and social activities, contribute to the formation and development of his best qualities as a professionally and culturally oriented personality, as well as a spiritual and moral one.

STUDENT SU

- ▶ Independent, proactive, purposeful, responsible;
- ▶ Shows respect and goodwill towards other students, faculty, administration, all employees of the University;
- ▶ Follows ethical norms and rules of conduct accepted in society/University, sets a positive example with his appearance and behavior;
- ▶ Does not allow rudeness and profanity, indecent behavior in any form and under any circumstances;
- ▶ Does not miss classes, studies conscientiously, takes an active part in the educational, research and social life of the University;
- ▶ Does not use family or official connections to obtain privileges at university; does not allow corruption during the educational process (offering and taking bribes are legally responsible); Anti-Corruption Service Call center-tel. 1424
- ▶ Complies with the access control requirements, without a reminder presents the security personnel with an ID-card, informs them about things and unattended items found (left) on the territory of the university;
- ▶ Carefully treats the property of the University, maintains cleanliness and order in the premises and on the territory of the university, does not smoke on the territory and in the buildings of the university;
- ▶ Adheres to the “Code of Academic honesty of students”.

WHAT IS «ACADEMIC INTEGRITY»?

Academic Integrity at the University is regulated by the [«Code of academic honesty of students»](#). According to this document, it is not allowed:

- to use of personal, family or official ties, manifestation of corrupt relations to obtain privileges at university;
- to promote corruption;
- to show disrespect to teachers and fellow students;
- to cheat and contact other people for help with assessment;
- to submit various educational assignments (ready-made research papers, term papers, tests, etc.), including Internet resources, as the results of their own work, i.e. plagiarism;
- to pass assessment procedures (especially exams!) with the help of figurehead;
- to falsify documents directly or indirectly related to studying at the University.

IMPORTANT TO KNOW!

All cases of violation by 1st year students of study of the standards of academic honesty rules and regulations and the rules of stay in the dorm are considered by the Dean of the Institute of General Education, in conjunction with other departments. One of the following disciplinary penalties may be applied for a violation:



CREDIT TECHNOLOGY OF EDUCATION

The process of studying at the University is carried out on the basis of Credit Technology of Education ([CTO](#)), which means that students choose and independently plan the sequence of studying disciplines with the use of credit.

Credit (Credit Hour) is a unit of measure for the volume of academic work, where 1 credit = 1 academic hour (50 minutes) of classroom contact work of the student per week during the academic period. Each classroom hour is accompanied by 2 hours (100 minutes) of independent student work (SIS and TSIS). Each discipline is estimated at 3 credits (less often - 1, 2 credits) and is studied during one semester.

According to the rules of credit technology of training, a student independently builds his / her educational trajectory in the form of an individual curriculum plan (ICP), compiled within the framework of the working curriculum of the specialty and the catalog of elective disciplines (CED). The student must complete their individual curriculum by completing the number of credits required by the curriculum.

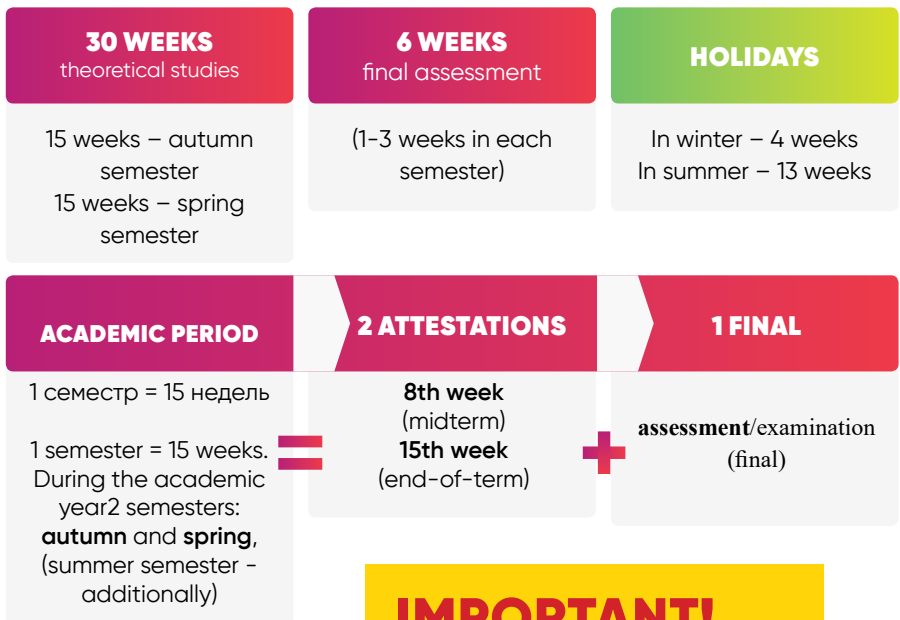
For additional clarifications, you can contact any teacher, your adviser or the staff of the IGE dean's office.



ORGANIZATION OF EDUCATIONAL PROCESS

The academic year consists of academic periods (semesters), final control (examination session), practice sessions, and holidays. The academic period at Satbayev University is one semester with a duration of 15 weeks; the examination session is at least 2 weeks (final assessment).

ACADEMIC YEAR 36 WEEKS

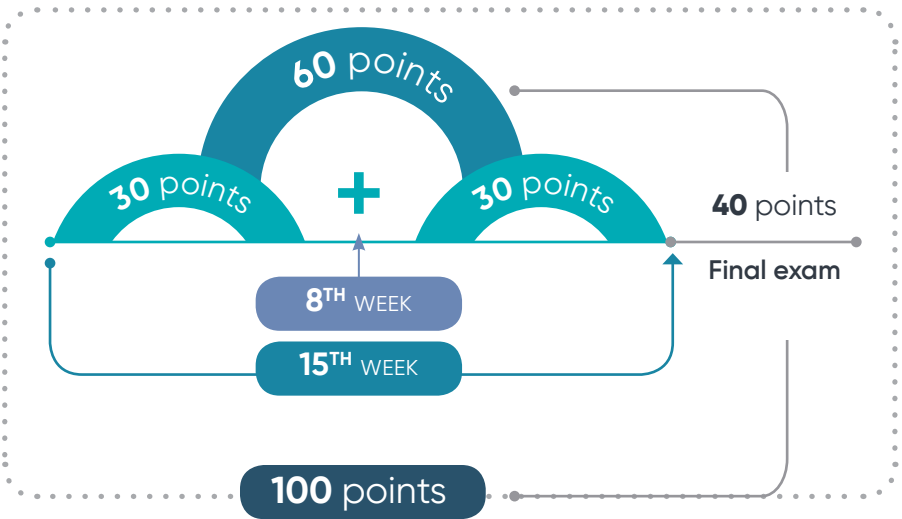


IMPORTANT!

Registration for the next academic year's disciplines from February 8 to March 27, 2021.



MAXIMUM ASSESSMENT OF CURRENT ACADEMIC PERFORMANCE



ACADEMIC CALENDAR

2020–2021



1st Autumn Semester of 2020–2021 academic year (for 1-st year students)

Placement test for the 1st year students	20 July - 31 August 2020
Welcome week for the 1st year students	17 – 22 August 2020
Forming a schedule of Autumn Semester 2020-21 for 1st year students	until 22 August 2020.
Beginning of theoretical course of disciplines of the 1st semester 2020-2021 (<i>15 weeks</i>)	24 August 2020 (<i>4th week of August</i>)
Re-registration period (<i>Add/Drop week</i>). Adjustment of ISP 2-7 years	24 – 28 August 2020
The Constitution Day of the Republic of Kazakhstan	30 August, 2020. Sunday
Completion of free withdrawal from discipline (“W”)	until 25 September 2020
1-st Attestation Week (<i>8th week of the semester</i>)	12 – 17 October 2020
Registration of 1 st year students to 2 nd semester	26 October – 13 November 2020

Schedule of Autumn semester examinations 2020-21	until 7 October 2020
2-nd Attestation week (15 th week of semester)	30 November – 5 December 2020
1st President Day of the Republic of Kazakhstan	1 December 2020. Tuesday
Registration of the 1 st year students to 2 nd semester 2020-2021	1-19 December 2020
Examinations of 1st semester (<i>autumn</i>)	6 – 15 December 2020
Winter holidays (<i>recovery and transfer period</i>)	16 December 2020 – 24 January 2021
Independence Day of the Republic of Kazakhstan	16-17 December 2020. Wednesday-Thursday
Schedule of 2nd semester 2020-2021	31 December 2020
New Year	1-2 January 2021 Friday-Saturday
Christmas Day	7 January 2021. Thursday

Spring 2nd semester 2020-2021 academic year

The period for retaking the FX and Incomplete grades of the autumn semester	18-23 January 2021
Beginning of the theoretical course in the disciplines of the winter 2nd semester 2020-2021 academic year for 1-3 year students (<i>15 weeks</i>)	25 January 2021 (<i>4th week of January</i>)
Re-registration period (<i>Add/Drop week</i>). Adjustment of ISP	25 – 30 January 2021

Primary registration of 1st, 2nd and 3rd year students for 2021-2022	8 February – 27 March 2021
Signing individual curricula for 1st, 2nd and 3rd year students	until 22 February 2021
Completion of the period of free withdrawal of discipline ("W")	until 22 February 2021
International Women's Day	8 March 2021 (<i>Monday</i>)
1st attestation week (8th week of the semester)	15 – 20 March 2021
Nauryz	21 – 23 March 2021 (<i>Sunday-Monday-Tuesday</i>)
Spring holiday	21 – 28 March 2021
Acceptance of applications from students of 1 year for training at the military department	5-23 April 2021
Satbayev' Day	12 April 2021 (<i>Monday</i>)
Spring semester 2020-21 exam schedule	Until 17 April 2021
«Job Fair -2021»	23 April 2021
The Day of the Unity of Kazakhstani People	1 May 2021 (<i>Saturday</i>)
The Day of the Fatherland Defender	7 May 2021 (<i>Friday</i>)
Victory Day	9 May 2021 (<i>Sunday</i>)
2nd Certification week (15th week of the semester)	10 – 15 May 2021
2nd spring semester exam session	16 – 23 May 2021

Registration for the disciplines of the summer semester (<i>3 weeks</i>)	24 May – 5 June 2021
The period of educational and industrial practicum of students: 1 year. (<i>Week 1</i>)	In the period: 24 May – 4 June 2021
Summer holidays (<i>period of the procedure for the transfer of students</i>)	24 May – 15 August 2021
FX and Incomplete Spring Semester Retake Period	31 May – 4 June 2021
Summer semester: no more than 6 credits (<i>6 weeks</i>)	21 June – 31 July 2021
the Capital City Day of the RK	6 July, 2021 (<i>Tuesday</i>)
Registration of students for the schedule of the 1st semester 2021-22	19 - 31 July 2021
Schedule of classes for the 1 st semester 2021-22	7 August 2021

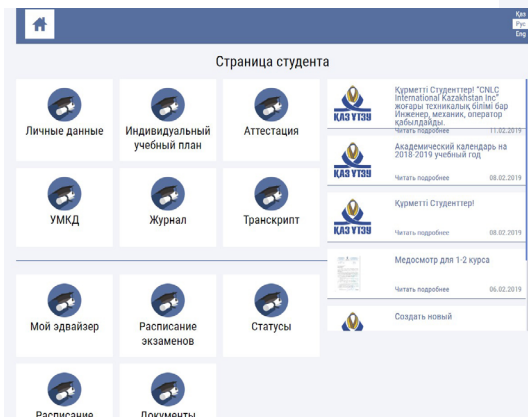
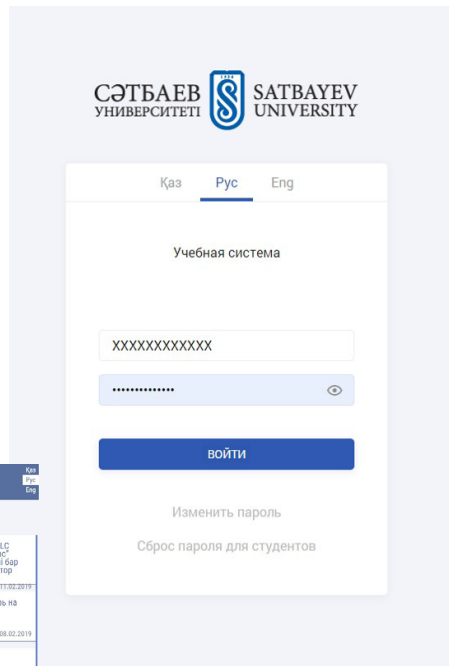


TIMETABLE AND EDUCATIONAL PORTAL

- academic leave and break
- GPA

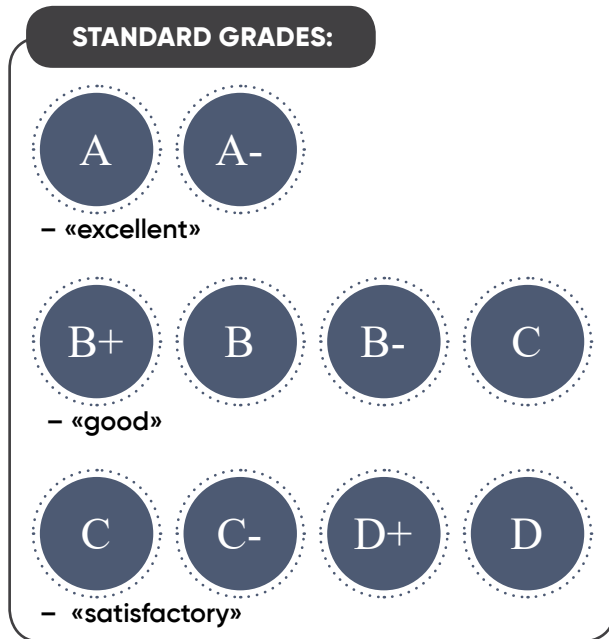
The SU educational portal is an Internet working area for students, teachers, parents, employers and university management. [Log in the portal](#)

The portal provides students and teachers with access to electronic educational materials of disciplines, curriculum and individual plans, schedules of classes and exams, information about advisers and employers, to news and announcements. Parents can familiarize themselves with the educational achievements of students through the student's account.



DISCIPLINE ASSESSMENT

The final grade of the discipline includes assessment of current progress - two midterm controls (midterm + end-of-term) and final exam.



FX – **unsatisfactory grade**, which means that exam must be retaken.

The «FX» grade is put down if the student scored **25** points in total during the semester (*for 2 attestations*) and scored more than **20** points in the exam, but could not confirm the total threshold level of **50** or more points for the discipline.



F

Grade «**F**» (*fail*) - an unsatisfactory grade, which means that the discipline must be re-studied on a paid basis.

Grade «**F**» is given if the student:

- missed more than 20% of the discipline lessons (*during training, be sure to attend all classes. The maximum allowable number of passes is 20%, if the discipline is of three credits - 9 passes, if of two credits- 6 passes*).
- scored less than **25** points in total for two certifications;
- scored less than **20** points for the exam;
- did not show up for the exam without a good reason.
- used prohibited means (*cheat sheets, gadgets*) and other violations during exam.
- while retaking the exam with the «**F**» mark, could not confirm the total threshold level of **50** or more points.



I

Grade «**I**» (*incomplete*) means «**Discipline is not completed**», it is not taken into account when calculating **GPA**.

This grade is given if student completed the program of discipline with **25** points during the semester and got the permission to pass exam, but did not appear for exam because of emergency medical hospitalization or death of the close relatives (*parents, siblings, etc.*).



P

- «**P**» (*Pass*) - «passed» and «**NP**» (*No Pass*) - "not credited". The test score is given for the discipline «**Physical Education**» and is passed during training sessions - the last week of the semester. Minimum score to get credit is **50** points. Offset grades are not included when counting **GPA**, but credit of this discipline is necessary to obtain a diploma.



W

- Grade «**W**» (*Withdrawal*) - "abandoning of discipline"

A student during the first 4 weeks of the semester (*or 2 weeks of the trimester*) from the beginning of classes (*in the Summer Quarter - within the first 4 days from the beginning of classes*) can submit an application addressed to the director of the institute with justification reasons for his decision to abandon discipline. Calculation of payment for this discipline is not made.

The application, without fail endorsed by the student advisor and signed by the director of the institute, if the issue is positively resolved, is transferred to the Registration Office and then to the Department of Finance and Accounting of the University with full withdrawing the cost of services. In the examination sheet of training the student is given a grade «**W**». This grade can be changed by the teacher only in the case of re-registration and passing by student of discipline. The reasons for abandoning of discipline for which the student is registered may be the circumstances when:

- student did not evaluate his capabilities sufficiently, having exceeded the recommended number of credits;
- student has an insufficient level of basic knowledge to master the discipline;
- student has an insufficient level of language training, according to which the discipline is taught.



AW

- Grade «**AW**» (*Academic Withdrawal*) - "administrative removal from discipline" (*removal from discipline for academic reasons*) is grade that is given to a student removed from the discipline by a teacher or administration «**AW**» has a digital equivalent of 0 points and is taken into account while counting GPA.

The reasons for administrative removal from discipline can be:

- systematic violation of the rules of conduct in the classroom; non-fulfillment of individual tasks of the IWS, regular disruption of the work delivery schedule, other violation of the training rules at the university.



- Assessment «AU» (*Auditory*) - "discipline for listening" is given to student, who wants to listen to the discipline without passing the established forms of knowledge control (*current, midterm, final*) and getting the final grade. The passing of such disciplines is paid at the cost established by university. AU score is not credited and is not included into **GPA**.

ACADEMIC VACATION AND ACADEMIC PERFORMANCE

A temporary break in education for health reasons, including pregnancy and childbirth, is issued in the form of an academic leave. Its duration can be 6 - 12 months, in exceptional cases - up to 2 years. Academic leave is granted based on the medical advisory commission (VKK) of the city student polyclinic. In addition, academic leave can be granted to a student on the basis of:

- 1) summons for conscription into the ranks of the Armed Forces of the Republic of Kazakhstan for the period of conscription for military service, in cases established by law;**
- 2) birth, adoption or adoption of a child up to 3 years in duration, in cases established by law;**
- 3) in other cases provided by law.**

A student of a paid department may be given an academic break, if there are circumstances that complicate his further study at the University:

- **in case of a long-term illness, including those requiring stationary treatment for a period of more than 4 weeks;**
- **under personal circumstances related to the birth of children, caring for a family member;**
- **in a difficult financial situation of the student and his family.**

For additional information, contact the Dean's Office of the Institute of General Education (Office 616 of the Main Educational Building) ibo@satbayev.university and the University Medical Center (Small Academic Building, office No. 6, - Chief Physician S.B. Bazarbekova) medicalcenter@satbayev.university.

GPA – KEY INDICATOR OF SUCCESS

Grade Point Average – average mark for all disciplines studied.

Highest mark GPA = 4.0, everything above 3.0 is considered a good mark and below 2.0 – «risk zone».

How to calculate your GPA?

Example:

Discipline	Amount of credits	Letter system score	Digital equivalent
math-1	3	A	4.00
rhetoric	2	B	3.00
physics -1	3	F	0

1. We multiply the number of credits of all studied disciplines by the digital equivalent of the assessment:

$$\text{Mathematics-1} \quad 3 \times 4.00 = 12.00$$

$$\text{Rhetoric} \quad 2 \times 3.00 = 6.00$$

$$\text{Physics-1} \quad 3 \times 0 = 0$$

2. Summing up the resulting values: total value = $12 + 6 + 0 = 18.00$

3. Calculate the total number of credits: $3 + 2 + 3 = 8$

$$\text{GPA} = \frac{\text{Total value}}{\text{Total number of credits}} = \frac{18.00}{8} = 2.25$$

Using this formula, you can calculate the semester GPA (*the total value and the total number of credits for 1 semester*) and the annual GPA (*the total value and the total number of credits for the entire year of study*).

The minimum GPA required for transferring to the next year of study and maintaining the state educational grant is: **from the 1st to the 2nd year of study - 1.6**, for subsequent years - 1.8.

Letter system score	Digital equivalent	Points	Description	Assessment according to the traditional system
Standard grades				
A	4,0	95-100	Student shows the highest standards of knowledge beyond the scope of the taught course	«Excellent»
A-	3,67	90-94	Student meets the highest knowledge	
B+	3,33	85-89	Очень хорошо и соответствует высоким стандартам знаний	«Good»
B	3,0	80-84	Student meets high standards of knowledge	
B-	2,67	75-79	Student demonstrates more than sufficient knowledge approaching high standards	
C+	2,33	70-74	Student demonstrates sufficient knowledge according to general standards	
C	2,0	65-69	Students satisfies and conforms common knowledge standards	
C-	1,67	60-64	Student satisfies, but to some degree does not meet the standards	«Satisfactory»
D+	1,33	55-59	Student minimally satisfies, but does not meet standards in a wide range of knowledge	
D-	1,0	50-54	Minimum satisfactory passing grade with questionable compliance	
FX	0,5	25-49	Unsatisfactory low scores, retake of the exam is required	
F	0	0-24	Student did not try mastering the discipline. Student tries to get a grade on an exam by cheating	«Unsatisfactory»

Letter system score	Digital equivalent	Points	Description	Assessment according to the traditional system
Auxiliary estimates				
P (Pass)	-	50-100	It is not taken into account when calculating GPA	«Accepted»
I (Incomplete)	0	Not less than 25	It is not included into GPA calculations. A student who completed the course successfully, who did not complete the final control activities due to valid circumstances, is exhibited by the teacher with the approval of the head of the department	Discipline is not «Completed»
NP (No Pass)	-	0-49	It is not taken into account when calculating GPA, but taken into account when admitting to the final certification	Not validated "- the same as" F
W (Withdrawal)	-	-	It is included into GPA calculations. The student withdrew from the discipline voluntarily and did not master it. A student who takes an academic leave or does not attend class on a systematic basis will automatically receive this grade	«Denial of discipline»
AW (Academic Withdrawal)	0	0	It is taken into account when calculating GPA as "F". Grade indicates student withdrawn from discipline by a teacher for systematic violations academic order and rules	Administrative «removal from the discipline for academic indicators»
AU (Audit)	-	-	It is included into GPA calculations. Can be exhibited without evaluation of the student and	«Discipline for listening»
IP (In Progress)	-	Not less than 25	It is included into GPA calculations. For disciplines of academic periods. Exhibited at 2 the end of the first academic period, if the student has successfully mastered most of the material. Replaced for a standard grade after completing a full course	«Mastering according to plan»

REGISTRATION FOR TRAINING DISCIPLINES

- Add/drop week
- drawing up an individual curriculum
- registration for academic disciplines



▶ **Add/Drop** – is the period of the first week of training, when the student can withdraw from the discipline and / or sign up for a new one. During the first week of the academic period (Add / Drop), the student can change disciplines, timetable and choose a teacher.

Schedule changes can only be made through the Registrar's Office. The student must fill out an application for changing the discipline or time of class (the application form is posted on the Internet) and submit it to the RO.

The application will be considered and then, if there are no overlaps with the existing schedule and a sufficient number of free places in the groups, the student's schedule will be amended accordingly. At the same time, attending classes according to the existing schedule is strictly required. Applications are considered only during the "Add / Drop" re-registration period.

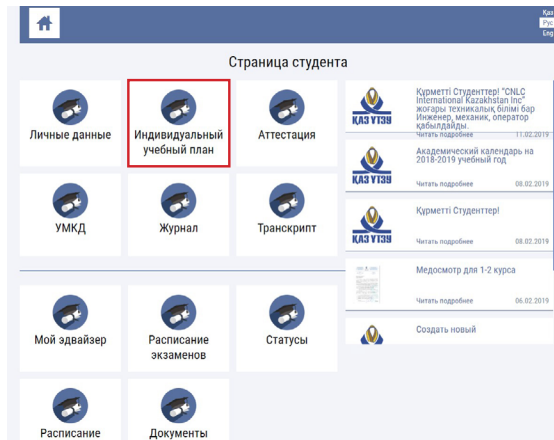


▶ **Drawing up an Individual Curriculum**

Each student independently builds his educational trajectory in the form of an individual curriculum plan (ICP), compiled within the curriculum of the educational program and the catalog of elective disciplines (CED). A student of the appropriate level of education is obliged to fulfill his ICP by gaining the number of credits required for the curriculum.

The student is responsible for the compilation of the ICP and the completeness of the course of study in accordance with the requirements of the curriculum of the educational program.

ICP is formed by the student for each academic period with the support of the advisor and, if necessary, the head of the department.



When drawing up his ICP, the student must:

- get acquainted with the rules of organizing the educational process on credit technology of education;
- study on the portal the acting working curriculum (**WC**) of the educational program (**EP**);

- comply with the established deadlines for registration for academic disciplines. The number of credits included in the student's ICP is recommended in accordance with the number of credits established by the curriculum of the student's educational program for the corresponding academic period. If necessary, a student can register for additional disciplines, including paid basis, but not more than **42 (21 contact classroom) credits per semester, 30 (15 contact classroom) credits per trimester, 18 (9 contact classroom) credits per quarter**. For students with a cumulative **GPA of 3.5 and above**, it is possible to take another discipline above the specified limit. The student has the right to vary the **IET** in the composition of disciplines within the framework of the curriculum of the educational program during the early annual registration period and make changes to the **IET Add / Drop**.

Adjustment of the ICP during the Add / Drop period is recommended for students who have recovered for training or transferred from other educational institutions. Also, students who have not mastered the prerequisite disciplines (for example: mathematics 1) in the previous academic periods must make changes to the IET with respect to the corresponding post-requisite disciplines (for example: mathematics 2). Due to the fact that before the beginning of the Add / Drop period, students have already formed a schedule of training sessions, it is impossible to make changes to the ICP that cause adjustments in the schedule of classes.



► Registration for academic disciplines

Registration of students for semester disciplines (*Enrollment*) is organized by the RO with the methodological and consulting assistance of advisers, departments and institutes. Registration dates are indicated in the Academic calendar.

- Students are obliged to conduct online registration for disciplines on the Satbayev University training portal strictly within the period established by the Academic calendar.

- To register on the University portal students need to familiarize themselves with the instructions posted on the Satbayev University portal.

- Prior to registration, the student must contact the advisors to develop an individual trajectory. The adviser gives clarifications on the choice of disciplines within the curriculum of the educational program and the catalog of optional disciplines. Registration is carried out in two stages:

- **1st stage. *The formation by the student of his own individual curriculum:*** registration for disciplines where the student will have the opportunity to choose subjects and language of instruction.

- **2nd stage. *The formation of their own schedule of classes:*** students will be able to form their own schedule, where they choose a teacher, time from the disciplines of the ICP selected at the 1st stage.



01

Регистрация на дисциплины

Семестр

Весна 2018-19

Количество кредитов

Цикл	Минимально Обяз.	Макс. Обяз.	Вы набрали Обяз.	Вы набрали Экст.
Весна 2018-2019				
Базовый (Б)	3	0	3	0
Профильный (П)	17	0	17	0
Дополнительные в...	2	0	2	0
Всего	22	0	22	0

EP

Выбранные дисциплины

Код	Наименование дисциплины	Кафедра	Комплекси- т	Цикл	Кредиты	Ль/Ль/П/р	Преференции	Удалить
Весна 2018-2019								
MON1722	Технологические процессы машиностроительного производства	Кафедра "Стандартизация, метроизмерение и технологии машиностроительного производства"	06	Профильный	3	2/1/0		
BEM1562	Компьютерное проектирование в инженерии (САЕ)	Кафедра "Прикладная механика и инженерная графика"	06	Профильный	3	1/1/1		
BEM1202	Теория и проектирование механизмов и машин	Кафедра "Прикладная механика и инженерная графика"	06	Профильный	3	1/1/1		
BEM1702	Механика твердого тела	Кафедра "Прикладная механика и инженерная графика"	06	Профильный	3	1/1/1		
BEM1072	Машинная графика	Кафедра "Прикладная механика и инженерная графика"	06	Профильный	2	0/2/0		
ROB1902	Вибрация механических систем	Кафедра "Робототехника и технические средства автоматизации"	06	Профильный	3	2/0/1		
AAP103	Производственная практика II	Кафедра "Инженерная физика"	06	Дополнительные виды обучения	2	0/0/2		
ISO1652	Механические характеристики инженерных материалов	Кафедра "Стандартизация, сертификация и технология машиностроения"	06	Базовый	3	1/1/1		

02

Регистрация на дисциплины

Сапаев Әділ Болатұлы (Русский язык)

Select a discipline

Выбрать дисциплины +

Почина отклонения

Количество кредитов

Цикл	Минимально Обяз.	Макс. Обяз.	Вы набрали Обяз.	Вы набрали Экст.
Осень 2019-2020				
Общеобразовательный	3	0	0	0
Профильный (П)	6	9	0	0
Итоговая аттестация	3	0	0	0
Всего	9	9	0	0
Весна 2019-2020				
Дополнительные	2	0	0	0
Итоговая аттестация	3	0	0	0
Всего	5	0	0	0

Выбранные дисциплины

Код	Наименование дисциплины	Кафедра	Комплекси- т	Цикл	Кредиты	Ль/Ль/П/р	Преференции	Удалить
Осень 2019-2020								
Весна 2019-2020								

Отложенные обязательные дисциплины и академическая задолженность

Статус	Шифр	Наименование дисциплины	Кафедра	Комплекси- т	Цикл	Кредиты	Ль/Ль/П/р	Преференции	Добавить
Отлож.	MON157	Материаловедение и конструкционные материалы	Кафедра "Стандартизация, метроизмерение и технологии машиностроительного производства"	06	Базовый	3	2/1/0		+
Отлож.	ISO104	Основы взаимозаменяемости	Кафедра "Стандартизация, сертификация и технология машиностроения"	06	Базовый	3	1/1/1		+
Отлож.	PHW111	Физика I	Кафедра "Инженерная физика"	06	Базовый	3	1/1/1		+
Отлож.	MNG102	Финансовый анализ и оценка проектов	Кафедра "Бизнес и инновации"	06	Общедоступный	3	2/0/1		+
Отлож.	AAP117	Учебная практика	Кафедра "Надежность, обработка и хранение информации"	06	Дополнительные виды обучения	1	0/0/1		+
Отлож.	MAT105	Дифференциальное уравнение. MATLAB	Кафедра "Математика"	06	Базовый	3	1/0/2		+
Отлож.	BEM101	Инженерная и компьютерная графика	Кафедра "Прикладная механика и инженерная графика"	06	Базовый	3	1/0/2		+
Отлож.	ENE192	Общая физика	Кафедра "Химическая физика и энергетические ресурсы"	06	Базовый	3	2/1/0		+
Отлож.	MAT101	Математика I	Кафедра "Математика"	06	Базовый	3	1/0/2		+
Отлож.	MAT102	Математика II	Кафедра "Математика"	06	Базовый	3	1/0/2	MAT101	+
Отлож.	MAT103	Математика III	Кафедра "Математика"	06	Базовый	3	1/0/2	MAT101	+

Completing after full registration

ЗАВЕРШИТЬ РЕГИСТРАЦИЮ ✓

LEAVE OF ABSENCE RETURN TO UNIVERSITY AND EXPULSION FROM UNIVERSITY

- transfer from another educational organization and leave of absence return
- state scholarship
- deprivation of a student of a state educational grant
- conditional academic status of the student
- expulsion from university



TRANSFER AND READMISSION

- Students are transferred from one educational organization to another; from one form of study to another; from one educational program to another; from study on a paid basis for study under a state educational order and, conversely, for the conditional status of training and withdrawal from it.
- Students of higher educational institutions can be transferred or reinstated after expulsion if they have completed the first academic period of the program they studied.
- The student can be restored to any educational program, taking into account the difference in the disciplines of the curriculum.
- Transfer of a student from one educational program to another, from one form of education to another is carried out only for training on a paid basis.

- A student studying under state educational grant can transfer to another University retaining the educational grant.
- Transfer and restoration is carried out only during the holidays. A student wants to transfer to another university submits an application for transfer (in room 616 of the main building - GUK) addressed to the head of Satbayev University. After receiving a written consent for the transfer, sealed, with a copy of the transcript signed by the Vice-Rector for Academic Affairs and the Office of the Registrar, and a sealed certificate of the holder of a state grant (if studying under a state grant), he/she applies to the head of the University of interest ...

STATE SCHOLARSHIP

All students enrolled in the first year of study on the basis of a state educational grant are assigned a state scholarship in the first academic period.

- In subsequent semesters of study, the appointment and payment of a state scholarship is made if, according to the results of the examination session (including all forms of knowledge control), the student has only “good” marks (“**B + (85-89)**”, “**B (80 -84)** ”, “**B- (75-79)** ” or “**C + (70-74)** ”) or “excellent” (“**A (95-100)** ”, “**A- (90-94)** ”).
- Visually impaired and hearing impaired, orphans and children left without parental care and being under guardianship (guardianship), studying on a state educational order, a state scholarship is paid in the absence of academic debt based on the results of the examination session ...
- When awarding a state scholarship, only grades are taken into account, and not the student's GPA.

DEPRIVING A STUDENT OF A STATE EDUCATIONAL GRANT

The state educational grant is given for one year. The student is deprived of the state educational grant:

- if he / she did not score the established transfer **GPA** score (**1.6**) and was transferred to a conditional training status. In this case, the student can continue his studies on a paid basis, while the ICP includes disciplines in the amount of no more than: 15 credits per semester, 9 credits per trimester, 6 credits per term;
- quitting study on own accord;
- when transferring from one group of the Educational program to another;
- if the student is awarded the international scholarship of the President of the Republic of Kazakhstan “**Bolashak**” (*in this case, the student must immediately notify the Director of the Institute and write a corresponding application*);

- in other cases established by regulatory legal acts of the Republic of Kazakhstan and decisions of authorized bodies.

Students who are deprived of a state educational grant are granted the right to study on a fee-based basis.

A student studying on a paid form of education, with a high GPA and vacant grants, can apply for a State educational grant on a competitive basis.

A student studying on a paid form of study, with a high GPA and the availability of vacant grants, can apply for a State educational grant on a competitive basis.

CONDITIONAL ACADEMIC STATUS OF A STUDENT

Conditional status is the status to which the student is transferred if the student's GPA at the end of the academic year (including the Summer term) is lower than the transfer score set at Satbayev University: in the first year – 1.6 and in subsequent years-1.8.

- Payment is made on a credit basis, calculated on the established cost of one credit.
- If at the end of any academic period of study on a conditional status, a student will have a GPA higher than the transfer one, they will be transferred to the normal academic status.
- Students on a state educational order transferred to conditional status are deprived of the state educational grant and study on conditional academic status on a paid credit basis.

EXPULSION FROM SATBAYEV UNIVERSITY

A student can be expelled from Satbayev University:

- 1) at their own request (*including cases of transfer to another University, for medical reasons, for family reasons, etc.*);
- 2) for academic failure, in the following cases:
 - not registering for the disciplines of the academic period;
 - missing certifications and final control in all disciplines of the academic period; P 45
 - taking the same compulsory discipline for the fourth time (*of these, 3 times – Retake*) with unsatisfactory grades;
- 3) for systematic or gross violation of academic discipline, including non-attendance of classes without a valid reason for more than five weeks; for

financial arrears in tuition fees; violation of the Charter, these Rules, the Internal Regulations, the Code of Academic Integrity or other [regulatory documents](#) of the University; violation of the norms of the legislation of the Republic of Kazakhstan, the terms of the contract for training concluded with the University;

- 4) if the student has not signed a contract to study at Satbayev University;
- 5) if the student's term of study has exceeded the maximum period established by the legislation of the Republic of Kazakhstan (*7 years*);
- 6) on other grounds stipulated by these Rules, other internal documents of the University and / or the legislation of the Republic of Kazakhstan.

A student wishing to drop out of the University must write an application addressed to the Rector of Satbayev University with a request for expulsion to the Directorate of the Institute of General Education (*room 616 main building*).

*An application for expulsion is submitted to students immediately after they decide to withdraw from Satbayev University. If a student fails to submit an application for expulsion at their own request when they stop attending classes at Satbayev University, they may be expelled based on the results of the examination session (academic year) for academic failure and/or violation of academic discipline. In this case, tuition is paid for the entire period up to the date of deduction.

**All applications are accepted at ibo@satbayev.university*

SCIENTIFIC LIBRARY

You became a student of the Kazakh National Research Technical University and got the right to use the funds and information resources of the Scientific library of KazNRTU named after K. I. Satbayev.

To successfully study at the University, you will have to learn how to navigate a large flow of scientific information, independently search and work with educational literature.

The University's scientific library was founded in 1934.

The book Fund of the Satbayev University Scientific library is more than 1.5 million copies.

The scientific library of the university was founded in 1934.

The library has a wide range of educational, methodological, and scientific literature about the profile of educational programs and research of the University, as well as fiction.

In terms of distance learning, you can use the electronic catalog, databases, and electronic library systems that are presented on the University's website. You can get distant to the necessary documents by [logging](#) in to the library's Electronic catalog and subscription databases.

If you have any questions about searching for information or working with databases, you can contact the library staff at - library@satbayev.university.

The library is located in the Mining and metallurgical building (MMB) of the University at 22A Satbayev street (Masanchi corner).

MILITARY REGISTRATION AND THE INSTITUTE OF MILITARY AFFAIRS



At the beginning of the school year, all first-year male students are required to register for military service, to do this, go to the office 341 of the main building. You must have a copy of your identity card, an attached certificate (original), and an address certificate (*with a residence permit in Almaty – temporary or permanent*). This is necessary in order to get a reprieve from the army, since all young men of the Republic of Kazakhstan from the age of 18 are called up to the army. Remember! If you do not register on time, you will be held administratively liable under article 647 "failure of citizens to perform their military registration duties" of the Code "on administrative violations", which also entails a fine of 5 monthly calculation indices.

For the period before military registration at the Institute it is recommended to stay in their hometown and not yet be removed from the military register. If you have any questions, please contact military@satbayev.university.

The **Institute of military Affairs** (*military Department*) provides military training for students in reserve officer programs. Students get a second (military) profession related to the main one, and get the opportunity to make a career in the law enforcement agencies of the Republic of Kazakhstan after graduating from Satbayev University.

Admission to the Department is carried out on a competitive basis. In addition to medical examinations, students pass professional and psychological selection, pass standards for physical training. The final decision is made by the competition Commission based on the average GPA score for the past period of study at Satbayev University.

Under current circumstances, information about receiving documents in the police Department can be tracked in social networks.

Contacts: 140 Baitursynov street, Almaty (Military building).

DEPARTMENT FOR STUDENT AFFAIRS

To effectively interact with the student environment, the Department for Student Affairs (DSA) provides conditions for the development of student leadership skills and their becoming active members of the community both at the university and beyond, helps students to adapt on campus and supports in solving various issues of student life: medical, social and psychological services, accommodation in a hostel, creative development. For these questions please write to studentaffairs@satbayev.university. There is the "**Department-Of Student-Affairs**" page in "**VKontakte**" social network.

MEDICAL CENTER

For students on distance learning, fluorography is valid for a year. After this time, it is necessary to undergo fluorography at the polyclinic at the place of attachment and send a copy to the Medical Center by email medicalcenter@satbayev.university.

Students must undergo a medical examination at the University Medical Center to check into the hostel. The medical center is located in the Small Educational Building (MUK) 22A, Satbayev str.

You should have:

- EDS (*electronic digital signature*) for receiving medical care within the guaranteed volume of medical care and compulsory health insurance, EDS can be obtained at the nearest PSC office (Public Service Center) or remotely on the egov.kz website. For those, who are under the age of 18, an EDS of one of the parents is required;
- Medical certificate form No. 086 with a fluorography snapshot (*not later than 6 months*);

To receive medical care in the Medical Center, you must be attached to a medical organization that provides primary medical care - **Medicare LLP**.

EXAMPLE OF ATTACHMENT TO A MEDICAL ORGANIZATION:

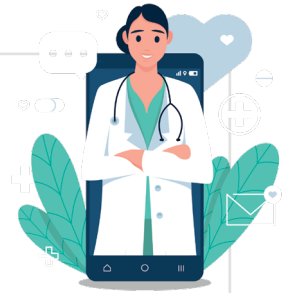
HEALTH CARE

- e Attachment to a medical organization providing primary health care

ORDER SERVICE ONLINE

- e Get a service
(for those who are 18 years old - for themselves, those under 18 years old - for a child)
- e Region ► Almaty ► Bostandyk district
- e Medical organization Branch of Medicare LLP
- e Reason for attachment ► Moving
- e Medical workers ► Mustafaeva Diana Maratovna

SEND AN INQUIRY



STUDENT COMMUNITY MANAGEMENT

Due to distance learning, places in dormitories will be provided to a limited extent only for orphans, oralmans and students from socially vulnerable categories living in remote areas of rural areas that do not have Internet facilities. Applications will be accepted online by following this [link](#).

List of required documents for settling in a hostel:

1. A copy of the identity card (2pcs);
2. A copy of the receipt of payment by Bank CenterCredit JSC for accommodation until June 15, 2021;
3. A copy of the payment receipt for the pass (300 tenge);
4. Medical certificate from the Medical Center;
5. Photo 3*4 (4 pcs.);
6. File (2 pcs.);
7. EDS key for 2020-2021 with registration in the mobile government mGov.

Documents for check-in after the approval of the list of students by the Commission for the allocation of places in the university dormitories must be submitted to the Office of Student Dormitories of the Department for Student Affairs: 22 "B", Satpayev str., entrance from the end of the hostel No. 1. Working hours: from 10.00 to 16.00.

SECTOR FOR SOCIAL WORK WITH STUDENTS

To ensure full material and moral support to students, the Sector for Social work with students of the Department for Student Affairs provides the following services:

1. Orphan students studying on a contractual basis are provided with discounts on tuition in the amount of 100% (GPA not less than 2.5) at the expense of extra budgetary funds of the university, and also allowed free repayment of no more than 6 credits for re-studying the disciplines for an academic year, an increment to scholarships is 30%.
2. Orphan students and children deprived of parental care, who are supported by the state, are paid a one-time cash allowance in the amount of 4 monthly calculation indices and compensation for the purchase of clothes, shoes, textile products upon assignment to work.
3. Visually and hearing impaired students receive increment to scholarships in the amount of 75%, students with disabilities studying on a paid basis are provided with discounts on tuition in the amount of 30-50%.
4. One of the important forms of social support is the provision of places in dormitories for all students of this category and the provision of benefits for living in dormitories - orphan students live in dormitories free of charge.

For all questions regarding social support, you can write to studentaffairs@satbayev.university

SOCIAL AND PSYCHOLOGICAL SUPPORT

To ensure social and psychological support, the Department for Student Affairs provides psychologist services in the following areas:

- psychodiagnostics;
- psychological correction and development;
- psychological counseling;
- preventive and educational work;
- increasing psychological knowledge.

Contacts of the psychologist: studentaffairs@satbayev.university

«ОҢАЙ» (ONAY) STUDENT TRANSPORT CARD

To travel by public transport and pay fare in Almaty, please use [«ОҢАЙ»](#) card. To get the card, you should fill in the form by checking all the fields for the data correctness (the form will be posted on the official website of the University or [@satbayev_university](#) and [@satbayev_studlife](#) from September 1, 2020).

You should fill in the empty fields, and upload the followings:

- a photo (3x4);
- the front and the back side of the ID.

Important!!! All submitted documents must be readable. After filling in your data, you may track the status of your application and only after that, you will need to pay 500 tenge for issuing the card using **QIWI** terminals or other applications. Waiting period is 15-20 working days.

Place of receipt of ready-made «ОҢАЙ» transport cards: the Department for Student Affairs, Main Educational Building (*MEB*), office No. 402.

For more information contact studentaffairs@satbayev.university

STUDENT CREATIVITY CENTER

The Student creativity center (SCC) coordinates the work of university's amateur-talent groups and provides musical support for all events held at the university and outside. In the center, four talent groups conduct creative work with students, such as an orchestra of folk instruments, a choral and vocal group, a dance club and a vocal and instrumental ensemble (band). In connection with distance learning, the classes will be conducted via **Microsoft Teams** according to the schedule.

More information on the work of the SCC is available on Center's Instagram page [@scc_su](#) or you can contact the SCC specialist **Zhambyl Kulesov** by mobile +77025956923.

STUDENT ORGANIZATIONS AT SATBAYEV UNIVERSITY



[Committee on Youth Affairs](#) is the supreme body of student and youth self-government of the university in the field of implementation of state youth policy. The main aim of the Committee is to ensure the rights of students, create conditions for the spiritual, cultural, educational formation and physical development of young people, disclose their creative potential, implement socially significant youth initiatives, as well as develop student and youth self-government at the university.



[The youth branch of the “Nur Otan” Party at Satbayev University](#) was created in the form of a public association of young people of the country. The aim of the organization is to create a strong and respected political youth organization capable of leading young people. The branch has been working at the university for 8 years. A group of “Jas Otan” activists supported students in the university, organized student life, held championships, competitions, meetings with deputies and representatives of business.



[ENACTUS Satbayev University](#) is a community of entrepreneurship leaders who see business as a way to solve social problems. Enactus students pursue social and economic projects that enable people to improve their lives. Enactus teachers and business partners guide students and become team mentors. Students present their projects in annual competitions that are evaluated by business leaders.



League of Volunteers at Satbayev University - Branch of PF “League of Volunteers” of the University is a public fund that has undertaken the mission of organizing like-minded people united by the desire to help and make this world a little kinder. At Satbayev University, the society participates in socially significant campaigns: it spreads information about social problems, holds public actions, and organizes seminars and master classes, and also initiates youth projects and events to develop the volunteer movement.

KVN (Russian League) and Zhaidarman (Kazakh League)



A game, where teams compete in humorous answers to given questions, improvisations on given topics, acting out prepared scenes, etc. Since 2012, Satbayev University has hosted an annual competition between institutes for the Champions Cup. The winners of the competition represent the university in republican and international leagues, such as «BAS LIGA», «Zhaidarman», KVN Major League, etc.



Satbayev Time is a student project, which promotes awareness on student life, sharing important information about various events, both inside and outside the university, in order to gather a large number of students, applicants and alumnus of Satbayev University for further interaction in social networks.



SKIF is a student organization that holds educational and sports events. Its aim is to promote the general intellectual and physical development of students, self-realization and improve the quality of leisure at Satbayev University. The organization conducts various sports and entertainment events, and organizes cyber sport championships (CS: GO, DOTA 2, etc).



«Techno power» Intellectual club was established in 2009 and promotes the intellectual leisure of Satbayev University students. It organizes and holds intellectual competitions among students at the domestic, city and republican level, such as the “Brain-ring”, “Hamsa”, etc.



«4ARTer» Creative student organization

The profession of an artist is a creative work that requires good imagination, inspiration and mastery of drawing techniques.

Nowadays, at Satbayev University there is a creative association of students, which deals with the development of creative skills. Its aim is to provide creative space and create a single system for the development of joint projects.



«Satbayev Hunters»

The mission of the organization is agitation of applicants with the aim of attracting them to Satbayev University, organization of tours and events for future applicants and freshman students. Literally, it is the front organization of Satbayev University.



«Baysheshek» Literary club

Creative association (poetry, performances, etc.) of students, where they have the opportunity to publish their own poems in various magazines and newspapers.



Debate clubs

Debate is an intellectual game, a special form of discussion, which is conducted according to certain rules. Debates develop logical and critical thinking, provide skills of communication culture and public speaking, prepare for independent decision-making, and contribute to the formation of individuals as future leaders.

At Satbayev University, there are two debating clubs: [«Technokrat»](#) (Kazakh League) and [Intellectual Debate Club «Satbayev»](#) (Russian League). Every year, our students hold a republican debate competition for the Satbayev University Rector's Cup and participate in various city and republican competitions, where they traditionally win, thereby defending the honor of the university.



[SPE \(Society of Petroleum Engineers\)](#) is a non-profit organization of oil and gas industry technical specialists. It unites over 158 thousand people from 143 countries all over the world, which are members of 200 professional and 379 student departments. SPE at Satbayev University is the largest compartment in Kazakhstan and one of the leading branches in Russia and Caspian region. There are more than 1000 students in the given society. The community holds special events aimed at improving students' knowledge in the oil and gas field and general expansion of their horizons, at the same time it enacts English and public speaking clubs, debates, "oil" games, intellectual competitions, etc. The community annually hosts the Caspian Petro Congress, which assembles leading oil and gas specialists and promising students from Satbayev University.

Kazakhstan youth magazine

UNIQUM^{SU}



STUDENT JOURNAL

Kazakhstan youth magazine

UNIQUUM^{SU}

– is a dynamic platform where topical issues in education, society and innovative development are discussed. Important, interesting information about Student Life in all its manifestations, as well as about the most interesting events in the city and country are published on «UNIQUUM^{SU}». «UNIQUUM^{SU}» focuses on current issues that attract active youth: new knowledge/life hacks, various events and activities within city and country universities; fate of the people; science, culture, business and creation; entertainment. And all this finds an unequal response in the student environment.

The journal touches upon topical issues of educational and social innovative development, important and relevant information for the youth are published as well. The publication is aimed at promoting charity, broadening the horizons of students and gives students the opportunity to be on the pages of the magazine as an author or character. You also can be on the cover of the magazine!

Languages: Kazakh, Russian, English



Subdivision	Aim of subdivision	Contact e-mail
Provost for academic affairs PB 407	Issues regarding Academic support and mentoring, academic compliance	provost@satbayev.university
Institute of General Education MEB 616, 615	Issues regarding Student support and advise for 1-year students	ibo@satbayev.university
Department of social science disciplines MEB 812, 814	Issues regarding Academic support for learners of humanitarian disciplines	socialstud.dep@satbayev.university
Department of English language MEB 823, 825	Issues regarding Academic support for learners of English language disciplines	eld@satbayev.university
Department of Kazakh and Russian languages MEB 521, 610	Issues regarding Academic support for learners of Kazakh and Russian languages	qazruslang@satbayev.university
Department of Physical Education MEB 102	Issues regarding Academic support for learners of physical training and recreational activities	sport@satbayev.university
Students media Centre MEB 616	Editorial office of «UNIQUIM SM »	uniqumsu@satbayev.university
Scientific Library MEB	Books, e- resources for students	library@satbayev.university
International affair department PB 903	Overseas studies and Exchange programs	international_office@satbayev.university
Department of student affairs PB 408	Social and non-academic students support, student's accommodation	studentaffairs@satbayev.university
Medical Centre MEB	Medical support	medicalcenter@satbayev.university
Registrar's office	Student Academic support service	or-help@satbayev.university
Institute of Distance Education	Technical support Polytechonline.kz	Ido-help@satbayev.university
Information Systems Department	Technical support Microsoft Office 365	dis-help@satbayev.university
Department of Finance and Accounting PB 217	Providing a 20-digit scholarship card account	oro-schet@satbayev.university
Military service MEB 341	Issues regarding military registration	military@satbayev.university

Institute of Cybernetics and Information Technology MEB 513	Issues regarding non-academic support for institute students	itech@satbayev.university
Department of Software Engineering	Issues regarding academic support for department students and learners of other departments	isoft@satbayev.university
Department of Cybersecurity, Information Processing and Storage	Issues regarding academic support for department students and learners of other departments	cybers@satbayev.university
Department of Applied Mechanics and Engineering Graphics	Issues regarding academic support for department students and learners of other departments	mechanics@satbayev.university
NSC Mathematics and Cybernetics MEB 810	Issues regarding academic support for department students and learners of Mathematics	math@satbayev.university
Institute of Geology, Oil and Mining MEB 325	Issues regarding non-academic support for institute students	Igngd@satbayev.university
Department of Geological survey, search and exploration of mineral deposits	Issues regarding academic support for department students and learners of other departments	geology@satbayev.university
Department of Petroleum Engineering	Issues regarding academic support for department students and learners of other departments	petroleum@satbayev.university
Department of Geophysics	Issues regarding academic support for department students and learners of other departments	geophysics@satbayev.university
Department Geology of oil and gas	Issues regarding academic support for department students and learners of other departments	geo.oilgashydro@satbayev.university
Department of Mines	Issues regarding academic support for department students and learners of other departments	mining@satbayev.university
Department of Geodesy and Mine Surveying	Issues regarding academic support for department students and learners of other departments	msgeodesy@satbayev.university

Institute of Metallurgy and Industrial Engineering MMB 232	Issues regarding non-academic support for institute students	iimipi@satbayev.university
Metallurgy and mineral processing	Issues regarding academic support for department students and learners of other departments	metallurgyminprocess@satbayev.university
Metallurgical processes, thermotechnics and technology of special materials	Issues regarding academic support for department students and learners of other departments	m.metallurgy@satbayev.university
Technological machines and equipment	Issues regarding academic support for department students and learners of other departments	techmash@satbayev.university
Department of Engineering Physics MEB1035	Issues regarding academic support for department students and learners of physics	physics@satbayev.university
Institute of Industrial Automation and Digitalization MCB 226	Issues regarding non-academic support for institute students	iiad@satbayev.university
Department of Robotics and technical means of automation	Issues regarding academic support for department students and learners of other departments	robotics@satbayev.university
Department of Industrial Engineering	Issues regarding academic support for department students and learners of other departments	industry@satbayev.university
Department of Electronics, Telecommunications and Space Technologies	Issues regarding academic support for department students and learners of other departments	eet_department@satbayev.university
Department of Automation and Control	Issues regarding academic support for department students and learners of other departments	automation@satbayev.university
Department of Energy	Issues regarding academic support for department students and learners of other departments	energy@satbayev.university
Institute of Chemical and Biological Technologies MMB 219	Issues regarding non-academic support for institute students	biochem@satbayev.university
Department of Chemical and biochemical engineering	Issues regarding academic support for department students and learners of chemistry	depchembio@satbayev.university
Department of Chemical Processes and Industrial Ecology	Issues regarding academic support for department students and learners of chemistry	chemeco@satbayev.university

Institute of Architecture and Construction MEB 202	Issues regarding non-academic support for institute students and learners of other departments	ias@satbayev.university
Department of Construction and Building Materials	Issues regarding academic support for department students and learners of other departments	sismkaf@satbayev.university
Department of Engineering Systems and Networks	Issues regarding academic support for department students and learners of other departments	isiskaf@satbayev.university
Department of Architecture	Issues regarding academic support for department students and learners of other departments	archkaf@satbayev.university
Institute Project Management MEB 415	Issues regarding non-academic support for institute students	management@satbayev.university
Scientific and Educational Center of Mathematical Economics	Issues regarding academic support for students and learners of other departments	mathecon@satbayev.university

