

# MASTER'S STUDENT



## GUIDE



# **SCIENCE AND EDUCATION FOR THE GOOD OF PEOPLE**

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## INSTITUTIONS

### **Mining and Metallurgical Institute named after A. N. Baikonurov**

**Directorate of Institute:** Mining and Metallurgical Building (MMB),  
Room 232.

**8 (727) 320 40 45.**

**Director:** Kanai Bakhytovich Rysbekov

**Deputy directors:**

Saule Temirbolatovna Soltabayeva, tel. +7 747 480 7631

Aitenov Kenesbai Zholdasbayevich, tel. +7 701 453 0002

Kuandykov Tilepbai Alimbayevich, tel. +7 701 902 0009

### **Geology and Oil-gas Industry Institute named after K. Turyssov**

**Dean's Office of Institute:** Oil building (OB), AUD. 407, 8 (708) 397 10 64.

**Director:** Auelkhan Yergali Satyshuly

**Deputy directors:**

Abdukarimov Aybek Kenzhebekuly, Tel. +7 747 569 35 25

Matayeva Zaira Toktarbekkyzy, Tel. +7 747 157 77 51

Assyl Temirtayevna Makyzhanova, Tel. +7 707 724 72 43

### **Automation and Information Technology Institute**

**Directorate of Institute:** Korean Center, room. 302, +7 (727) 257 70 44,  
+7 (727) 320 41 34.

**Acting director of IAIT** Yersain Gulislamovich Chinibayev

**Deputy directors:**

Kozhamzharova Dinara Khanatovna, tel. +7 702 887 0055

Myrzakulov Maksat Kendebayevich, tel. +7 705 308 5129

Sarkambayeva Shynara Galimzhanovna, tel. +7 747 797 2888

**A. Burkitbayev Institute of Energy and Mechanical Engineering**

**Directorate of Institute:** Mechanical Engineering Building (MEB),  
room.27, 8 (727) 320 40 36.

**Director:** Yelemessov Kassym Koptleyevich

**Deputy directors:**

Mukhtarbek Kalmurzayevich Tatybaev, tel. +7 701 728 66 04

Baskanbayeva Dinara Dzhumabayevna, tel. +7 701 861 51 62.

Abylkayir Zhastalap Nauryzgaliyevich, tel. +7 747 208 98 40

**Institute of Architecture and Construction named after T.K. Bassenov**

**Directorate of Institute:** Small Academic Building (SAB), room 201,  
8 (727) 320 41 37.

**Director:** Kuspangaliyev Bolat Uraykhanovich

**Deputy directors:**

Khodzhikov Anton Valeriyevich, tel. +7 702 760 57 86

Berdali Meyrman Nurzhanuly, tel. +7 700 309 50 07

**School of Transport Engineering and Logistics**

**School management:** IME building.308, 309, +(727) 320-40-83.

**Head:** Abdullayev Seidulla Seidemetovich

**Deputy Head:**

Assel Kozhanberdynovna Kurbenova, tel.+7 707 870 98 08

**Heads of degree programs:**

Nurbol Sadykanovich Kamzanov, tel. +7 702 110 00 05

**Institute of Project Management named after E.A. Turkebayev**

**Directorate of Institute:** Main Academic Building (MAB), room 415,  
8 (727) 320 40 91.

**Director:** Amralinova Bakytzhan Bazarbekovna

**Deputy directors:**

Dinara Orazovna Satybaldiyeva, tel. +7 777 207 29 11

Shyndauyl Yelmuratovich Nugumanov, winter. +7 707 487 18 96

Zhunusbekova Nazym Maratovna tel. +7 700 398 31 19

**Institute's advisor:** tel. +7 702 798 88 83

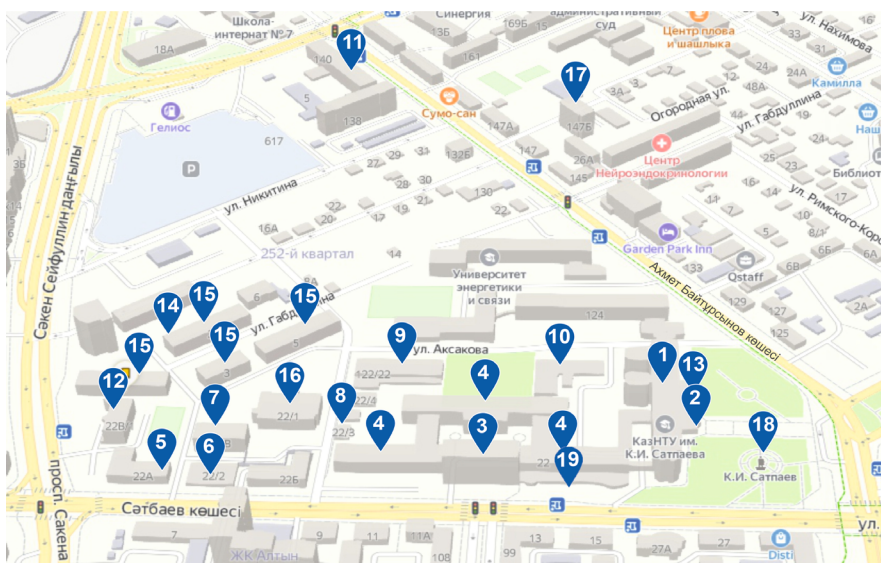
**Login and password to SSO**

OB 508, 8 (727) 320 41 51



# MAP

- 1 Main Academic Building (MAB)
- 2 Admissions Committee (AC)
- 3 Oil building (OB)
- 4 Mining and Metallurgical Building (MMB)
- 5 Small Academic Building (SAB)
- 6 Institute of Energy and Mechanical Engineering
- 7 Engineering Building
- 8 The training ground of Mining and Metallurgical Institute
- 9 Technopark (educational and production workshop)
- 10 Teplokorpus
- 11 Institute of Military Affairs
- 12 Korean Center
- 13 Office of Registrar of Students (ORS)
- 14 Medical Center
- 15 Dormitory # 1,2,3
- 16 Fab-Lab
- 17 House of Young Scientists
- 18 Monument to K.I. Satbayev
- 19 UniHUB creative space and coffee shop



# LEARNING PLATFORMS OF UNIVERSITY

All students have personal accounts on the [SSO](#), portal [Polytechonline.kz](#) and in [Microsoft 365 Education](#) Education cloud services integrated into a single educational system.

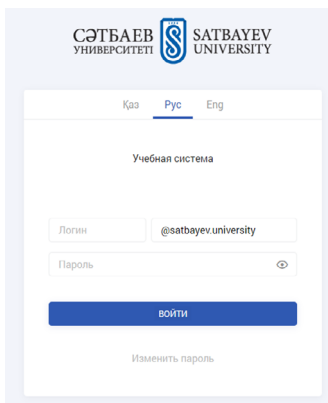
**LOGINS AND PASSWORDS ARE THE SAME IN ALL SYSTEMS.**

**LOGIN AND PASSWORD TO SSO**

OB 508, 8 (727) 320 41 51

## SCHEDULE AND SSO PLATFORM

SSO – is an educational digital portal for students, their parents and teachers. After admission to the university, students log in to this website and gain access to their personal account. The login is the IIN  
The student's password is sent to the email address specified during registration on [kb.satbayev.university](#).



The screenshot shows the login interface of the Satbayev University SSO platform. At the top, the university's name is written in Kazakh (СӘТБАЕВ УНИВЕРСИТЕТІ) and English (SATBAYEV UNIVERSITY) next to its logo. Below this, there are language selection tabs for Kazakh (Қаз), Russian (Рус), and English (Eng), with Russian currently selected. The main heading is 'Учебная система' (Educational System). The login form consists of two input fields: 'Логин' (Login) with the text '@satbayev.university' and 'Пароль' (Password) with a toggle for visibility. A blue 'ВОЙТИ' (Login) button is positioned below the fields. At the bottom, there is a link 'Изменить пароль' (Change password).

Parents can get acquainted with students' academic achievements through the student's account. Platform provides access to academic and individual plans, lesson and exam schedules, study materials, provides an opportunity to meet with advisors and employers, get help, and so on.



## Microsoft 365 Education

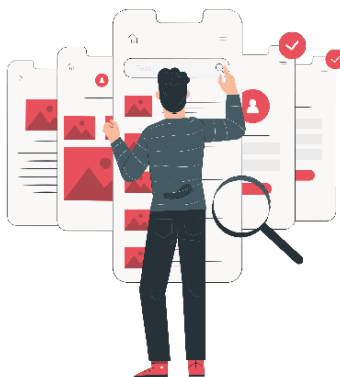
**Microsoft 365 Education** – is an internationally recognized modern distance learning platform. By getting an account in the university's system, you also receive:

- A personal mailbox in the university's corporate mail with an email address in the format (first letter of the name. last name) @stud.satbayev. university, where the teacher, administration and other students can contact you. Mailbox size is **50 GB**;
- **Microsoft OneDrive virtual storage** with 1 terabyte of personal cloud storage;
- access to the Microsoft Teams virtual conference system, where lectures and seminars are often held;
- 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 Microsoft Office suite - Word, Excel, PowerPoint, Outlook and others.**

The login to this system is done through the website office.com using the student's corporate email address (ID) @stud.satbayev.university as the login and password of the corporate mail, which you will receive to your personal email.

### Conditions necessary for work:

- 1) Reliable Internet connection with a minimum speed of 3 Mbps.
- 2) A desktop computer or laptop. Learning through gadgets (smartphone or tablet) It is not recommended, as efficiency and quality decrease.



## REGISTRATION FOR ACADEMIC SUBJECTS

- Add/drop week
- Compilation of IC
- Registration for academic subjects



**Add/Drop** - The period is usually in the first week of study, when the student can withdraw from the discipline and/or enroll in a new one at will. In the first week of the academic period (**Add/Drop**), a master's student can change disciplines, schedule classes, and select a teacher. Each master's student independently builds his educational trajectory in the form of an individual curriculum (IC), compiled within the framework of the curriculum of the degree program and the catalog of elective subjects (CED).

The student is responsible for preparing the IC and completeness of the study course in accordance with the requirements of the curriculum of the degree program.

IC is formed by the student for each academic period (semester) with the support of the advisor and, if necessary, the department head. *The training of personnel in the magistracy is carried out on the basis of degree programs of higher education. Upon admission and matching of the profile of the master's degree program with the higher education program, the results of the previous level of study are recognized automatically; if the profile of the master's degree program does not match the degree program of higher education, the prerequisites(s) for mastering are established for the graduate student, which are added to IC. The list of necessary prerequisites and the deadlines for their development are determined by the graduating department head. Prerequisites are mastered on a paid basis.*

**When drawing up their IC, the student should:**

- familiarize themselves with the rules for organizing the educational process on the credit technology of master's degree studies;
- study their working curriculum (WC) of the degree program (DP) on the portal;
- register for the disciplines, observing the established registration deadlines. The number of credits included in the student's IC is recommended in accordance with the number of credits established by the work curriculum.

Adjustment of IC during Add/Drop period is also recommended for students who have been reinstated or transferred from other educational institutions. Registration of students for the semester's disciplines (Enrollment) is organized by ORS with the methodological and advisory assistance of advisors, departments and institutes. Registration dates are indicated in the academic calendar.

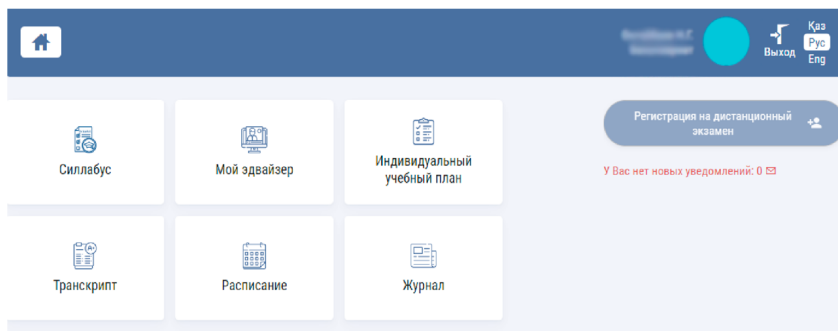
- Students are required to spend time online on the HeroStudy portal strictly within the time limits set by the academic calendar.
- Before the start of registration, the student must contact an adviser to develop an individual trajectory. The advisor advises and clarifies the choice of subjects within the curriculum of the degree program and the catalog of subjects of their choice. Registration consists of two stages:

- **1st stage. Formation of a student's own individual curriculum:** registration for disciplines where the student will have the opportunity to choose subjects and the language of instruction;

- **2nd stage. Creating their own class schedule:** students will be able to create their own schedule, where they will have the opportunity to choose a teacher, time and the study flow from among IC disciplines selected at the 1st stage.

## How to register for disciplines using SSO

1. In order to register for the disciplines, you need to log into your Personal Account and open "Individual Curriculum" section.



2. An empty "Discipline Selection" pop-up window will open. At the beginning, the window is empty. To start selecting subjects, you need to click on "Semester" window and select the desired semester, for example, "Autumn 2023-2024".

Register for the compulsory and elective subjects of the course/semester from among the available ones by clicking on the plus icon on the right next to each of them. After you finish selecting the disciplines, close the window using the cross in the upper-right.

Выбор дисциплины

Семестр  
Осень 2023-2024

☐ Обязательные дисциплины ☒ Обязательные дисциплины ☐ Дисциплины выпускающей кафедры

Код Наименование дисциплины Кафедра Поиск

| Код     | Наименование дисциплины                 | Кафедра   | Цикл    | Кредиты | Ль/Пл/б/Пр | Пререкл. зиты | Компоне нт   | Доба вить |
|---------|---|---|---------|---------|------------|---------------|--------------|-----------|
| GE01 60 | Эксплуатационная разведка подземных вод | Гидрогеология, инженерная и нефтегазовая геология (1)                         | Базовый | 3       | 2/0/1      |               | Обязательный | +         |
| GE04 11 | Геофизические методы поисков и разведки | Геологическая съемка, поиски и разведка месторождений полезных ископаемых (1) | Базовый | 3       | 2/1/0      |               | Обязательный | +         |
| GE04 11 | Геофизические методы поисков и разведки | Гидрогеология, инженерная и нефтегазовая геология (1)                         | Базовый | 3       | 2/1/0      |               | Обязательный | +         |
| GE04 39 | Седиментология                          | Геологическая съемка, поиски и разведка месторождений полезных ископаемых (1) | Базовый | 3       | 2/1/0      |               | Обязательный | +         |
| GE04 39 | Седиментология                          | Гидрогеология, инженерная и нефтегазовая геология (1)                         | Базовый | 3       | 2/1/0      |               | Обязательный | +         |
| GE05 12 | Четвертичная геология и геоморфология   | Гидрогеология, инженерная и нефтегазовая геология (1)                         | Базовый | 3       | 2/0/1      |               | Обязательный | +         |
| GE05 21 | Региональная инженерная геология        | Гидрогеология, инженерная и нефтегазовая геология (1)                         | Базовый | 3       | 2/0/1      |               | Обязательный | +         |
| GE05 22 | Гидравлика и гидрология                 | Гидрогеология, инженерная и нефтегазовая геология (1)                         | Базовый | 3       | 2/0/1      |               | Обязательный | +         |


« НАЗАД 1 2 3 4 5 6 7 8 9 10 ДАЛЕЕ »

3. Click on "Complete registration" button on the right side of the screen.

## Pay attention!

1. You can change your choice of disciplines only before the registration deadline!
2. The disciplines for which you have already registered automatically or independently are placed in "Selected disciplines" list in "Individual curriculum" section. If necessary, you can remove them from the list.
3. The credit counter in "Individual Curriculum" section helps you register for the required number of disciplines. If there are not enough credits, this will be marked in red in the counter.

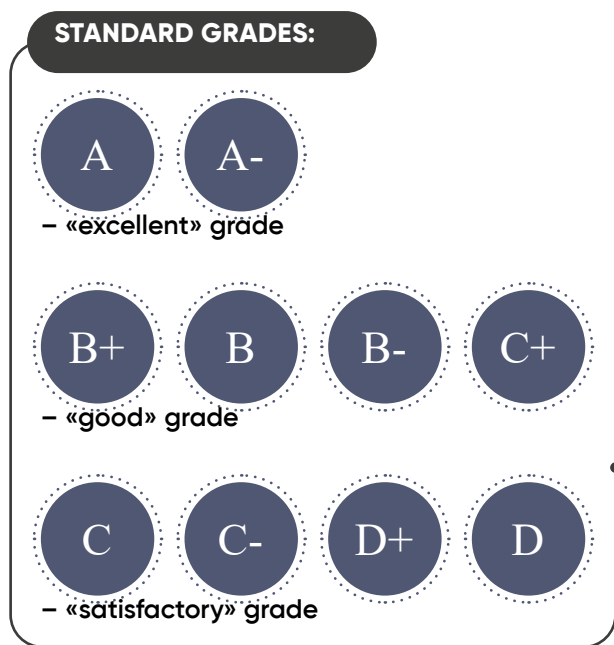
| Количество кредитов |            |        |            |        |
|---------------------|------------|--------|------------|--------|
| Цикл                | Минимально |        | Вы набрали |        |
|                     | Обяз.      | Элект. | Обяз.      | Элект. |
| Осень 2023-2024     |            |        |            |        |
| Базовый (Б)         | 18         | 0      | 12         | 0      |
| Профильный (П)      | 12         | 0      | 6          | 0      |
| Всего               | 30         | 0      | 18         | 0      |

Рабочий учебный план 

4. After registration for the disciplines is completed, a schedule is formed based on the selected disciplines. After the schedule is created, it will appear in your Personal Account (see the notifications on the main page in your Personal Account).

## DISCIPLINE GRADES

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



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

- theoretical training: a cycle of basic disciplines (BD), including pedagogical practice; a cycle of profile disciplines (PD), including research practice;

- research work of the undergraduate;
- final certification.

For the master's degree in the specialized field, knowledge assessment includes:

- theoretical training: a cycle of basic disciplines (BD);
- a cycle of profile disciplines (PD), including production practice;
- experimental research work of a graduate student.

**FX**

"FX" is an **unsatisfactory grade**, which means that the exam needs to be retaken.

The grade "FX" is given when the student has scored a total of at least 25 points at the end of the semester, but on the exam a) scored from 10 to 19 points inclusive, or b) could not confirm the total threshold level of 50 or more points for the discipline.

**F**

An "F" grade is given if the student: – missed more than 20% of classes in the discipline. (you should definitely attend all classes during your studies.

The maximum allowable number of passes is 20%, if the discipline is 3-credit – 9 passes, if 2-credit – 6).

- scored a total of less than 25 points for two attestations;
- scored less than **20 points** in the exam;
- I didn't show up for the exam without a valid reason.
- when using prohibited means (cheat sheets, gadgets) and other violations during the exam.
- when retaking the exam with an "FX" grade, I could not confirm the total threshold level of **50 or more points**.

**I**

The "I" (incomplete) grade means "**The discipline is not completed**", it is not taken into account when calculating the **GPA**.

The "I" grade is given when the student has completed the curriculum of the discipline, having scored at least during the semester

25 points, admitted to the exam, but did not show up for the exam due to unforeseen circumstances:

- emergency hospitalization for medical reasons;
- due to the death of close relatives (parents, siblings, etc.).(parents,siblings, etc).

AU

- "AU" (Audit) assessment - "the discipline has been listened to" is given to a student who wants to listen to the discipline without passing the established forms of knowledge control (current, milestone, final) and receiving a final assessment. The completion of such disciplines is paid at the cost set in the Treasury. The "AU" score is not credited and is not taken into account when calculating the GPA

W

- Grade "W" (Withdrawal) — "**abandonment of discipline**" by the student during the first 4 (four) weeks of the semester (or 2 weeks of the trimester) from the beginning of classes (in the Summer Semester – during the first 4 days from the beginning of classes), he can submit an application to the director of the institute explaining the reasons for his decision to abandon the discipline. There is no charge for this discipline. The application, which must be signed by the student's advisor and signed by Institute director, if the issue is resolved positively, is sent to the student's Registrar's Office and then to University's Finance and Accounting Department with a full deduction of the cost of services.

The student's examination sheet in the discipline is marked with a "W" grade. This assessment can be changed by the teacher only if the student re-registers and passes such a discipline.

The reasons for rejecting the discipline for which the student has registered may be circumstances when:

- the student has not sufficiently assessed their capabilities by exceeding the recommended number of credits;
- the student has insufficient basic knowledge to master the discipline;
- the student has an insufficient level of language training, according to which the discipline is taught.



## FINAL CERTIFICATION

Undergraduates who have completed the educational process in accordance with Master's degree curriculum requirements are eligible for final certification. Final certification is at least 12 academic credits in the total volume of the master's degree program in scientific, pedagogical and specialized areas and is carried out in the form of writing and defending a master's thesis (project). The master's thesis is defended on the basis of an admission order issued by Institute's directorate on the basis of submissions from departments heads, if available:

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

If the supervisor and/or the expert commission gives a negative conclusion "not allowed to defend" or "not recommended for defense", the graduate student is not allowed to defend the master's project/dissertation.

A master's student who has passed the final certification, confirmed the development of the relevant professional master's degree program and publicly defended their master's thesis is awarded a master's degree in the relevant program by AC's decision for the defense of master's theses and is issued a diploma of the own sample with a supplement.

## EDUCATIONAL PROCESS USING BL TECHNOLOGY

Blended Learning is an educational concept in which a master's student obtains knowledge both independently online and face-to-face with a teacher. Blended Learning (hereinafter referred to as BL) is an opportunity to combine traditional methods and current technologies. BL technology is not an independent separate form of education, but only complements and supports the forms of education established by law.

The organization of the educational process in the format of blended learning (BL) is carried out using separate distance learning technologies without excluding traditional forms of face-to-face educational interaction between teachers and students.

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

The organization of training using BL technology at University is provided by the graduating department and the corresponding institute. The decision to provide a student with the opportunity to study BL technology is made by Vice-Rector for Academic Affairs with the consent of the relevant department head, the relevant institute director, as well as supporting documents.

To receive education using BL technology, a student must submit an application addressed to the supervising Vice-Rector in accordance with Appendix 2 to "Regulations on the use of blended learning technology (master's and doctoral studies)", as well as obtain the consent of the department head and Institute director. When transferring to study using BL technology, students employed in the regions of Kazakhstan and Central Asia, as well as students working in shifts, must provide a certificate from their workplace, students with disabilities, a certificate of disability and / or physical limitations, confirming the impossibility of the student attending classes at the university.

The transfer of a student to study using BL technology is executed by order of the supervising Vice-Rector. The order is issued by Institute. Undergraduates who choose to study using BL technology are given the opportunity to study in the 0/0/100 format. Undergraduates should inform about the choice of the 0/0/100 format before the start of the theoretical course (academic period).

The training in the 0/0/100 format provides online training during the semester and includes the fulfillment by the student of all requirements on the part of the teacher:

- perform tasks according to the approved syllabus for each discipline (a student who agrees to study in this format must provide the teacher with completed tasks)
- complete all tasks according to syllabus before the end of each assessment week;

Result 0/0/100: pass the final exam in offline format during the period according to the approved academic calendar based on the two attestations results. Students are allowed a flexible schedule for completing assigned tasks according to the syllabus before the session start, while completing the assigned tasks is mandatory.

## MASTER'S THESIS

The main results of the master's project/dissertations should be presented in at least one publication and/or one presentation at a scientific and practical conference. All publications indicate the affiliation of University - NPJSC "KazNRTU named after K.I. Satpayev/Satbayev University". The list of publications is approved by the supervising Vice-Rector. The final result of a master's student's research or experimental research work is a master's project/dissertation.

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

The defense of a master's thesis (project) includes the preparation of a master's thesis (project), its design and the defense procedure.

A master's student who has completed the full course of theoretical study in the Master's degree program, but has not defended their master's project/ dissertation within the prescribed period, upon their application, the period of study in the master's degree is extended on a fee basis.

A master's student who has completed the full course of theoretical study of the master's degree program, but has not completed the research component, is given the opportunity to re-master the credits of the research component and defend the project/ dissertation in the next academic year on a fee-based basis.

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

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

The duration of the master's degree is determined by the amount of academic credits acquired. Upon mastering the established amount of academic credits and achieving the expected learning outcomes for obtaining a master's degree, the master's degree program is considered fully completed.

Persons who have completed their studies in the master's degree program and have successfully passed the final certification are awarded a master's degree and a diploma of postgraduate education with an attachment (transcript) is issued free of charge.

## MASTER'S STUDENT'S PRACTICE

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

- pedagogical practice is conducted in order to develop practical skills and teaching methods. Pedagogical practice is conducted with the aim of developing practical skills in teaching and learning methods. At the same time, undergraduates are involved in conducting undergraduate classes at the discretion of the university;

- research practice is conducted in order to familiarize with the latest theoretical, methodological and technological achievements of domestic and foreign science, with modern methods of scientific research, processing and interpretation of experimental data.

The degree program of the specialized master's degree includes practical training in the PD cycle, which is conducted in order to consolidate the theoretical knowledge gained in the learning process, acquire practical skills, competencies and professional experience in the specialty being studied, as well as master best practices.

The content of the research/production practices is determined by the topic of the dissertation/project research and is conducted under the supervision of the graduate student's supervisor. The master's student studies on the basis of an individual work plan, which is drawn up under the guidance of a supervisor. The individual master's work curriculum is drawn up for the entire study period and includes the following sections:

- IC (can be updated annually if necessary);
- research/experimental research work (topic, research area, deadlines and reporting form);
- practice (program, base, terms and form of reporting);
- topic of the master's project/dissertation with justification and structure;
- plan of the master's project/dissertation;
- plan for scientific publications, participation in scientific and practical (scientific and theoretical) conferences, etc;
- plan for scientific internships.

The internship of undergraduates is conducted in accordance with the approved academic calendar and the individual curriculum of the graduate student in the amount established by the relevant state mandatory standard of postgraduate education in the specialty.

## INTERNSHIP

As part of the research work (experimental research work), the individual master's work plan for familiarization with innovative technologies and new types of production provides for mandatory scientific internships in scientific organizations and/or organizations of relevant industries or fields of activity. Sending a master's student for an internship is organized by the graduating department and is carried out on the basis of its order. Duration of the internship is at least 14 calendar days.

Research internships are carried out at partner universities, in scientific organizations and/or organizations of relevant industries or fields of activity within the framework of Agreement (Memorandum) about cooperation.

The activities of the organization in which the research internship is planned should correspond to the scientific field of the specialty and the subject of the master's project/ dissertation. The department determines the organization in which it is planned to complete a research internship for undergraduates. To complete a scientific internship, the department forms groups of undergraduates in the specialty.

Internship expenses are reimbursed at the expense of the university. In case of overspending of planned expenses, the amount is repaid at the expense of students' own funds.

To be sent for a research internship, a master's student must submit documents to an authorized structural unit no later than 4 weeks in advance - Kazakhstan and neighboring countries, 6 weeks in advance - far abroad - before the expected date of the business trip according to the following list:

1) a personal application addressed to the supervising Vice-Rector with the visas of the supervisor, the department head, Institute director;

2) representation of Institute director addressed to the supervising Vice-Rector;

3) a copy of the invitation letter for an internship from the university, a scientific organization and/or an organization based on a specialty profile. The scientific internship program is attached to the invitation letter;

4) the student's scientific internship plan, certified by the supervisor, the department head and Institute director;

5) cost estimates (memo from Institute director). The results of scientific research or experimental research work at the end of each period of their completion are drawn up by the graduate student in the form of a report. Upon completion of a scientific internship, a postgraduate student must:

- submit a report with supporting documents to Finance and accounting

department within three working days from the date of arrival;

- within one week from the date of arrival, submit to the relevant department a detailed report on the internship results in accordance with the approved internship program, certified by the supervisor, the department head and Institute director;

**The report is accompanied by:**

- a copy of the certificate (a document confirming the completion of the scientific internship program);

- extract from the minutes of the department meeting on the results of the undergraduate's scientific internship. In case of non-completion of the research internship, the master's student is not allowed to take the final certification.

The scientific component of the degree program is formed from the research work of a graduate student, scientific publications and the writing of a master's project/dissertation. The scientific work of undergraduates is organized directly at the graduate departments and/or in the scientific laboratories of University, as well as at the industry's leading enterprises.

The results of research and development or EIR are presented as a report at the end of each period of their completion.

# ACADEMIC MOBILITY OF UNDERGRADUATES

To ensure academic mobility, undergraduates study certain disciplines in other educational institutions, including abroad, with which the university has concluded a bilateral agreement. Academic mobility programs at University are coordinated by International Cooperation Department. University independently organizes academic mobility and selects undergraduates. To participate in international credit mobility, knowledge of a foreign language is required at the level provided by the host educational organization.

The final document confirming the master's degree in the mobility program is a transcript or its equivalent in the host country. In order to ensure the academic mobility of undergraduates and the recognition of educational programs in the European educational space, it is necessary to convert Kazakhstani loans into ECTS loans, according to the Rules for organizing the educational process using credit technology of education.

## **Expulsion from University**

A master's student may be expelled from the university.:

- a) at his own request (including in connection with 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 a grade of "F" in the same discipline more than 3 times;
- c) for violation of academic discipline:
  - as someone who has not returned from academic leave;
  - for loss of communication with the university (prolonged absence without notification of the reasons);
- d) for financial arrears in tuition fees;
- e) for violating 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 at the university;
  - for violating the rules of occupational safety or fire safety, which can lead to serious consequences;



- for violating the rules of living in the hostel;
- for antisocial behavior within the walls of the University and violation of the legislation of the Republic of Kazakhstan.

The undergraduate's expulsion is executed by order of the university. A master's student wishing to leave the University must write an application addressed to the supervising Vice-Rector with a request for expulsion and submit it to Institute's Directorate. The application for expulsion is submitted by the graduate student immediately after their decision to expel from University.

In case of late submission of an application for expulsion at his own request upon termination of attendance at classes, the graduate student may be expelled based on the examination session results (academic year) for violation of academic discipline. In this case, the funds paid for the training will not be refunded.

Financial accrual of tuition fees, state grants and scholarships is suspended from the moment the undergraduate submits an application to Institute's Directorate. The Institute's Directorate must inform Finance and accounting department within two days about the suspension of financial accrual.

A master's student studying at the expense of a legal entity (Customer) is obliged to notify Customer in advance of their intention to withdraw from University.

If, within 1 month from the date of the start of non-attendance of classes, the graduate student, despite the measures taken, does not start classes, does not provide any information and documents confirming the reasons for missing classes, Institute director submits a submission for issuing an order on the expulsion of the graduate student, while notifying the graduate student, parents / relatives in writing.

### **Transfer of undergraduates from one year (course) of study to another**

Transfer of students from one course to another is carried out based on the academic year results (intermediate attestations) and the average academic achievement score (GPA). A prerequisite for the transfer of a master's student from one course to another is to achieve an average academic achievement score (GPA) not lower than the transfer score established at the University.

Undergraduates studying on a fee-based basis and holders of state educational grants who have scored a transfer point and transferred to the next year (course) of study, if there are academic debts, must re-study the relevant disciplines on a fee basis and take an exam on them.

## PROCEDURE FOR REINSTATEMENT OF UNDERGRADUATES

A master's student can be re-admitted after being expelled if they have fully completed the first academic period of the program they are studying according to an individual plan.

A graduate student wishing to recover submits an application for reinstatement addressed to Vice-Rector for Academic Affairs, certified by the relevant department head and Institute director.

A transcript signed by University administration and sealed with a copy of the English language certificate is attached to the application for reinstatement addressed to University head.

Institute director (together with the graduating department head), based on the submitted documents, determines the difference of disciplines in the curricula and, in accordance with the mastered prerequisites, sets the course of study, recalculates the mastered credits in accordance with the degree program and approves the individual curriculum of the graduate student in coordination with Academic Affairs Department (DAA).

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

## ACADEMIC LEAVE

When granting academic leave to a person studying on the basis of a state educational order, the right to further study on the basis of a state educational order remains with them, and the financing of his studies is interrupted (with the exception of financing expenses provided for the payment of scholarships in accordance with the established procedure to grant holders who are on academic leave based on Medical Advisory Commission's conclusion) for the period of the academic leave granted, which is resumed after its completion.

If academic leave is granted to a student on a paid basis, tuition fees are suspended for the academic leave duration.

Academic leave is granted to the student:

- based on Medical Advisory Commission's conclusion (hereinafter referred to as MAC) for a period of 6 to 12 months;
- on the occasion of a birth or to care for a child under three years old;
- on the occasion of conscription into RK Armed Forces.

Academic leave can be extended no more than once.

To apply for an academic leave, a student submits an application addressed to the supervising Vice-Rector and submits a certificate of MAC, a maternity disability certificate, a child's birth certificate, or a document on conscription into RK AF.

A student who has returned from academic leave before the start of the next academic period submits an application to the supervising Vice-Rector for academic leave at least 10 working days in advance and submits a certificate of health from the medical organization that observed the patient. Based on this, an order is issued within three working days to release the student from academic leave.

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

## STATE SCHOLARSHIP

State scholarship is awarded and paid to undergraduates studying full-time under the state educational order. State scholarship is awarded to undergraduates studying under a state educational order, as well as those transferred to study under a state educational order, who received the equivalent of "good" or "excellent" grades based on the results of the examination session or intermediate attestation of students, and is paid monthly from the first day of the month following the examination session or intermediate attestation of students, inclusive until the end of the month in which the semester ends.

State scholarship for the first academic period is awarded to all undergraduates enrolled in the first year (year of study) under the state educational order, and is paid monthly from September 1 until the end of the first academic period and holidays, inclusive, until the end of the month in which the academic period and holidays end. In subsequent academic periods, a state scholarship is awarded to undergraduates and is paid based on the results of the students' examination session for the previous semester.

Undergraduates who have been submitted for a state scholarship based on the results of the summer examination session or intermediate student certification, the state scholarship for the summer vacation period is paid in total for two months (July, August).

Undergraduates who have not passed the boundary papers and exams within the time limits set by educational organizations for valid reasons (academic mobility, illness, family circumstances, natural disasters, etc.), the University management, after providing students with supporting documents, sets individual deadlines for completion, after which they are assigned a state degree in accordance with the procedure established by these Rules.

Upon submitting a temporary disability certificate due to pregnancy and childbirth during the academic leave period, the academic leave is interrupted and maternity leave is issued.

No scholarship is awarded during the period when undergraduates are on parental leave. Undergraduates who have only excellent grades according to the examination session results are eligible for an increased state scholarship.

Payment of state scholarships is terminated:

- in case of undergraduate student's expulsion from University, regardless of the reasons for the expulsion;
- in case of death of the master's student;
- after graduation from the release date of the graduation order.

## EMPLOYMENT OF UNDERGRADUATES

In accordance with paragraph 17 of Article 47 of RK "On Education" law, three years of work are required for graduates of higher and postgraduate education who studied on the basis of a state educational order. Young specialists who have completed their studies the current year will arrive at their place of work no later than September 1 (in accordance with Personal Distribution Commission's decision). Personal Distribution Commissions distribute young specialists based on employers' requests and scientific organizations' requests on the need for personnel.

Upon admission or conscription for military service, a young specialist is granted a deferral (by the decision of Commission for Personal Distribution of young specialists and PhD doctors, an additional protocol is drawn up on the basis of a written application and a supporting document) and for the duration of service, without taking into account the time of service during the service period.

An exemption from the work obligation is provided:

- 1) if there are no vacancies in the locality at the place of residence, work or service of the spouse;
- 2) persons with disabilities of groups I and II;
- 3) when applying for further studies in master's, residency, doctoral studies, if admission is carried out in the graduation year;
- 4) pregnant women and people raising a child under the age of three alone.

In these cases, in order to receive an exemption from work, the young specialist must contact Distribution Commission. A young specialist who has studied under a rural quota is required to work out in organizations located in rural areas.

## BANK CARD AND SCHOLARSHIP

Since 2022, scholarships have been paid using “Halyk Bank” corporate cards with the Satbayev University logo. You need to open a Halyk Bank bank card at the university.

### **In order to open the card, you must:**

- 1) Make a copy of the identity card on the front and back;
- 2) Fill out the application of "Halyk Bank" of the established sample with a copy of the identity card (to specify the approximate time of production of the card). “Halyk Bank” issues cards on the territory of Satbayev University daily (except Saturdays and Sundays) from 10:00 to 13:00 in MAB lobby (1st floor).

If you have any questions about card processing, please contact the responsible advisors of your Institute.

Scholarship for September/January is credited to the student's card in October/February, and subsequent scholarships are awarded at the end of each month. When applying to Master's program in the first semester of study, all state grant holders receive a scholarship automatically based on the enrollment order. In subsequent semesters, the scholarship is awarded based on the previous (completed) semester results.

**IT IS IMPORTANT!** You lose your scholarship if you have at least one grade of "C" or lower (70 or less points). Scholarship can be restored in the next academic semester, provided that the session is completed successfully.



State compulsory standards

[www.adilet.zan.kz/rus/docs/V1800017669](http://www.adilet.zan.kz/rus/docs/V1800017669)



Official website **Satbayev University**

[www.satbayev.university](http://www.satbayev.university)



Official page in **Vkontakte**

[www.vk.com/satbayevuniversity](http://www.vk.com/satbayevuniversity)



Official group in **FaceBook**

[www.facebook.com/satbayevuniversity](http://www.facebook.com/satbayevuniversity)



Official channel in **YouTube**

[www.youtube.com/user/TheKazntu/featured](http://www.youtube.com/user/TheKazntu/featured)



Official channel in **Instagram**

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