

MASTER'S



GUIDE



Institute of Geology, Oil, and Gas

Directorate of the Institute: Main Training Building (GUK), auditorium
325, 8 (727) 320 40 31, 8 (727) 292 79 62.

Director Askar Khamzaevich Syzdykov Deputy Director Mars
Tursynbekovich Narbaev Deputy Director Yalkhunzhan Kamalovich
Arshamov Educational programs:

7M05105 Biotechnology (2 years).

7M05202 Biological Engineering (2 years)

7M05203 Hydrogeology and Engineering Geology (2years)

7M05208 Hydrogeology and Engineering Geology (1.5 year)

7M05209 Hydrogeology and Engineering Geology (1 year)

7M05302 Seismology (2 years)

7M07109 Chemical Engineering of Hydrocarbon Compounds (2 years)

7M077110 Chemical Processes and Manufacturing of Chemical Materials (2 years)

7M07122 Chemical Engineering of Hydrocarbon Compounds (1,5 year)

7M07142 Chemical Technology of Organic Compounds (2 years)

7M07143 Chemical Technology of Inorganic Compounds (2 years)

7M07105 Petroleum and Ore Geophysics (2 years)

7M07202 Petroleum Engineering (2 years)

7M077213 Petroleum Engineering (1 year)

7M077212 Petroleum Engineering (1.5 year)

7M07206 Geology and Exploration of Solid Mineral Deposits (2 years)

7M07207 Oil and Gas Geology (2 years)

7M07218 Geology and Exploration of Solid Mineral Deposits (1.5 year)

7M07219 Geology and Exploration of Solid Mineral Deposits (1 year)

7M07220 Oil and Gas Geology (1.5 year)

7M07221 Oil and Gas Geology (1 year)

7M08601 Water Resources and Water Management (2 years)

Institute of Mining and Metallurgy named after O. Baikonurov

O. Baikonurov Institute Directorate: Mining and Metallurgical building,
auditorium 232, 8 (727) 320 40 45.

Director Rysbekov Kanay Bakhytovich Deputy Director Aitenov
Kenesbai Zholdasbaevich

Educational programs: 7M05301 Applied and Engineering Physics (2
years) 7M07103 Material Science and Technology of New Materials (2
years) 7M07203 Mining Engineering (2 years) 7M07214 Mining
Engineering (1.5 years) 7M07215 Mining Engineering (1 year)



- 7M07201 Automation and digitalization of metallurgical processes (2 years)
- 7M07204 Metallurgy and mineral processing (2 years)
- 7M07208 Automation and digitalization of metallurgical processes (1.5 years)
- 7M07223 Metallurgy and mineral processing (2 years)
- 7M07210 Geospatial digital engineering (2 years)
- 7M07222 Geospatial Digital Engineering (1.5 years)
- 7M07306 Geospatial Digital Engineering (2 years)
- 7M07315 Geospatial Digital Engineering (1.5 years)
- 7M07301 Geospatial Digital Engineering (1.5 years)
- 7M07307 Geospatial Digital Engineering (2 years)

Project Management Institute Institute

Directorate: Main academic building, Auditorium 415, 8 (727) 320 40 91.

Director Amralinova Bakytzhan Bazarbekovna

Deputy Director Abenova Maira Khomarovna

Educational programs:

- 7M044101 Project Management (2 years)
- 7M04103 Project Management (1 year)
- 7M04104 Executive MBA (1 year)
- 7M04105 MBA in Mining and Metallurgical Complex (2 years)
- 7M11301 Transport Services (2 years)
- 7M11302 Logistics (2 years)

Institute of Power Engineering and Mechanical Engineering

Directorate of the Institute: Machine Building Building, auditorium 27, 8 (727) 320 40 36.

Director Yelemesov Kasym Koptleuovich

Deputy Director Baskanbaeva Dinara Jumabaevna

Educational programs:

- 7M06105 Cybernetics and Artificial Intelligence (2 years)
- 7M07113 Electrical Engineering and Power Engineering (2 years)
- 7M077130 Electrical Engineering and Power Engineering (1.5 years)
- 7M07111 Digital Engineering of Machinery and Equipment (2 years)
- 7M077112 Digitalization of Mechanical Engineering (2 years)
- 7M07136 Additive Manufacturing (2 years)
- 7M07108 Transport, Transport Engineering and Technology (2 years)
- 7M077140 Railway Transportation (2 years)
- 7M07141 Railway Transportation (1.5 years)
- 7M07102 Additive Manufacturing (2 years)



Institute of Architecture and Construction Institute

Directorate: Small academic building (MUC), auditorium 202, 8 (727) 320 41-37. Director Bolat Uraikhanovich Kuspangaliev

Deputy Director Zhumadilova Zhanar Orazbekkyzy

Educational programs:

- 7M07302 Architecture and urban planning (2 years)
- 7M07323 Management of development of cities and territories (1.5 years)
- 7M07303 Construction and production of building materials and structures (2 years)
- 7M077318 Construction and Production of Building Materials and Constructions (1.5 year)
- 7M077319 Construction and Production of Building Materials and Constructions (1 year)
- 7M07304 Engineering Systems and Networks (2 year)
- 7M07308 Construction and Production of Building Materials and Constructions (2 year)
- 7M07313 Construction and Production of Building Materials and Constructions (1.5 year)
- 7M07314 Construction and Production of Building Materials and Constructions (1 year)
- 7M07320 Transport Construction (2 years)
- 7M07321 Transport Construction (1 year)
- 7M07322 Transport Construction (1.5 years)
- 7M07311 Engineering Systems and Networks (1 year)
- 7M07312 Engineering Systems and Networks (1.5 years)
- 7M11201 Hygiene and labor protection at work (2g)

Institute of Automation and Information Technologies

Institute Directorate: Main academic building (GUK), Auditorium 513, 8 (727) 320 40 44, +7 (727) 320 41 34

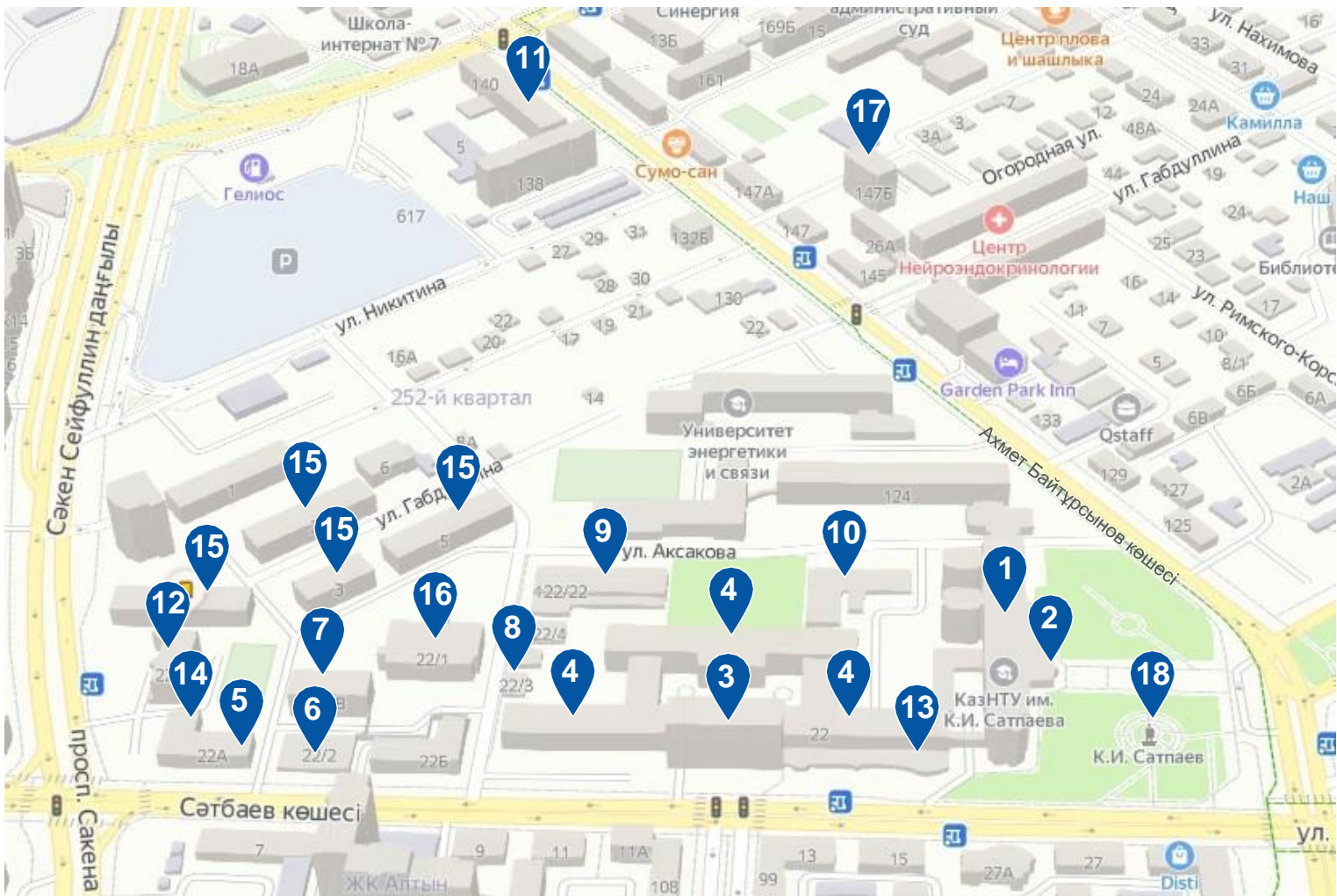
Director Raisa Kabievna Uskenbaeva

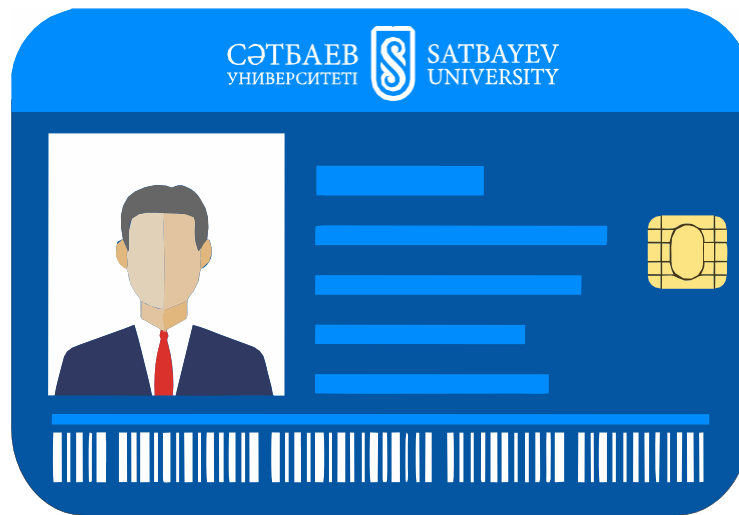
Deputy Director Zhuldyz Beishenalievna Kalpeeva Educational programs:

- 7M066101 Software Engineering (2 years)
- 7M06102 Machine Learning & Data Science (2 years)
- 7M06103 Management of information systems (2 years)
- 7M06108 Management of information systems (1.5 years)
- 7M06109 Management of information systems (1 year)
- 7M06201 Telecommunications (2 years)
- 7M06104 Integrated Management of Information Security (2 years)
- 7M066110 Comprehensive Management of Information Security (1.5 years)
- 7M06111 Comprehensive Management of Information Security (1 year.)
- 7M07101 Automation and Robotics (2 years)
- 7M07114 Automation and Robotics (1.5 years)
- 7M07106 Biomedical Engineering (2 years)
- 7M07107 Robotics and Mechatronics (2 years)
- 7M07138 Cosmic Engineering and Technology (2 years)



1. Main academic building (GUK)
2. Admissions Committee (PC)
3. Petroleum building (HK)
4. Mining and Metallurgy Building (HK)
5. Small academic building (MUK)
6. Institute of Industrial Engineering
7. Mechanical Engineering Building
8. Training ground of the Mining and Metallurgical Institute
9. Technopark (training and production workshop)
10. Heat building
11. Military building
12. Institute of Digital Technology and Engineering
13. Office of the Registrar (OR)
14. Medical Center
15. Dormitory 1, 2, 3
16. Fab-Lab
17. House of Young Scientists
18. Monument to K.I. Satpayev





Contactless plastic card - ID card of the master's student - a personal document with a photo, which is both a library card and a pass to the buildings of the University. The ID-card is issued free of charge!

On the question of obtaining an ID-card please contact the 614 NK

Structure and content of the educational program of the profile and scientific-pedagogical Master degree

Training of personnel in the Master's degree program is carried out on the basis of educational programs of higher education in two directions:

- 1) scientific and pedagogical with a period of study of not less than two years;
- 2) specialized with a period of study of not less than one year. The educational program of master's degree contains:
 - 1) theoretical training, including the study of cycles of basic and major disciplines;
 - 2) practical training of candidates for master's degree: different kinds of internships, scientific or professional trainings;
 - 3) Scientific research work, including master's thesis for scientific-pedagogical magisters, or experimental-research work, including a master's project for the master's degree program;
 - 4) final certification.

Academic year in magistracy consists of academic periods, the period of interim certification / final control, practices, internships, vacations, research (experimental research) work and on the final course - final certification.

Allowed the introduction of a summer semester, with the exception of the final course, lasting at least 6 weeks to meet the needs for additional training, elimination of academic arrears or differences in curricula, study subjects and learning credits in other universities with their mandatory re-credit in their university, raising the grade point average (GPA).



Master's Internship

The educational program of the scientific-pedagogical master's degree includes two types of practices:

- Pedagogical practice is carried out for the purpose of formation of practical skills and methodology of teaching. Pedagogical practice is carried out for the purpose of formation of practical skills of teaching and training methodology. At the same time, undergraduates are involved in conducting undergraduate classes at the discretion of the HEI;

- Research practice is carried out for the purpose of acquaintance with the newest theoretical, methodological and technological achievements of domestic and foreign science, with modern methods of scientific researches, processing and interpretation of experimental data.

Educational program of profile master's degree includes industrial practice in the PD cycle, which is carried out in order to consolidate the theoretical knowledge gained during the training, to acquire practical skills, competencies and experience of professional activity on the studied specialty, as well as mastering the best practices.

The content of the research/production practice is determined by the topic of the thesis/project research and is conducted under the supervision of the supervisor of the master's student.

The Master's student is trained on the basis of an individual work plan that is prepared under the supervision of the academic supervisor. Individual educational plan of work of the Master's student is made for the whole period of training and includes the following sections:

- FTI (may be refined annually, if necessary);
- research/experimental-research work (topic, direction of research, terms and form of reporting);
- Internship (program, base, terms and form of reporting);
- topic of the master's project/dissertation with justification and structure;
- the plan of the master's project/dissertation implementation;
- plan of scientific publications, participation in scientific-practical (scientific-theoretical) conferences, etc.;
- research internship plan.

Practical training of Master students is carried out in accordance with the approved academic calendar and individual curriculum of Master students in the volume established by the relevant state compulsory standard of postgraduate education in the specialty.



SCIENTIFIC MANAGEMENT OF A MASTER'S STUDENT

Within two months after enrollment, each master's student is assigned an academic advisor for guidance of his master's thesis (project).

Scientific adviser and research topic of the master's thesis (project) are approved by the decision of the Academic Council of the University.

The implementation of the scientific management of master students by a teacher who has a degree of "PhD" or "Ph, or the degree of "Doctor of Philosophy (PhD)" or "doctor on the profile", relevant to the profile of the requested direction, with at least three years of experience in scientific and pedagogical work, who is the author of five scientific articles over the past five years in publications included in the List of scientific publications, recommended for publication of the main results of scientific activity, approved by the authorized body in the field of education and science (hereinafter - the List of publications) and 1 scientific article in the international peer-reviewed scientific journal, having an impact factor according to the JCR (JCR) or indexed in one of the databases Science Citation Index Expanded, Social Science Citation Index or Arts and Humanities Citation Index in Web of Science Core Collection (Web of Science Core Collection) or CiteScore percentile indicator (SiteScore) not less than 25 in the Scopus database (Scopus).

Scientific supervisor of the master's project/dissertation:

- assists the master's student in developing a work schedule for the entire period of the master's project/dissertation;
 - Gives out the task for Master's project/dissertation implementation;
 - bears responsibility for the objective and effective completion of the master's thesis/research internship;
 - recommends the master's student the necessary basic literature, reference and archival materials, model projects and other sources;
 - Within the frame of the scientific research activity, the master conducts contact work with his academic advisor on its various types, associated with the research of the chosen scientific theme and writing a master's project/dissertation, as well as provides current control of the compliance with the master's project/dissertation time schedule by the master;
 - establishes the volume of all sections of the master's project/dissertation and coordinates the work of the master's student.
-



Individual Master's Degree Programmes

Individual educational plans of undergraduates are approved not later than 2 months after the date of enrollment for the entire period of study.

01

Преподаватель (Казахский язык)

Выбранные дисциплины

Код	Наименование дисциплины	Кафедра	Колпонеит	Цикл	Академ. зачет	Академ. кредит	Ль/Льб/Пр	Пререквизиты	Удалить
Осень 2021-2022									
MIN273 2	Дизайн подземных рудников	Горное дело (1)	06	Профильный	3	0	2/0/1		
MIN285 2	Модернизация процессов проведения горизонтальных и наклонных горных выработок	Горное дело (1)	06	Профильный	3	0	2/0/1		
MIN286 2	Высококапитальное безопасное производство горных работ в глубоких карьерах	Горное дело (1)	06	Профильный	2	0	1/0/1		
MIN290 2	Технология закладки выработанного пространства	Горное дело (1)	06	Профильный	2	0	1/0/1		
MIN291 2	Рациональные технологии разработки россыпных месторождений	Горное дело (1)	06	Профильный	2	0	1/0/1		
AAP242	Научно-исследовательская работа магистранта, включая прохождение стажировки и выполнение магистерской диссертации	Гидрогеология, инженерная и нефтегазовая геология (1)	06	Дополнительные виды обучения	3	0	0/0/3		
Весна 2021-2022									
AAP243	Исследовательская практика	Технологические машины и транспорт(1)	06	Профильный	3	0	0/0/3		

Количество кредитов

Цикл	Минимально	Вы набрали
	Обяз. Элект.	Обяз. Элект.
Осень 2021-2022		
Профильный (П)	3	0
Дополнительные ...	3	0
Итоговая аттестация	4	0
Всего	10	0
Весна 2021-2022		
Всего	0	0
Лето 2021-2022		
Всего	0	0
Зима 2021-2022		
Всего	0	0

Рабочий учебный план

02

Система «Эл. Бюджет» (Русский язык)

Индивидуальный учебный план

Регистрация на дисциплины

Выбираем дисциплины

Выбор дисциплины +

Справка по дисциплине

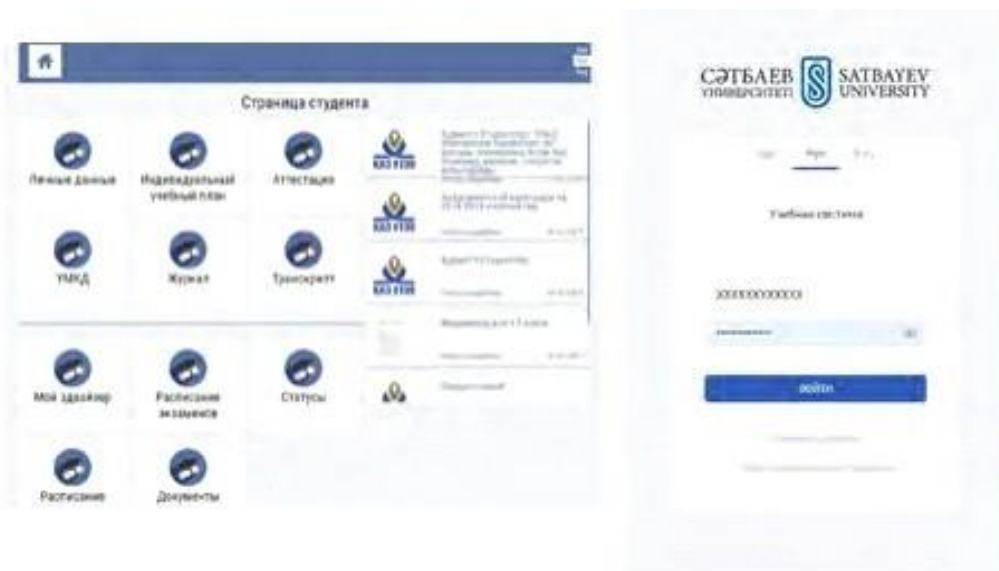
Закрепить дисциплину ✓

Код	Наименование дисциплины	Кафедра	Колпонеит	Цикл	Академ. зачет	Академ. кредит	Ль/Льб/Пр	Пререквизиты	Удалить
Осень 2019-2020									
Весна 2019-2020									



Assessment of knowledge of undergraduates

Academic achievements (knowledge, abilities, skills and competencies) of undergraduates are evaluated in grades according to a 100-point scale, corresponding to the internationally accepted alphabetic system with a numeric equivalent (positive grades, in descending order, from "A" to "D", and "unsatisfactory" - "F", "FX") and grades according to the traditional system



For Master's degree of scientific and pedagogical direction, the assessment of knowledge includes:

- theoretical training: cycle of basic disciplines (BD), including pedagogical practice; cycle of major disciplines (MP), including research practice;
- the research work of a Master student;
- Final certification.

For the master's degree program in the profile, direction the knowledge assessment includes:

- theoretical training: the cycle of basic disciplines (DB);
- A cycle of core disciplines (CD), including industrial practice;

STANDARD ASSESSMENTS:



- A grade



- B grade



- C grade

- experimental-research work of a master's student;
- final attestation.

FX

- if the student has less than 25 points for the 1st and 2nd attestations 25 points (0-24 points); in case of unexcused absence at the exam;
- in case the mark "unsatisfactory" corresponding to the mark "FX" (10-19 points), a Master student has the opportunity to retake the final exam on the basis of the preexamination of the discipline/module. If during the retake of the exam with the grade "FX" the master was not able to confirm the total threshold level of 50 or more points for the discipline, the grade "F" is given, taking into account at least 20 points for the exam.

F

In the case of obtaining a grade "F" on the mandatory component of the discipline, the master is obliged to repeat the discipline (retake) on a fee basis.

During the period of interim certification of the student is allowed to retake the exam on the discipline (module) no more than two times.

In the case of obtaining the third time the grade FX or F, corresponding to the equivalent of the grade "unsatisfactory", the student is expelled from the university regardless of the number of received grades "unsatisfactory" and loses the opportunity to enroll in this discipline again.

To change the grade of "unsatisfactory" "F" to positive, the master in the next academic period or in the summer semester again attends all types of training sessions provided by the working curriculum for this discipline, gets an admission and passes the final control.

I

The instructor may give a grade of "I" to a student who fails to appear for an exam/credit for the following reasons:

- because of a serious illness (requiring inpatient treatment lasting more than 5 days);
- in connection with the birth of a child;
- Due to the death of close relatives (close relatives include: parents, children, adoptive parents, siblings, grandparents);
- because of an official or educational business trip.

All of these reasons must be supported by supporting documents.

The student, no later than 3 working days from the date of missing the exam, must submit for consideration by the Vice-Rector for Science and International Cooperation a statement indicating the reasons for missing the class/exam and attaching the original supporting documents. If a graduate student is not able to personally submit an application, the application on his/her behalf can be written and submitted by the parents or close relatives of the graduate student, an adviser with the subsequent provision of supporting documents.



Internship

As part of the research work (experimental and research work), the individual work plan of the master's student to get acquainted with innovative technologies and new types of production provides for compulsory scientific internship in scientific organizations and/or organizations of relevant industries or fields of activity.

Research internship is carried out in partner universities, research organizations and/or organizations of relevant industries or fields of activity under the Agreement (Memorandum) on cooperation.

The activities of the organization in which it is planned to undergo scientific research internship must comply with the scientific direction of the specialty and the subject of the master's project / dissertation.

The organization in which it is planned to conduct a scientific research internship of master students, determines the Chair. For research internships department forms groups of master students in the OP.

Expenses for the internship are reimbursed at the expense of the University. In case of overspending of planned expenditures, the amount is repaid at the expense of students' own funds.

For the direction of the research internship, the master's student must submit documents to the authorized structural unit no later than 4 weeks - Kazakhstan and neighboring countries, 6 weeks - far abroad - before the intended date of the assignment according to the following list:

- 1) personal statement to the supervising vice-rector with the visas of the academic supervisor, head of the department, the director of the institute;
- 2) submission of the institute director to the supervising Vice Rector;
- 3) copy of the letter of invitation for internship from the university, scientific organization and/or organization on the profile of the specialty. Scientific internship program shall be attached to the invitation letter;
- 4) plan for scientific internship of the student, certified by the academic supervisor, head of department and director of the institute;
- 5) cost estimate (memo of the Director of the Institute).

Results of research or experimental-research work at the end of each period of their passing shall be issued by the Master in the form of the report.

At the end of scientific training a postgraduate student must:

- within three working days from the date of arrival to submit a report to the Department of Finance and Accounting with the attachment of supporting documents;
- Within one week from the date of arrival to submit to the appropriate department detailed report on the results of training in accordance with the approved program traineeship, certified by the supervisor, head of department and director of the institute.





The report should be accompanied by:

- copy of the certificate (document confirming the mastery of the scientific internship program);
- Extract from the minutes of the department meeting on the results of the scientific internship of a Master's student.

In case of failure to pass the research internship, the master's student is not allowed to the final attestation.

The scientific component of the educational program is formed of the scientific research work of a master student, scientific publications and writing a master's project/dissertation.

The scientific work of undergraduates is organized directly at the graduate departments and/or in research laboratories of the University, as well as at the leading enterprises of the industry.

The results of research or EIR at the end of each period of their passage are drawn up in the form of a report.

Master's Thesis

The main results of the master's project/dissertation must be presented in at least one publication and/or one presentation at a scientific conference.

All publications indicate the affiliation of the University - KazNITU named after K.I. Satpayev / Satbayev University. The list of publications is approved by the supervising Vice-Rector.

The final result of research or experimental-research work of a graduate is a master's project/dissertation.

Master's project/dissertation must be checked for plagiarism.

Protection of the master's thesis (project) includes the preparation of the master's thesis (project), its (its) registration and the protection procedure.

Master student who has mastered a full course of theoretical training of the educational program of Master's degree, but not defended in due time master's thesis / dissertation, on his application term of study in the master's degree is extended on a fee basis.

Master student who mastered a full course of theoretical training of the educational program of Master's degree, but did not fulfill the research component, is given the opportunity to re-learn the credits of the research component and defend the project / thesis in the next academic year on a fee-paying basis.

The main criterion for the completion of master's degree programs is the mastery by the student of:

- 1) in the scientific and pedagogical master's program at least 120 academic credits for the entire period of study, including all types of educational and scientific activities of the master's student;
- 2) in the profile master's 60 academic credits with a period of study 1 year and 90 academic credits with a period of study 1.5 years.

Term of study in the master's program is determined by the amount of mastered academic credits. When mastering the established amount of academic credits and achieving the expected learning outcomes for the master's degree educational program is fully mastered.

Persons who have completed the educational program of Master's degree and successfully passed the final certification, are awarded the degree of "Master" and issued a diploma of postgraduate education with the application (transcript) for free.



Final certification

Master students who have completed the educational process in accordance with the requirements of the working curriculum of graduate programs are allowed to the final certification.

Graduate students who have not fulfilled the requirements of the working curriculum and individual curriculum and work study programs, remain for a second course of study without passing the summer semester.

Final certification is not less than 12 academic credits in the total volume of the educational program of Master's degree of scientific and pedagogical and profile directions and is held in the form of writing and defending a master's thesis (project).

Master's thesis/dissertation defense is carried out in the presence of:

- a positive review of the supervisor;
- at least one publication on the topic of the project / dissertation in scientific publications or presentation at an international or national scientific conference;
- a decision of the graduating department about the recommendation for defense (an excerpt from the minutes of the department meeting);
- one review of the opponent, whose qualification (academic or academic degree) corresponds to the profile of the defended work, which provides a comprehensive description of the thesis and a reasoned conclusion indicating the grade ("excellent", "good", "satisfactory", "unsatisfactory") and the possibility of awarding an academic degree of master's degree in the relevant program.

In case the supervisor and/or the expert committee gives a negative conclusion "not allowed to defend" or "not recommended for protection", the student is not allowed to defend the master's project/dissertation.

A Master student who has passed the final certification, confirmed the master's degree program and publicly defended a master's thesis by the decision of the AC for Master's Thesis Defense is awarded the academic degree "Master" on the appropriate program and is issued a diploma of its own sample with an application.



Academic mobility of undergraduates

In order to ensure the academic mobility of undergraduates study individual disciplines in other educational institutions, including abroad. In this case between the organizations of education is a bilateral agreement.

The coordination of academic mobility programs in the university is carried out by the Department of International Cooperation.

The order of the organization of academic mobility and the selection of undergraduates is carried out independently by the University.

To participate in international credit mobility it is necessary to know a foreign language at the level provided by the host organization of education.

The final document confirming the training of Master students in the mobility program is a transcript or its equivalent in the country of residence.

To provide the academic mobility of undergraduates and the recognition of educational programs in the European educational space required recalculation of Kazakhstani credits in ECTS credits, according to the Rules of the organization of educational process on credit technology of education.

Dismissal from the University

A graduate can be expelled from the University:

a) at his own will (including in connection with the transfer to another educational institution); b) for academic failure, in the case of:

-receiving a grade of "F" in all disciplines of the academic period;

-receiving the grade of "Y492↔" for the same course of study more than three times; c) for violation of academic discipline:

-for not returning from academic leave or a break;

for loss of contact with the university (long-term absence without notification of reasons); d) for financial indebtedness in payment of tuition fees;

e) for violation of the University's internal regulations:

-for being at the University in a state of alcohol, drug intoxication or other type of intoxication;

-for participating in gambling on University premises;

-for violation of health and safety rules or fire safety rules, which can lead to serious consequences;

-for violation of the rules of residence in the dormitory;

-For antisocial behavior in the walls of the university and violation of the legislation of RK.

Expulsion of the undergraduate is made out by the order of university.

The undergraduate expelled from university is given the academic certificate of the established form.

The magistrant wishing to be expelled from the University should write the statement on the name of the Vice-rector on science and the international cooperation with the request about expulsion and to present it in the Directorate of institute. The application for expulsion is submitted by the master student immediately after the decision to expel him or her from the University.





In case of untimely application for expulsion at his/her own request when the student stops attending classes, a graduate student can be expelled at the end of the examination session (academic year) for violation of academic discipline. In this case, the money paid for tuition is not refundable.

Financial accrual of payment for training, the state grant and stipend is suspended from the moment of submission by the Master student of the application to the Directorate of the Institute. The Directorate of the Institute within two days must inform the Department of Finance and Accounting about the suspension of financial accrual.

A graduate student studying at the expense of a legal entity (Customer) must notify the Customer in advance of his or her intention to withdraw from the University.

If within 1 month from the date of the beginning of non-attendance of classes the graduate student, despite the measures taken, does not proceed to classes, does not represent any information and the documents confirming the reasons of the missed classes, the director of institute submits the representation on issue of the order on discharge of the graduate student, thus having notified in writing the graduate student, parents/relatives.

Transfer of undergraduates from one year (course) of training on another

Transfer of students from one course to another is realized by results of the academic year (intermediate attestations) and the accumulated grade point average (GPA).

The prerequisite for the transfer of a master's student from course to course is to achieve a grade point average (GPA) not lower than the established at the University transfer point.

Undergraduates studying on a paid basis and holders of state educational grants who have accumulated a transfer point and transferred to the next year (course), in the presence of academic debts should, on a paid basis, repeat the relevant disciplines and pass the exam on them.

Procedure for Master Students' Reinstatement

A Master student can be reinstated after being expelled if he/she has completed the first academic period of the program according to the individual plan.

A graduate student wishing to be reinstated submits an application for reinstatement to the head of the university, certified by the head of the relevant department and the director of the institute.

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

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 re-credit mastered credits in accordance with the educational program and approves the individual curriculum of a graduate student in coordination with the registrar's office.





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

Granting Academic Leave

When an academic leave of absence is granted to a person on state educational order, the right to further study on state educational order shall be retained, and funding for his education shall be interrupted (with the exception of funding for the expenses provided for the payment of scholarships to grantees who are on academic leave of absence according to the established procedure based on the opinion of the medical advisory committee) for the period of the granted academic leave, which resumes

When an academic leave of absence is granted to a student on a paid basis, payment for tuition shall be suspended for the period of the academic leave of absence.

The academic leave of absence shall be granted to the learner:

-on the basis of the conclusion of the medical-consulting commission (hereinafter -DCC) duration from 6 to 12 months;

-on the occasion of birth or on the occasion of taking care of a child under 3 years old;

-On the occasion of conscription into the Armed Forces of the Republic of Kazakhstan.

Academic leave can be extended no more than 1 time.

For registration of the academic leave of a student applies in the name of the supervising pro-rector and presents a certificate VKK, a sheet of disability on pregnancy or childbirth, or the document on calling up in the ranks of the Armed Forces of the RK.

The student, who returned from academic leave before the beginning of the next academic period, no less than 10 working days in advance submits an application in the name of the supervising Vice Rector about the exit from the academic leave and presents a certificate of VKK on the state of health from the medical organization that observed the patient. Based on this, within three working days, an order is issued about the student's withdrawal from the academic leave of absence.

The student returning from academic leave of absence must eliminate the difference in the disciplines of the curricula, if any.





Government Scholarship

The State Scholarship is awarded and paid to Master's students enrolled on state educational order on a full-time basis.

The state grant is appointed to undergraduates who are trained under the state educational order, and also transferred to training under the state educational order, who have received by results of examination session or intermediate attestation of students the equivalent of marks corresponding to marks "good", "excellent", and is paid monthly from the first day of the month following examination session or intermediate attestation of students, inclusive, till the end of month in which the semester ends.

The state stipend for the first academic period is assigned to all undergraduates enrolled in the first year (first year) under the state educational order and is paid from September 1 monthly until the end of the first academic period and vacations inclusive until the end of the month in which the academic period and vacations end.

In subsequent academic periods, the state stipend is awarded to master's students and is paid according to the results of the examination session of the students for the previous semester.

Persons with visual and hearing impairments, orphans and children left without parental care and under guardianship (custody), studying on state educational order, state scholarship is paid in the absence of academic debts on the results of examination session of students.

Undergraduates, submitted for state scholarship by the results of the summer examination session or interim attestation of students, the state scholarship for the period of summer break is paid cumulatively for two months (July, August).

Master students who did not pass exams and tests within the deadlines established by educational organizations, for valid reasons (illness, family circumstances, natural disasters, etc.), the University administration, upon submission of supporting documents to students, set individual deadlines for taking tests and exams, after which they are assigned state stipulated by the present Rules.

If a temporary disability certificate in connection with pregnancy and childbirth is presented during the academic leave of absence, the academic leave shall be interrupted and maternity leave shall be issued.

The state scholarship shall not be awarded while a Master's student is on maternity leave until he or she reaches the age of three years.





Graduate students with only "excellent" grades according to the results of the examination session are entitled to an increased state scholarship.

The payment of state scholarships shall be terminated:

- in case of expulsion of a master's student from the University, regardless of the reasons for expulsion;
- In case of the death of a Master student;
- after the completion of studies from the day of the release of the order on the graduation.

Organization of Educational Processes Using Blended Learning Technology

Blended Learning is an educational concept in which a graduate student learns both independently online and face-to-face with a faculty member. Blended Learning (hereinafter - BL) is an opportunity to combine traditional methods and current technologies.

The BL technology is not an independent separate form of education, but only complements and supports the legally established forms of education.

Organization of educational process in the format of blended learning (BL) is carried out with the use of individual distance learning technologies without excluding the traditional forms of face-to-face educational interaction between the teacher and students

During the theoretical training in the format of blended learning learning courses are carried out through contact hours with teachers, through an electronic system of distance learning and personal learning environments, where the learner is provided with all training materials (lecture notes, video lectures, presentations), assignments (tests, written assignments, collective discussion).

The Department of Graduate Studies and the corresponding institute ensure the organization of training with the use of BL technology at the University.

The decision to allow the student to study using BL technology is taken by the Vice-Rector for Science and International Cooperation in the presence of the consent of the head of the relevant department, the director of the relevant institute, as well as supporting documents.

To receive education using BL technology, the student must submit an application to the Vice-Rector for Science and International Cooperation in the form according to Appendix 2 to the "Regulations on the use of Blended Learning (Master's and Doctoral Programs)", as well as obtain the consent of the Head of Department and the Director of the Institute. When transferring to training with the use of BL technology to students employed in the regions of Kazakhstan and Central Asia, as well as students working on a rotational basis, it is necessary to provide a certificate from the place of work, students with disabilities certificate of VKK on Inability to Work and/or the presence of physical limitations, confirming the inability to attend classes at the University by the student.





The transfer of a student to study with the use of BL technology is formalized by order of the Vice-Rector for Science and International Cooperation. The order is issued by the Department of Postgraduate Education.

Graduate students who have chosen to study using BL technology, are given the opportunity to study in the format 0/0/100.

Graduate students must inform the department of their choice of the 0/0/100 format prior to the beginning of the theoretical course (academic period).

The 0/0/100 learning format provides for online learning during the semester and includes the student's fulfillment of all requirements on the part of the instructor:

- perform assignments according to the approved syllabus for each discipline (the learner who agrees to study according to this format is obliged to provide the instructor with the completed assignments)

- submit all assignments according to the syllabus by the end of each grading week;

0/0/100 result: pass the final exam in offline format in the period according to the approved academic calendar according to the results of two attestations.

Learners are allowed a flexible schedule of delivery of set assignments according to the syllabus before the session, and the delivery of set assignments is - compulsory.

It is possible to view independent viewing of lectures and other types of classes on educational platforms.

Employment of graduates

In accordance with paragraph 17 of Art. 47 of the Law "On Education" of RK for graduates of higher and postgraduate education who studied on the basis of state educational order is mandatory three-year probation. Young specialists who finished training in the current year, no later than September 1 arrive at the place of work according to the direction (in accordance with the decision of the Commission on personal distribution). Commissions on the personal allocation personally allocate young specialists on the basis of petitions of employers and applications of scientific organizations about staffing requirements.

When entering or being called up for compulsory military service, a young specialist is granted a deferment (by the decision of the Commission on personal placement of young specialists and PhDs, an additional protocol is issued on the basis of a written application and a supporting document) and for the period of service, without crediting the time of service to the period of work.





Exemption from the duty to work off shall be granted:

- 1) if there are no vacancies in the locality where the spouse lives, works or serves;
- 2) persons with disabilities of groups I and II;
- 3) when enrolling for further study in master's, residency, doctoral studies in case the enrollment is made in the year of graduation;
- 4) pregnant women and people raising a child under the age of three years alone.

In these cases, to get exemption from the work-off, a young specialist should apply to the Commission on placement.

A young specialist, trained on the rural quota, is obliged to do his or her work in organizations located in rural areas.

