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"WEST KAZAKHSTAN MARAT OSPANOV  
MEDICAL UNIVERSITY»


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ACADEMIC POLICY


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## GENERAL PROVISIONS

Academic policy is a system of measures, rules and procedures for planning and managing educational activities and effective organization of the educational process aimed at implementing student-centered learning and improving the quality of education. The Academic Policy (hereinafter referred to as the Policy) is intended for heads of structural divisions of the University, faculty, students and other interested parties.

The academic policy is developed on the basis of the current legislation of the Republic of Kazakhstan in the field of education, taking into account the mission, vision and policy in the field of education quality.

**Mission:** continuous enhancement of the University contribution to the development of Kazakhstan through the training of highly qualified medical personnel based on the trinity of education, science and clinical science.

**The goal** of the University academic policy is to achieve high quality at all levels of professional education that meets the needs of the labor market, society and the state, as well as complies with the best world practices.

### Academic policy objectives:


- training of medical personnel in the field of health care;
- ensuring the integration of education, science and practice;
- ensuring integration into the international space of higher education;
- introduction of innovative teaching technologies;
- ensuring high indicators of internal and external evaluation of educational programs.

The university defines the following guiding principles for academic performance:

- providing all students with equal opportunities to receive quality and affordable education;
- providing academic freedom to students in choosing individual learning paths and developing the necessary skills by choosing elective disciplines and tracking their own progress by students in the electronic learning portal;
- training professionals who meet the requirements of the national health care system and international standards through the introduction of innovations in education, science and practice;
- observance of the principles of academic integrity and manifestation of intolerance to any form of corruption and discrimination;
- ensuring transparency and availability of information for stakeholders;
- does not allow discrimination against students on: racial, national, ethnic, religious, gender differences, social and marital status, physical capabilities, age or other subjective criteria.

This Policy has been developed in accordance with the following directives and regulations

1. Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III ZRK "On Education".
2. Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2 “On approval of state compulsory standards of higher and postgraduate education.”.
3. SCES RK5.05.001-2005 Coding system for academic disciplines of higher and postgraduate education.
4. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 “On Approval of the Model Rules for the Activities of Educational Organizations of the Relevant Types”.
5. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 “On Approval of the Model Rules for Admission to Education in Educational Organizations Implementing Educational Programs of Higher and Postgraduate Education”.
6. Order of the Minister of Healthcare of the Republic of Kazakhstan dated July 4, 2022 No. RK MH - 63 "On approval of state compulsory standards for levels of education in the field of healthcare".
7. Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137 “On approval of the Rules for organizing the educational process on distance learning technologies”.
8. Order of the Minister of Health of the Republic of Kazakhstan dated January 30, 2008 No. 27 “On approval of the lists of clinical specialties for training in internship and residency”.
9. Order of the Minister of the Ministry of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152. “On approval of the Rules for organizing the educational process on credit technology of education”.

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10. On approval of the Rules for the training of medical personnel in internship Order of the Minister of Health of the Republic of Kazakhstan dated September 18, 2018 No. RK MH-16.

11. Code of the Republic of Kazakhstan dated July 7, 2020 No. 360-VI ZRK "On the health of the people and the healthcare system"

12. Order of the Minister of Health of the Republic of Kazakhstan dated December 15, 2020 No. RK MH -270/2020 “On approval of the rules for placing a state order, admission for education and training of medical personnel in residency”.


13. Order of the Minister of Health of the Republic of Kazakhstan dated December 11, 2020 No. RK MH -249/2020 “On approval of the rules for assessing the knowledge and skills of students, assessing the professional preparedness of graduates of educational programs in the field of health and health professionals.”

14. Order of the MH RK dated May 25, 2021 No. RK MH -43 “On approval of the list of medical specialties of residency programs”.

15. Charter of NJSC "Marat Ospanov West Kazakhstan Medical University" (approved by order of the Chairman of the State Property and Privatization Committee of the Ministry of Finance of the Republic of Kazakhstan on February 7, 2019 No. 161).

16. Internal regulatory documents of NJSC "WKMOMU" (regulations, procedures, etc.).

In case of changes and additions to the regulations of the Republic of Kazakhstan, the Charter and the strategy of the University, as well as to the requirements of educational programs, the provisions of the Policy may be revised.

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## GLOSSARY

This policy uses the following terms:

**Academic debt** - the presence in the history of educational achievements of students according to the curriculum, or disciplines with an unsatisfactory grade in the final control.

**Academic mobility** - the movement of students to study for a certain academic period (semester or academic year) to another OHPE (within the country or abroad) with the obligatory transfer of mastered curricula, disciplines in the form of academic credits at their university or to continue their studies at another OHPE;

**Academic failure** - unsatisfactory results of intermediate certification in one or more academic subjects, courses, disciplines (modules) of the educational program or failure to pass the intermediate and final certification, practice are recognized in the absence of good reasons.

**Academic policy** - a system of measures, rules and procedures for planning the management of educational activities and the effective organization of the educational process, aimed at implementing student-oriented learning and improving the quality of education.

**Academic freedom** - a set of powers of the subjects of the educational process, provided to them for independent determination of the content of education in the disciplines of the component of choice, additional types of education and organization of educational activities in order to create conditions for the creative development of students, teachers and the use of innovative technologies and teaching methods;

**Academic transcript (Transcript)** - a document containing a list of mastered disciplines for the corresponding period of study, indicating academic hours and grades in letter and number terms.

**Academic degree (Degree)** - the degree of mastering the relevant educational programs by students, awarded by educational organizations based on the results of the final certification.

**Academic honesty** - a set of values and principles that express the honesty of students in learning when doing written work (tests, term papers, essays, diploma, dissertation), exam answers, in research, expressing one's position, in relationships with academic staff, teachers and other students, as well as evaluation.

**Academic calendar** - a calendar of training and control events, professional practices during the academic year, indicating the days of rest (holidays and holidays);

The Academic Committee of educational programs is an advisory methodological body of the University that systematically implements the principles of the model of medical education based on competence-oriented education at all its levels.

**Academic credit** - a unified unit for measuring the volume of scientific and (or) educational work (load) of a student and teacher;

**Academic leave** is a period for which students in educational organizations temporarily interrupt their studies for medical reasons and in other exceptional cases;

**Academic period** - a period of theoretical and practical training, established independently by the educational organization in one of three forms: semester, trimester, quarter;

The academic rating of the student is a quantitative indicator of the level of mastery of the curriculum by the student of the disciplines and modules and other types of educational activities, compiled based on the results of the intermediate certification;


**Academic hour** - the time of contact work of students with the teacher according to the schedule for all types of training sessions (classroom work) or according to a separately approved schedule.

**Appeal** - a procedure carried out in order to identify and eliminate factors that contribute to a biased assessment of students' educational achievements.

**Classroom activities** - classroom activities include lectures, seminars, practical exercises, laboratory work, etc.

**Bachelor** - an academic degree awarded to persons who have mastered educational programs of higher education.

**Bachelor's degree** - higher education, the educational programs of which are aimed at training personnel with the award of a "bachelor" degree in the relevant specialty.

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Point-rating letter system for assessing educational achievements - a system for assessing the level of educational achievements in points corresponding to the internationally accepted letter system with a digital equivalent, and allowing you to set the rating of students.

Visiting professor - a professor invited for temporary teaching or research work in a non-primary educational institution.

Extracurricular activities (contact and non-contact) - these include independent work with a teacher, research work, independent work of a student.

University component (hereinafter - UC) - a list of academic disciplines and the corresponding minimum volumes of academic credits, determined by the OHPE independently for the development of an educational program.

A resident doctor is a specialist who masters educational curricula of postgraduate advanced medical education in clinical specialties.

Double-degree education - the possibility of studying in two educational programs and curricula in order to obtain two equivalent diplomas or one main and second.

Distance educational technologies are educational technologies implemented using information and telecommunication networks with remote (at a distance without direct communication in the classroom) interaction between students and faculty.

Credi test (Differentiated credit) is a form of intermediate control, which provides for the assessment of the student's mastery of the educational material in a certain discipline (volume 1 - 2 credits) based on the learning outcomes. The assessment is formed from the rating.

Doctor by profile - a degree awarded to persons who have mastered the doctoral program in the relevant field of professional activity and defended a dissertation in the Republic of Kazakhstan or abroad, recognized in the manner prescribed by the legislation of the Republic of Kazakhstan.

Doctor of Philosophy (PhD) is a degree awarded to persons who have mastered a doctoral program in the scientific and pedagogical direction and defended a dissertation in the Republic of Kazakhstan or abroad, recognized in the manner prescribed by the legislation of the Republic of Kazakhstan.

Doctoral candidate - a person studying in a doctoral program.

Doctoral studies - postgraduate education, educational programs of which are aimed at training personnel for scientific, pedagogical and (or) professional activities, with the award of the degree of Doctor of Philosophy (PhD) (doctor in profile) with the obligatory development of at least 180 academic credits.

Doctoral dissertation is a scientific work of a doctoral student, which is an independent study, in which theoretical provisions have been developed, the totality of which can be qualified as a new scientific achievement, or a scientific problem has been solved, or scientifically based technical, economic or technological solutions have been presented, the implementation of which makes a significant contribution to the development the country's economy.


Dublin descriptors are an integral part of the European Qualifications Framework for Higher Education. These are harmonized requirements for the assessment of learning outcomes in each cycle of higher education and can be applied in national higher education systems in greater detail. The European credit transfer and accumulation system is a way of transferring credits received by students abroad into credits that are counted towards their degree upon returning to their educational institution, as well as the accumulation of credits within educational programs;

The Unified National Testing (UNT) is one of the forms of qualifying examinations for admission to organizations of higher and (or) postgraduate education.

Registration for an academic discipline (Enrollment) is a procedure for pre-registering students for disciplines of their choice in the prescribed manner.

Individual Curriculum (hereinafter - IC) - a student's curriculum, independently formed by him for each academic year with the help of an advisor based on the educational program and the catalog of elective disciplines;

Intern - a student studying in an internship educational program under the supervision of a mentor;

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Internship is a form of training students in clinical specialties within the framework of basic higher medical education to obtain admission to clinical practice.

Final attestation of students - a procedure carried out in order to determine the degree of mastering the volume of academic disciplines and (or) modules and other types of educational activities provided for by the educational program in accordance with the state compulsory standard of the corresponding level of education;

Catalog of elective disciplines (CED) - a systematic annotated list of all disciplines of the elective component, containing their brief description indicating the purpose of the study, brief content (main sections) and expected learning outcomes (acquired knowledge, skills, skills and competencies of students).

Clinical base - a clinic of an organization of higher and (or) postgraduate education or a healthcare organization, functioning on the basis of local healthcare organizations, having a high level of material and technical base, carrying out organizational, methodological, educational, medical diagnostic and research work based on modern methods, training and retraining of doctors, scientific personnel and providing all types of medical care.

Clinical mentor - a person assigned to a residency student to master the necessary practical skills, appointed from among the faculty of departments (departments) or practical healthcare workers of the first or highest qualification category, having appropriate training in the field of medical education;

Competences - the ability to use the knowledge, skills and abilities acquired in the process of learning in professional activities;

Compliance officer - analyzes compliance with policies and rules, identifies corruption risks, reduces the likelihood of their impact on the operating activities and financial condition of the organization, reporting directly to the Board of Directors.

Elective's component - a list of academic disciplines and the corresponding minimum volumes of academic credits offered by the OHPE, independently chosen by students in any academic period, taking into account their prerequisites and postrequisites;

Comprehensive testing - assessment of the knowledge of first-year students at the end of the academic year in basic disciplines.

Competitive commission - a commission formed by the authorized body for the purpose of selecting applicants for study at the OHPE on scholarship programs.

Control of educational achievements of students - checking the level of knowledge of students by various forms of control (current, boundary and final) and certification, determined independently by a higher educational institution.

Control and measuring means (CIS) - means for assessing knowledge, skills and abilities in the discipline.

Credit (Credit) - a unified unit of measurement of the volume of educational work of a student/teacher.


Credit technology of education - training based on the choice and independent planning by the student of the sequence of studying disciplines and (or) modules with the accumulation of academic credits.

Curator - a person assigned to a student who provides the functions of an academic mentor, participates in the formation and implementation of an individual curriculum, manages the educational and scientific activities of the student (in residency). The curator is appointed from among the teaching staff of departments (departments) or workers of practical health care of the first or highest qualification category.

Summer semester is an opportunity to pay for the elimination of academic debt, academic difference or to reach the established threshold score.

A master's thesis is a graduate work of a master's student of a scientific and pedagogical master's program, which is independent scientific research containing theoretical and / or practical developments of an actual problem in the field of the chosen educational program, based on modern theoretical, methodological and technological achievements of science and technology.

Master's project is the final work of a master's degree student of a specialized master's program, which is an independent study containing theoretical and (or) experimental results that allow solving an applied problem of an actual problem of the chosen educational program.

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Master - a degree awarded to persons who have mastered the educational programs of the master's program.

A master student is a person studying in a master's program.

Magistracy - the level of postgraduate education aimed at training personnel with the award of a "master" degree in the relevant educational program.

A module is an autonomous structural element of an educational program that is complete in terms of learning outcomes and has clearly defined knowledge, skills, competencies acquired by students and adequate assessment criteria.

Modular educational program - a training program that includes a set of training modules aimed at mastering by students the key competencies necessary to obtain a certain academic degree and / or qualification.

Modular education is a way of organizing the educational process based on the modular construction of the educational program, curriculum and academic disciplines;

The direction of training is a set of educational programs of various levels in one professional field.

A mentor (mentor) is a qualified medical worker who contributes to the consolidation of theory and practice in a clinical setting.

Mentoring is one of the training methods when a more experienced employee shares his knowledge, skills and abilities over a certain period of time.

Scientific and pedagogical magistracy is postgraduate education, educational programs of which are aimed at training scientific and scientific and pedagogical personnel for universities and scientific organizations with in-depth scientific, pedagogical and research training.

The National Qualifications Framework is a structured description of qualification levels recognized in the labor market.

Nostrification of documents on education is a procedure carried out to determine the equivalence of documents issued to persons who have received education in other states, in international or foreign educational institutions (their branches).

The educational program is a single complex of the main characteristics of education, including the goals, results and content of education, the organization of the educational process, the ways and methods of their implementation, the criteria for assessing learning outcomes.

An educational portal is a system-organized interconnected set of information resources and Internet services that contains administrative, academic and educational and methodological information that allows organizing the educational process.

The educational process is a purposeful pedagogically justified process of training and education, organized by the subject of educational activity, implementing the educational program.

Compulsory Component (MC) - a list of academic disciplines and the corresponding minimum volumes of academic credits established by the State Educational Standard, and studied by students on a mandatory basis under the curriculum.

The main educational program is an educational program determined by students for study in order to form key competencies;


Sectoral qualifications framework - a structured description of the qualification levels recognized in the industry.

The Office of the Registrar is an academic service that registers the entire history of educational achievements of students and ensures the organization of all types of knowledge control and the calculation of its academic rating.

Transferable GPA score (GradePointAverage) - annually established for each year of study, the level of the weighted average assessment of educational achievements required for transfer to the next course of study.

Transfer of academic credits - the procedure for recognizing the equivalence of the content of a discipline studied at another educational institution or according to another curriculum, the discipline of the working curriculum in the specialty, approved and currently in force, with the introduction of the discipline and the grade obtained on it in the transcript of students.



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Re-study of the discipline - re-passing the discipline in case of receiving the final grade "unsatisfactory" ("F").

Postrequisites - disciplines and (or) modules and other types of educational work, the study of which requires knowledge, skills, abilities and competencies acquired upon completion of the study of this discipline and (or) modules.

Prerequisites - disciplines and (or) modules and other types of educational work containing the knowledge, skills, abilities and competencies necessary for mastering the studied discipline and (or) modules.

Industrial practice is a specially organized activity, an integral part of the educational process, aimed at the comprehensive development of senior students of all types of professional activities in the specialty, the formation of general and professional competencies, the consolidation of old and the development of new practical skills, as well as the acquisition of practical work experience in the chosen specialty.

Proctoring is a system for verifying the identity and confirming the results of passing online exams.

Intermediate attestation of students is a procedure for assessing the level of educational achievements (knowledge, abilities, skills and competencies) of students in accordance with the program of the academic discipline after completing its study.

Professional practice is a type of educational activity aimed at consolidating theoretical knowledge, skills, acquiring and developing practical skills and competencies in the process of performing certain types of work related to future professional activities.

The specialized master's program is postgraduate education, the educational programs of which are aimed at training managerial personnel for healthcare with in-depth professional training.

Working curriculum - a document developed and approved by the OHPE on the basis of a standard curriculum, regulating the list and volume of academic disciplines (modules), the sequence, intensity and main forms of organizing training, monitoring the knowledge and skills of students, assessing the level of professional preparedness, approved by the head of the university. The structure of the PMM is determined by the OHPE independently.

Residency is a form of postgraduate advanced medical education in clinical specialties.

Learning outcomes - the amount of knowledge, skills, skills acquired, demonstrated by students in mastering the educational program, and the values and attitudes formed, confirmed by the assessment.

Midterm control - control of educational achievements of students upon completion of a major section (module) of one academic discipline.


Independent work of students (hereinafter - IWS) - work on a specific list of topics allotted for independent study, provided with educational and methodological literature and recommendations; depending on the category of students, it is divided into independent work of a resident (hereinafter referred to as CRR), independent work of a master student (hereinafter referred to as CRM) and independent work of a doctoral student (hereinafter referred to as DRS);

Independent work of students under the guidance of a teacher (hereinafter referred to as SIOP) is the work of a student under the guidance of a teacher, carried out according to the approved schedule. Depending on the category of students, it is subdivided into: independent work of a resident under the guidance of a teacher (hereinafter referred to as SIWP), independent work of a master student under the guidance of a teacher (hereinafter referred to as SIMP) and independent work of a doctoral student under the guidance of a teacher (hereinafter referred to as SIWP).

Syllabus (Syllabus) - a discipline curriculum for a student, issued before the start of the study and includes a description of the discipline being studied, goals and objectives, a summary of its content, topics and duration of each lesson, discipline policy, criteria and assessment rules, a midterm control schedule and recommended literature.

Blended learning is a combination of traditional and distance learning.

Specialty - a set of knowledge, skills and abilities acquired through targeted training and work experience, necessary for a certain type of activity, confirmed by relevant documents on education.

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GradePointAverage (GPA) is a weighted average of the student's level of academic achievement for a certain period in the selected program (the ratio of the sum of credits multiplied by the digital equivalent of final grade points for all types of academic work to the total number of credits for these types of work for a given period of study);

Current control of students' progress - a systematic test of knowledge, skills and abilities of students on individual topics, sections, modules in accordance with the program of the academic discipline, conducted by the teacher in the classroom and extracurricular classes according to the schedule and (or) schedule during the academic period.

A typical curriculum is an educational document of the discipline of an obligatory component of the educational program, which determines the content, volume, recommended literature.

Transcript - a document of the established form containing a list of completed disciplines and / or modules for the corresponding period of study, indicating credits and grades in letter and number terms.

An academic discipline is a system of knowledge and skills that reflects the content of a certain science and/or activity and is mastered within the framework of an educational program.

Educational practice and training and production practice is a specially organized activity and an integral part of the educational process, aimed at developing junior students' skills and initial practical experience in their specialty.

Curriculum - a program that determines for each academic discipline the content and scope of knowledge, skills and abilities to be mastered.

Educational and methodological complex (EMC) of a specialty (discipline) is a package of basic educational and methodological documentation that contributes to the successful development of a specialty (discipline).

The educational achievements of students are the knowledge, skills, abilities and competencies of students acquired by them in the learning process and reflecting the achieved level of personal development.

Curriculum - a document that defines the list, sequence and distribution of training courses, subjects, disciplines (modules), practices provided for by the educational program, time costs (labor intensity) for their development, as well as types of educational and independent activities, intermediate and final student certification.


Digital content - information content of digital educational materials (texts, graphics, multimedia and other informationally significant content).

Advisor (Advisor) - a teacher of the graduating department, assisting in the choice of the trajectory of education (formation of the IC) and the development of the educational program during the period of study.

The exam is the final form of assessment of knowledge, skills, skills in the discipline.


Examination session - the period of intermediate certification of students in the OHPE. There are winter and summer exam sessions.

Elective disciplines - academic disciplines included in the university component and the elective component within the established academic credits and introduced by educational organizations, reflecting the individual training of students, taking into account the specifics of socio-economic development and the needs of a particular region, established scientific schools.

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## ABBREVIATIONS AND SYMBOLS

GPA	GradePointAverage
ECTS	European system of transfer and accumulation of points
AIS	Automated information system
AC	Academic Council
ACo	Academic Committee
MAC	Medical Advisory Commission
SAC	State attestation commission
SCES	State compulsory educational standard
SE	State examination
SEC	State examination commission
DAW	Department of Academic Work
DSHR MH RK	Department of Science and Human Resources Ministry of Healthcare of the Republic of Kazakhstan
DL	Distance learning
DET	Distance educational technologies
FSC	Final state certification
ICT	Information and communication technologies
IC	Individual curriculum
CMI	Control and measuring instruments
MC	Midterm control
CED	Catalog of elective disciplines
MPI	Medical and preventive institution
MH	Ministry of Healthcare
MES	Ministry of Education and Science
NQF	National Qualifications framework
NCIE	National Center for Independent Examination
OHPE	Organization of higher and postgraduate education
EPR	Educational programs of Residency
SQF	Sectoral Qualification Framework
PL	Practical lesson
TS	Teaching staff
PRO WKMU	University procedure
AR	Admission rating
WC	Working curriculum
SIW	Student’s individual work
SIWT	Student’s individual work under the direction of a teacher
SC	Standard curriculum
EW	Educational work
EP	Educational practice
EIP	Educational and industrial practice
CMAC	Centralized Medical Advisory Commission
CPS	Center of practical skills
PhD	Ph Doctor
IELTS	Международная система оценки знания английского языка

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## **POLICY OF QUALITY ASSURANCE OF THE EDUCATIONAL PROCESS**


The policy of assurance the quality of the educational process is a system of procedures aimed at constantly improving the quality of management of the educational process, the provision of educational services and the training of specialists at all levels of education at the university.

The quality assurance policy has the following objectives:

- determination of the general structure of the internal system for ensuring the quality of education;
- ensuring continuous improvement of the quality of educational services;
- supporting mutual trust and promoting the recognition of learning outcomes and student mobility;
- monitoring and evaluating educational programs, the level of knowledge of students and the competence of teachers, making corrective measures necessary to improve it and eliminate inconsistencies;
- providing information on quality assurance to external stakeholders;
- ensuring the quality of teaching and learning, including the educational environment and relevant links to scientific research, according to ESG standards.

## **STUDENT-CENTERED EDUCATION, TEACHING, ASSESSMENT**


The University implements student-centered learning processes in educational programs: ensures the development of flexible learning paths; creates conditions for increasing the motivation and involvement of students in the educational process; ensures consistency and objectivity in the assessment of learning outcomes, participation in managerial decision-making.

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## Chapter 1. EDUCATIONAL PROCESS

### 1. ORGANIZATING OF THE EDUCATIONAL PROCESS

- 1.1. The list and content of educational programs within specialties are developed on the basis of the national qualifications framework (NQF), professional standards and competencies of educational programs.
- 1.2. The content of educational programs is established by the relevant state compulsory education standards (SCES) for specialties and are implemented through working curricula.
- 1.3. Working curricula are developed in accordance with the SCES, include the content of a mandatory component and components of choice, indicating the number of credits / hours. Working curricula contain a list and labor intensity of each academic discipline of a compulsory component and a component of choice in credits, the procedure for studying them, types of training sessions and forms of control.
- 1.4. Working curricula are developed by the Academic Committees of Specialties.
- 1.5. The educational program contains:
  - 1) theoretical training, including the study of cycles of the compulsory component of general education, basic and major disciplines and an optional component, as well as the passage of professional practice in the relevant specialties;
  - 2) intermediate and final certification
- 1.6. The syllables of the compulsory component are developed in accordance with the State Educational Standard of the Republic of Kazakhstan, include the content of the compulsory component, indicating the number of credits, contain a list of subjects of the academic discipline, types of training and forms of control.
- 1.7. Syllabuses of the university component are developed by the departments independently, include the content of the discipline indicating the number of credits, contain a list of discipline topics, types of training and forms of control.
- 1.8. A catalog of elective disciplines (CED) is being developed, containing a systematized annotated list of all disciplines of the elective component.
- 1.9. The academic group size is no more than 24 people, with the exception of small groups. The internship group size is up to 12 people. The reorganization of internship groups is carried out only in the 7th year for the purpose of completing an off-site internship, with the exception of justified reasons (when reorganizing groups, the presence of family ties among interns is taken into account).
- 1.10. The formation of an academic stream is determined by the higher education institution independently. The University forms academic streams in the amount of no more than 100 people.
- 1.11. The EP academic committees, with the participation of advisers and employers, form the educational trajectory of students, on the basis of which the departments develop elective disciplines. The catalog of elective disciplines is formed by the Registrar's office and approved by the Academic Council.
- 1.12. The theoretical course of study for all EPs is at least 15 weeks according to the credit technology. The duration of one academic period and academic year is regulated by the academic calendar.
- 1.13. The University independently determines the start time and schedule of classes.
- 1.14. The contingent of students of the University is determined by the following criteria:
  - depending on the conditions of study: under a state educational grant and on a fee-paying basis;
- 1.15. Depending on the language of instruction: state, Russian, English
- 1.16. Admission of students, including those with disabilities, is carried out in accordance with the current laws and regulations of the Republic of Kazakhstan.
- 1.17. Organization and conduct of classes is carried out in the context of academic groups (practical classes, SWP) and streams (lectures) formed from among students taking into account the profile of the specialty, language department.
- 1.18. Combining students from different language departments into one academic stream (group) is not allowed.
- 1.19. Students of all forms of education must attend all types of classes in accordance with the approved schedule, control activities in full.

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- 1.20. The number of accepted resident doctors is regulated by the State Order of the Ministry of Health of the Republic of Kazakhstan, grants of the LIO and contracts for the training of medical personnel and the material, technical and educational and methodological capabilities of the University.
- 1.21. The relationship between the University and students, their parents and other legal representatives is regulated by legislation, the Academic Policy and the agreement on the provision of educational services.
- 1.22. The main administrative, educational and scientific structural unit of the University working directly with students is the faculty. The management of the faculty is assigned to the dean, who carries out general management of educational and methodological, research, educational activities, organizes current and long-term planning.
- 1.23. Types of classroom studies: lectures, practical classes. Types of extracurricular activities: independent work of the student under the supervision of a teacher, independent work of the student, all types of professional practice.
- 1.24. The department independently chooses teaching methods, ways and forms of organizing and conducting classes based on the educational program and syllabi.
- 1.25. The composition of lecturers is approved by the order of the Chairman of the Board - Rector. Only teachers holding a Doctor of Science and/or Candidate of Science degree, a Doctor of Philosophy (PhD) degree and/or a doctorate in the relevant field, and/or the academic title of "Associate Professor (Associate Professor)" or "Professor" (if any) are allowed to give lectures.
- 1.26. The academic year begins on September 1 and ends according to the academic calendar. First-year students from abroad begin the academic year according to the decision of the Academic Council.
- 1.27. One academic period (semester) includes at least 15 weeks, with the weekly workload not exceeding 57 hours. One academic credit is equal to 30 academic hours for all its types.
- 1.28. Each academic period ends with a period of midterm assessment of students.
- 1.29. It is allowed to master a discipline over several academic periods. If a discipline is studied over several academic periods, then the intermediate control can be carried out on the part of the discipline studied in this academic period or upon completion of the study of the discipline.
- 1.30. The results of informal education (training center "American Heart Association", Coursera, IELTS, etc.) are recognized and transferred in accordance with the Rules for the recognition of the results of informal education at the Marat Ospanov West Kazakhstan Medical University.
- 1.31. Written assessed works of students are checked for the presence of borrowed material and the use of text with synonymous replacement of words and expressions without changing the meaning (paraphrase), including the use of text translated from another language.
- 1.32. The rules and procedure for checking for borrowings are determined by the university.
- 1.33. The basis of the learning process is academic honesty, the implementation of which is ensured by the university. The main principles of academic honesty are:
  - 1) ensuring academic honesty as a core institutional value that forms honesty and mutual respect in academic work;
  - 2) approving fair and objective rules of academic honesty aimed at forming high ethical values;
  - 3) ensuring a consistent and continuous learning trajectory for students by defining a clear mechanism and procedure for transferring student credits based on verified transcripts from other educational organizations;
  - 4) showing respect for their students as a mentor who contributes to the formation of an academic culture;
  - 5) encouragement and stimulation of participants in the educational process for the promotion and protection of academic honesty;
  - 6) definition by the teacher of a clear discipline policy, expected requirements from the student;
  - 7) definition by the teacher of a policy of clear parameters for assessing the academic achievements of students;
  - 8) adoption of measures for violation of the principles of academic honesty in accordance with the legislation of the Republic of Kazakhstan;

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9) creation of an academic environment that provides educational, social and psychological support to students and allows for the prevention of academic dishonesty.

1.34. In order to develop the anti-corruption policy of the University, it is envisaged to ensure the protection of personnel who reported facts of corruption or reasonable assumptions from pressure and repressive measures from senior management (management bodies), as well as students from the teaching staff.

## **2. MONITORING OF A CONFLICT OF INTEREST IN THE DIRECTION "ACADEMIC ACTIVITIES"**

2.1. In the direction of "Academic activity", monitoring for the presence of a conflict of interest is carried out before a decision is made on the appointment of an employee as a member of the commission (examination) of the university.

2.2. An authorized person, when appointing a candidate as a member of the commission, examines the submitted materials, scientific and educational databases, open Internet resources, personal files of university employees, declarations of interests, questionnaire results and other information for the presence / absence of factors (affiliation, bias) that can contribute to making a biased decision, if necessary, conduct an oral survey of the interested person, agree on a draft decision on the approval of the composition, or issue an opinion if there is a conflict of interest.

## **3. SYSTEM OF CONTROL OF LEARNING ACHIEVEMENTS AND ASSESSMENT OF STUDENTS' KNOWLEDGE**

3.1. Control of educational achievements of students is carried out by various forms of control and certification:

- current monitoring of progress;
- boundary control of progress;
- intermediate certification;
- annual certification;
- final state certification (IGA), including the state exam in "History of Kazakhstan";
- independent examination of students, conducted by the National Center for Independent Examinations (NCNE).

3.2. The university enters data on current monitoring of academic performance, intermediate and final certification, and student attendance into the information system of the authorized body in the field of science and higher education

3.3. The educational achievements of students in all types of control are assessed using a point-rating letter system for assessing the educational achievements of students. Control and measurement tools (CIS) for assessing the educational achievements of students are developed at the departments.


3.4. Accounting for the attendance of training sessions and the progress of students is carried out using the "Journal" module of AIS Platonus. At the same time, the progress of students is taken into account for all types of control: current, midterm control of progress, intermediate and final certification.

3.5. When making a grade adjustment (an incorrect grade due to technical reasons) in the journal, the head of the department must send an application to AIS Platonus addressed to the dean of the relevant faculty with justification and supporting documents. If the application is approved, the dean of the faculty redirects the application to the administrator of the AIS Platonus system.

3.6. After the completion of the interim assessment, the dean's office draws up a report on the results of the interim assessment of students.

3.7 Based on the results of midterm assessments and taking into account the results of the summer semester, the GPA transfer score for the current academic year is calculated for transfer from course to course.

3.8. When transferring from one course to another, first-year students must obtain a threshold score based on the results of a comprehensive test conducted after the completion of the midterm assessment. If the student receives scores below the threshold level of the comprehensive test, he or she is subject to expulsion.

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3.8 The procedure for calculating the stipend for students studying under a state educational grant is determined in accordance with the established legislative procedure.

3.9 The assignment of a stipend and transfer from one course to another is formalized by order of the Chairman of the Board - Rector.

#### **Current and midterm control**

3.11. Current monitoring of progress is carried out in the classroom.

3.12. The form and procedure for conducting ongoing monitoring of students' progress are determined by the department independently: oral, written, integrated, presentation of completed tasks, tests, etc.

3.13 Attendance at all training sessions is mandatory. In case of missing lectures, a “nb” is assigned; subsequently, resetting to zero will affect the overall rating.

3.14 Classes missed for an unexcused reason will not be made up.

3.15 Classes missed for a valid reason, confirmed by relevant documents (illness, etc.) are made up with the permission of the dean's office according to an individual schedule indicating the number of hours to be made up.

3.16 If the relevant order of the dean's office specifies maintaining the average grade of the current academic performance without making up missed subjects, then in the event of a student leaving on a business trip, participating in sports competitions and cultural events, missed classes are not made up.

3.17. A The supporting documents are:

- medical certificates certified by the student doctor;
- force majeure circumstances confirmed by documents;
- order of the dean's office.

Supporting documents must be submitted to the dean's office and the department within 3 working days from the moment of starting classes, otherwise a valid reason will not be recognized.

3.18 In case of receiving an unsatisfactory grade (0-49 points) for the work, the work will not be accepted again.

3.19 In the event that a student has absences from classes for unexcused reasons (up to 36 hours), educational measures are applied to him by the dean’s office.

3.20 Control over the elimination of debts of current progress is carried out by the teacher in the discipline leading classes in this group.

3.21 The results of debt elimination are reported monthly at department meetings. At the end of each month, the department submits summary information about absences and unworked classes to the dean’s office.

3.22 Making up for a missed lesson must be completed before passing the next midterm control.

3.23 In case of absence for an unexcused reason, “0” is entered in the electronic journal, which is taken into account when issuing the IR.

3.24 The number and form of midterm control (MC), depending on the results of teaching the discipline, is determined by the department independently and is reflected in the syllabus.

3.25 If the midterm control coincides with holidays, it is planned to be held the previous week in accordance with the academic calendar.

3.26 During a two-stage midterm control, the final grade of the Republic of Kazakhstan is given taking into account theoretical knowledge and practical skills.

3.27 Retaking the midterm control is allowed only for a valid reason, confirmed by relevant documents, and is permitted with the permission of the dean’s office.

3.28 Retaking a midterm test is not permitted.


3.29 Teaching staff and heads of departments bear direct responsibility for the organization and objectivity of current and milestone monitoring of students’ progress.

3.30 The journal is given a single grade daily for current performance in the AIS Platonus electronic journal and is not subject to change.


In an on-site internship, grades are given once a week, because There is no daily assessment.

3.31 Independent work of students with a teacher (SIW) is assessed during practical classes, midterm and intermediate controls.




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- 3.32 Students' independent work (SRO) is assessed at midterm and intermediate controls.
- 3.33 The teacher and the head of the department are responsible for the timely completion of the electronic journal of the taught disciplines.
- 3.34 When passing the midterm control, in case of violation of academic integrity by students (use of crib sheets, earphones, mobile phones, etc.), an Act of removal of the student from the classroom is drawn up and the result of the midterm control is canceled with a score of 0 points
- Intermediate control**
- 3.35 Interim control of students at the university is carried out in accordance with the working curriculum and academic calendar.
- 3.36 The form of midterm assessment for a discipline is determined by the AC (oral interview, written exam, testing, practical skills assessment, etc.) and is approved by the dean of the faculty, reflected in the discipline syllabus. The department must submit the examination form to the dean's office no later than one month from the beginning of the academic period.
- 3.37 Midterm and final assessment of students is organized by the Registrar's office.
- 3.38 The schedule of the examination session is approved by the Vice-Rector for Academic Work and communicated to students and teachers no later than a week before the start of the examination session.
- 3.39 Admission to passing midterm assessment for a discipline at the university is set at a level of no less than 50% according to the point-rating scale of assessments. Interns studying on a fee-paying basis at their own expense must undergo a reconciliation of tuition fees. If there is a debt for payment, the intern is not allowed to attend the session and is expelled from the university as having failed to fulfill the terms of the contract.
- A student with academic debt in disciplines amounting to 14 or more credits (not recognized for an unjustified reason, results of midterm assessment) is expelled for academic failure.
- 3.40 The chairmen and composition of examiners and the composition of the appeals commission are approved by the Chairman of the Board - Rector one month before the session examination. The chairmen of the examination and appeals commissions are the deans of the faculties. The examination commission includes faculty members in the disciplines. The appeals commission includes faculty members in the disciplines who are not examiners
- 3.41 The composition of the examiners and the composition of the appeal commission is approved by the Chairman of the Board - the Rector one month before the examination session. The chairmen of the examination and appeal commissions are the deans of the faculties. The examination committee includes teaching staff in the disciplines. The appeal commission includes teaching staff in disciplines that are not examiners.
- 3.42 The composition of the examination and appeal commission is approved in accordance with the Regulations on the examination and appeal commission.
- 3.43 The list of questions/practical skills for intermediate certification is included in the syllabus of the discipline.
- 3.44 Examiners and the head of the department are personally responsible for filling out examination forms, for the content of the CIS and their uploading to the university's electronic database.
- 3.45 When passing a two-stage exam in a discipline and receiving an unsatisfactory grade (F, Fx), students are not allowed to take the second stage of the exam.
- 3.46 During an integrated and comprehensive exam (module), if they receive an unsatisfactory grade (Fx) at the first stage of the intermediate certification (exam), students are allowed to take the second stage of the exam.
- 3.47 In a two-stage exam, the contribution of each stage is: practical skills - 50%, theory - 50%. Both stages of the exam must be passed with a score of at least 50% of the point-rating system.
- 3.48 When taking an exam, in case of violation of academic integrity by students (use of cheat sheets, earphones, mobile phones, etc.), a Certificate of Removal of the student from the audience is drawn up

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- and the result is canceled with a score of 0 points. If the person being examined is replaced by another student, the examination grades of both students will be cancelled.
- 3.49 The statement is generated by the AIS Platonus electronic journal and printed in the Registrar’s office no later than the next working day after the intermediate control. The final grade is entered into the students’ transcript, including assessments of the admission rating (60%) and intermediate control (40%).
- 3.50 Based on the results of the intermediate certification, the Registrar’s office compiles the academic rating of students.
- 3.51 The statement is printed in one copy at the Registrar’s office, registered and sealed.
- 3.52 First-year students who remain for the summer semester take a comprehensive test after completing their studies.
- 3.53 If a student does not achieve a transfer point taking into account the summer semester, he is expelled for academic failure.
- 3.54 A student who disagrees with the result of the interim control submits an appeal to the faculty dean’s office no later than 13:00 on the next working day after the examination and announcement of the results.
- 3.55 The appeal is carried out on the next working day after the exam and the announcement of the exam results from 14.00 to 17.00. The decision of the appeal commission is documented in a protocol, on the basis of which an examination sheet is drawn up.
- 3.56 Retaking the exam in all disciplines and practices in order to increase a positive grade (over 50%) is not allowed.
- 3.57 If a student completed the discipline program in full, but did not appear for the exam, a “n/b” mark is made in the examination sheet of the electronic journal. If there is a good reason, by order of the dean of the faculty, an individual schedule for taking the exam is established for this student. In the absence of a valid reason, failure to appear for the exam is equivalent to an “unsatisfactory” grade.
- 3.58 If a student receives an “unsatisfactory” grade on an intermediate control (exam), the final grade in the discipline is not calculated and credits for it are not counted.
- 3.59 The transfer of students from one course to another is carried out by order of the Chairman of the Board-Rector based on the results of the academic year (midterm control) taking into account the results of the summer semester and, for the 1st year, the threshold score of the comprehensive testing score established by the decision of the Academic Council.
- 3.60 If a student receives an unsatisfactory grade on an exam, he/she must re-study the discipline on a fee-paying basis in the next academic period or in the summer semester, unless otherwise provided (decision of the Board, order of the Chairman of the Board – Rector, etc.).
- 3.61 All final grades of the student, including positive results of retaking exams, are recorded in the transcript.
- 3.62 The deadline for closing the midterm assessment report in the AIS Platonus is the day following the exam.
- 3.63 In the AIS Platonus report, the grade is given once and is not subject to change, with the exception of retaking the FX, the decision of the appeal committee, and the results of the summer semester.
- 3.64 Upon receiving the grade “FX - unsatisfactory”, one retake of the midterm assessment is allowed in accordance with the academic calendar of the University without retaking the program of the academic discipline (module) on a free basis for two disciplines in one semester.
- 3.65 The grade “FX - unsatisfactory” based on the exam results is retaken with the permission of the dean's office; the retake of the exam is assigned by the testing department. During the internship, retake the exam with the grade “FX - unsatisfactory” within 5 working days.
- 3.66 In case of repeated receipt of the grade "unsatisfactory", corresponding to the grade "FX", the student re-enrolls in this academic discipline (module), attends classes, performs all types of academic work, according to the program and retakes the final assessment. Re-enrollment in an academic discipline/module is carried out only on a paid basis during the holidays before the beginning of the next academic period.
- 3.67 In case of repeated receipt of the grade "unsatisfactory" (grade "F", "FX") at the last midterm assessment, the final-year student is expelled.

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3.69 In case of receiving the grade "unsatisfactory", corresponding to the grade "F", the student re-enrolls in this academic discipline (module), attends classes, performs all types of academic work, according to the program and retakes the final assessment. Re-enrollment in an academic discipline/module is carried out only on a paid basis during the holidays before the beginning of the next academic period.

In case of repeated receipt of an “unsatisfactory” grade (grade “F”, “FX”) after a paid re-mastering, the student is expelled for academic failure.

3.70 A student with a state educational grant who has achieved the established GPA and transferred to the next year, if there is an academic debt, shall eliminate it on a fee-paying basis in the next academic period or in the summer semester, while retaining the state educational grant.

3.71 A student on a contractual basis who has achieved the established transfer score (GPA) and transferred to the next year with an academic debt, shall pay for the academic year in accordance with the previously concluded agreement, and shall eliminate the academic debt for an additional fee.

3.72 The dean's office constantly analyzes examination reports in order to identify the causes of debts.

3.73 If 50% of the debts of an academic group are related to one discipline, it is necessary to:

- Discuss the results at the faculty council, the Academic Council;
- Analyze the distribution of debtors by teachers within the discipline and if 50% of debts relate to the same teacher, then further search for the causes should be conducted in the work of this specific teacher. If the causes of debts are related to the work of a specific teacher, then he/she is offered to develop corrective actions and eliminate the discrepancy;
- Conduct feedback (survey/questionnaire) with students;
- Conduct a targeted internal audit of the educational and methodological support of the discipline, criteria and assessment methods.

➤ Corrective actions must be developed and identified immediately. Control over the implementation of corrective actions is assigned to the dean of the faculty.

3.74 Teachers who have more than 40% debtors based on the exam results are not assigned to re-study the discipline on a paid basis.

#### **A system for monitoring the academic achievements of students during the passage of modules consisting of several disciplines**

3.75 The results of the current and midterm assessment of students are posted in the electronic journal for each discipline of the module separately.

3.76 If a student is admitted to take the midterm assessment for a modular discipline, but has not scored 50% in one of the disciplines of the module, he/she is admitted to the exam. If a student does not have admission for two or more disciplines of the module, he/she is not admitted to the exam. Academic debt is eliminated for these two or more disciplines of the module on a general basis.

3.77 AIS Platonus calculates the Final Assessment (FA) for the Modular Discipline:

FA of the module = (FA of discipline 1 \* hours of discipline 1 + ... +FA of discipline N \* hours of discipline N) / (hours of discipline 1 + .. + hours of discipline N).


3.78 Upon completion of the exam, each department creates an FA for its discipline.

#### **4 METHODS OF CALCULATING THE RATING USING THE POINT-RATING SYSTEM**

4.1 The educational achievements of students in all types of control (current control, intermediate and final certification) are assessed according to the point-rating letter system for assessing the educational achievements of students with a transfer to the traditional grading scale.

4.2 Academic achievements (knowledge, abilities, skills and competencies) of students are assessed in points on a 100-point scale (A, A - "excellent", B-, B, B +, C + "good", C, C-, D + , D "satisfactory", "FX", "F" - "unsatisfactory", with the corresponding digital equivalent).

#### **Grade-rating letter system for assessing educational achievements of learners with transfer into a traditional grading scale**


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Letter Grade	Digital equivalent	% content	Traditional assessment
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Satisfactory
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	
FX	0,5	25-49	Unsatisfactory
F	0	0-24	


- 4.3 FX grade "conditionally unsatisfactory" - the theoretical content of the discipline is partially mastered, the necessary practical skills are not formed, most of the training tasks provided for by the training program are not completed, or the quality of their performance is estimated from 25 to 49 points.
- 4.4 The transcript records all academic disciplines and (or) modules that the student studied with an indication of the final grade, including the F grade.
- 4.5 Assessment is based on the principles of academic integrity in accordance with.  
The evaluation of the practical session includes:
- initial level of knowledge (tests, tasks, survey, etc.);
  - the final level of knowledge (development of theoretical material, practical skills, solution of situational problems, analysis of clinical cases, etc.).
- 4.6 Independent work of students is carried out in accordance with the Methodological recommendations for the implementation of the SRO.
- 4.7 Criteria for evaluating practical and laboratory classes are developed and approved by the department independently.

## **5 TRANSFER AND READMITTANCE OF STUDENTS**


- 5.1 The University shall ensure the transfer and restoration in the information system of the authorized body in the field of science and higher education with the attachment of a supporting document and shall enter the relevant data into the information system within three working days.
- 5.2 Transfer and reinstatement of students from one educational program to another, from one university to another is carried out during the summer and winter holidays at the request of the student addressed to the Chairman of the Board - Rector of the university.
- 5.3 A OVPO student is transferred or reinstated after expulsion if he has fully completed the first academic period of the program being mastered according to the individual curriculum.
- 5.4 When transferring or reinstating students, a commission for transferring and reinstating students is created to transfer learning results.
- 5.5 Transfer of university students is carried out:
- from training on a paid basis to training under a state educational grant;
  - from one language department to another;
  - from one specialty to another specialty;
  - from a university to another higher educational institution of the Republic of Kazakhstan;
  - from other higher education institutions of the Republic of Kazakhstan to the university;
  - from university to foreign higher education institution;
  - from a foreign higher education institution to a university.

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- 5.6 The student is transferred or reinstated to any higher education institution, regardless of the deadline for expulsion upon reinstatement.
- 5.7 A student studying on an educational grant can, if desired, be transferred to another higher educational institution while retaining the educational grant. When transferring a student, the receiving university takes into account the field of study, the profile of the educational program, educational achievements, as well as cases of violation of academic integrity by the student. When transferring or reinstating students, the university creates an appropriate commission for transfer and reinstatement to re-credit their learning results. Based on the decision of the commission, an order is issued from the Chairman of the Board - Rector on transfer or reinstatement.
- 5.8 Students enrolled on educational grants approved for individual universities are transferred to another university only on a paid basis.
- 5.9 Transfer of students from other higher education institutions to a national university is subject to additional payment by students of the difference in the cost of the educational grant.
- 5.10 In case of deprivation (revocation) of a license and (or) annex to the license higher educational establishment to engage in educational activities or liquidation of OHPE, a student of this university is transferred to other universities to continue studies during the current semester from the date of the decision by the authorized body in the field of science and higher education to suspend, revocation and deprivation of the license and (or) annex to the license. deprivation (revocation) of a license and (or) annex to the license and (or) during the summer and winter holidays.
- 5.11 Transfer from a paid form of education to a state educational grant is permitted to students who have only “good” and “excellent” grades if there are vacancies on a competitive basis in accordance with Resolution of the Republic of Kazakhstan No. 58 based on the results of participation in the competition for vacant state educational grants at the Ministry of Education and Science of the Republic of Kazakhstan. The student with the highest GPA score applies for the vacant state educational grant of the Ministry of Scientific and Higher Education of the Republic of Kazakhstan.
- 5.12 Transfer from a paid form of education to an LEB grant is permitted to students who have only “good” and “excellent” grades (“satisfactory” in exceptional cases with justification) if there are vacancies on a competitive basis based on the results of participation in the competition for vacant educational grants from LEBs in local executive bodies in the field of education.
- 5.13 Students admitted under educational grants approved for individual higher education institutions within the allocated quota are transferred to another higher education institution only on a paid basis.
- 5.14 The Dean’s Office organizes the collection of documents for the award of vacant educational grants and LEBs released in the process of obtaining higher education.
- 5.15 When transferring or reinstating students, the dean’s office determines the academic difference in the disciplines of the working curriculum studied by them during previous academic periods and is sent for consideration by the commission for transfer and reinstatement of students. The academic difference in the working curricula of educational programs is determined on the basis of the list of disciplines studied and the volume of academic hours or credits reflected in the transcript.
- 5.16 When transferring and restoring the achieved learning results, the student’s positive grades are recognized with the transfer of academic credits from one EP to another, from one educational organization to another educational organization. When determining the difference in disciplines, the form of final control is not taken into account.
- 5.17 When transferring and reinstating, students submit the following documents:
- document on completed educational programs (transcript);
  - document confirming completion of the previous level of education;
  - results of entrance examinations, or an order for enrollment from foreign OVPO, for OVPO RK - UNT or CT.
- 5.18 The dean of the faculty, based on the decision of the transfer and reinstatement committee, approves the student’s individual curriculum.

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- 5.19 When reinstated after expulsion for violation of the terms of the agreement on the provision of educational services (payment arrears), the student has the right to be reinstated after the payment arrears are eliminated within a month;
- 5.20 Transfer and restoration is carried out to the same course if the difference in curricula is no more than 14 credits. If the difference exceeds, then the student is transferred or reinstated to a lower course. If the difference exceeds 14 credits with the disciplines of the OODO cycle, then the student is transferred with the condition of eliminating the debt in these disciplines during the entire period of study.
- 5.21 The procedure and timing for eliminating academic differences in curriculum disciplines are formalized by order of the Chairman of the Board - the Rector by order of the dean's office and are included in the student's individual curriculum.
- 5.22 A difference that is not eliminated within the established period is subsequently taken into account as academic debt.
- 5.23 In case of reinstatement or transfer, the difference in disciplines is eliminated on a paid basis.
- 5.24 In case of reinstatement of a student from academic leave, the difference in disciplines is eliminated free of charge.
- 5.25 An academic difference in disciplines of the working curriculum that is not eliminated in the summer semester is subsequently taken into account as academic debt.
- 5.26 The summer semester is organized according to an individual schedule on a paid basis (except for the final year).
- 5.27 Students who have fully completed the requirements of the curriculum of a given course and successfully passed all exams are transferred to the next course by order of the Chairman of the Board - Rector.
- 5.28. A student studying on an educational grant, if there is an academic difference, shall eliminate it on a paid basis, while retaining the educational grant in the next academic period or summer semester.
- 5.29 To issue an order for re-taking a course in order to eliminate the academic difference, the following documents must be provided:
- student application with the dean of the faculty's visa;
  - two copies of the contract for the provision of paid educational services
  - a copy of the receipt for payment of tuition.
- Transfer from one language department to another**
- 5.30. A student wishing to transfer from one language department to another submits an application to the Chairman of the Board - Rector and a transcript to the dean's office of the student.
- Transfer from one EP to another EP**
- 5.31. The transfer of a student from one EP to another EP is carried out only on a paid basis.
- 5.32 The transfer of a student on a paid basis from one EP to another within the university is accompanied by the introduction of appropriate changes to the agreement and is formalized by an order of the Chairman of the Board - Rector of the University.
- The transfer of students in residency under the republican budget from one EP to another EP is possible if valid reasons arise and is carried out in agreement with the authorized body. An increase in the duration of a student's training in residency and its financing is considered at the expense of the student in the absence of budgetary funds.
- 5.33 The transfer of students in residency from one EP to another without the approval of the authorized body is possible for students at the expense of the student or at the request of the "customers" in accordance with signed contracts for the training of a specialist.
- Transfer from University to another OHPE**
- 5.34. A student wishing to transfer to another OHPE collects the following documents:
- an application addressed to the Chairman of the Board - Rector for transfer to another OHPE (specify the name of OHPE), with a visa of the dean of the faculty, head of the Department of Economics and Planning and written consent of the Chairman of the Board - Rector, certified by the official seal of the university;
  - transcript,

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- a copy of the license to conduct educational activities in this specialty (if necessary);
- a copy of the certificate of passing the unified national testing or complex testing (for bachelor's degree) or a diploma of completion of the bachelor's degree (internship);
- for students studying on the basis of a state educational grant, a copy of the certificate of the state educational grant.

5.35. When transferring, a student must obtain a visa from the student department on the clearance sheet.

5.36. The head of the OHPE, to which the student is transferred, after issuing the order, sends a written request to the university where the student was previously trained to send his personal file. A copy of the order on enrollment of the student by transfer is attached to the request. The Chairman of the Board - Rector, after receiving such a request, issues an order on expulsion.

5.37. The university retains a copy of the transcript, a copy of the certificate of passing the unified national testing or complex testing, a copy of the certificate of the holder of the educational grant, a list of the documents to be sent.

5.38. Transfer to NJSC "Marat Ospanov WKMU" from another higher education institution of the Republic of Kazakhstan

5.39 When transferring, the following documents must be provided:

- an application addressed to the Chairman of the Board - Rector for transfer with visas from the dean of the faculty (indicating the difference in the curricula);
- an application addressed to the head of the higher education institution where the student is studying with a visa on consent to the transfer, sealed with the official seal of the higher education institution;
- a copy of the higher education institution's license to conduct educational activities in this specialty;
- a transcript with the seal of the higher education institution and a GPA of at least 2.67;
- a copy of the UNT or CT certificate;
- for students studying on the basis of a state educational grant, a copy of the state educational grant certificate.

- The Dean of the Faculty, upon receipt of the application, must:

- determine the academic difference in the curriculum and indicate it on the application

- The final decision on transfer is made by the commission for transfer and reinstatement of students of NJSC " Marat Ospanov WKMU ". If the decision is positive, an order of the Chairman of the Board - Rector on enrollment is issued.

#### **Transfer or re-admittance from a foreign educational organization**


5.40. The transfer of students from foreign OHPE is carried out in OHPE, in which the state educational order is placed for the corresponding level of education, field of education and year of admission and (or) national and (or) foreign accreditation bodies that have international specialized accreditation, included in registers and (or) associations accreditation bodies of the member states of the Organization for Economic Cooperation and Development (OECD) in the field of education.

5.42 When transferring or reinstating a student from a foreign educational organization, the following documents are submitted:

- document on mastered training programs (transcript);
- a document on completion of the previous level of education, which is undergoing the nostrification procedure in the Republic of Kazakhstan in the manner prescribed by the Rules for the recognition and nostrification of education documents;
- the results of entrance examinations, or an order for admission to foreign OHPE.

## **6. THE PROCEDURE FOR GRANTING ACADEMIC LEAVE**

6.1 Academic leave is granted to students on the basis of the conclusion of the medical advisory commission at the outpatient polyclinic organization for a period of 6 to 12 months due to illness, a summons for conscription for military service, birth, adoption of a child until he reaches the age of three years.


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- 6.2 For registration of academic leave, the student submits to the dean's office an application for the name of the Chairman of the Board– the Rector.
- 6.3 When accepting documents, the specialist of the student department checks the authenticity of copies with the original documents and returns the originals to the applicant. The specialist refuses to accept the application in cases of establishing the unreliability of documents, their non-compliance with the requirements, and an incomplete package of documents according to the established list.
- 6.4 In case of a positive decision on the basis of the submitted documents, the Chairman of the Management Board-the Rector issues an order to grant the student academic leave, indicating the dates of its beginning and end.
- 6.5 The Chairman of the Board - Rector sends a copy of the order on granting academic leave to a student on an educational grant financed from the republican budget to the Ministry of Science and Higher Education of the Republic of Kazakhstan, and for a student financed from the local budget - to the local executive bodies in the field of education, to adjust the corresponding amount and terms of financing for this program.
- 6.6 After leaving the academic leave, the student submits an application addressed to the Chairman of the Management Board-the Rector, an identity document and a document confirming the possibility of continuing training in this specialty (a certificate of the MCC (CMCC) about the state of health from the health organization, military ID, birth certificate, adoption of a child. When accepting documents, a specialist of the student department verifies the authenticity of copies with the original documents and returns the originals to the applicant.
- 6.7 On the basis of the submitted documents, the Chairman of the Management Board-the Rector issues an order on the student's withdrawal from academic leave, indicating the specialty, course and group.
- 6.8 When a student leaves academic leave under a state educational grant, the university sends a copy of this order to the Ministry of [Science and Higher Education of the Republic of Kazakhstan](#), and the one funded from the local budget - to the local executive bodies in the field of education, to adjust the appropriate amount and timing of funding for this program.
- 6.9 The Dean, on the basis of the submitted documents, determines the difference of disciplines (modules) in the working curricula, the course of study and approves the individual curriculum of the student.
- 6.10 Upon returning from academic leave, the student continues his / her studies from the course (and academic period) from which he / she took this leave.
- 6.11 If the date of leaving the academic leave or going on academic leave of the student does not coincide with the beginning or end of the academic period, the student performs training tasks on an individual schedule free of charge, passes all types of current control provided for by the working curriculum approved by the head of the educational organization, receives admission to intermediate certification.
- 6.12 To eliminate the difference, the student, in parallel with the current training sessions, attends all types of training sessions during the academic period, performs training tasks of a certain module (with modular training), passes all types of current and boundary control provided for in the working curriculum for these disciplines (modules), receives admission and passes the final control during the interim certification, according to the academic calendar on a free basis.

## **7. ACADEMIC MOBILITY**

- 7.1 Within the framework of academic mobility, the university can: invite leading teaching staff from the OHPE of the Republic of Kazakhstan, countries of the near and far abroad; send students to study for 1 or more semester in universities of the Republic of Kazakhstan, as well as in universities of the near and far abroad; accept exchange students from universities of the Republic of Kazakhstan, the CIS and other countries.
- 7.2 At the University, the academic mobility program is implemented in two directions:
  - External outgoing and incoming academic mobility – the movement of students or research teachers to study or conduct research for a certain academic period abroad;



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➤ Internal outgoing and incoming academic mobility– the movement of students or research teachers to study or conduct research for a certain academic period within the Republic of Kazakhstan. Academic mobility for students of the University and partner universities is:

➤ exchange of students for the academic period in order to complete training, with the transfer of mastered credits and recognition of learning results;

➤ exchange of students for conducting research;

➤ educational (research, production) practice.

7.3 The basic period for the implementation of academic mobility is a semester, cycle or academic year, for training and production practice-10 days, 14 days, 1 month, 2 months.

7.4 The formation of groups for academic exchange is carried out by the Department of International Cooperation, Projects and Academic Mobility in coordination with the deans.

7.5. The subjects of academic mobility retain their place of study or work for the period of participation in the academic mobility program.

7.6 Academic mobility programs of students do not increase the standard period of study.

7.7 The organization of training through academic mobility and the transfer of the results of the academic achievements of students of third-party higher education institutions are regulated by the contract and agreement on training between the higher education institutions.

7.8 After completing their stay at the host higher education institutions, students submit to their university a transcript and all supporting documents (or an examination sheet).

7.9 Academic mobility programs can be financed from various sources, including from budgetary and extra-budgetary funds of the university.

7.10 Information support for academic mobility includes: dissemination of information about various academic mobility programs, as well as about the procedures and documents necessary for registration of academic mobility; it is implemented in the following ways: posting relevant information on the University's website, bulletin boards of departments, information seminars, etc.

7.11 Faculties wishing to participate in academic mobility programs provide information about the possibilities of this structural unit for the direction and admission of students, teaching staff, employees, undergraduates, residents and doctoral students to the department of international cooperation, projects and academic mobility.

7.12 The direction of students to study abroad within the framework of academic mobility is carried out at the expense of:

➤ funds of the republican budget;

➤ income received by higher educational institutions from the sale of paid services;

➤ grants from employers, social, academic and scientific partners, international and domestic foundations and scholarships;

➤ personal funds of students.

7.13 When planning and organizing academic mobility at the university, the following normative documents are used


➤ application of a student traveling on mobility programs;

➤ agreement on training in mobility programs;

➤ transcript;

7.14. Students have the right to choose a OHPE (within the country or abroad), submit an application to a specialist of academic mobility programs, who determines the list of disciplines to study. The receiving party must provide a letter confirming the possibility of implementing the academic mobility program. Depending on the type of program, this may be: an invitation letter from the university, an information letter for participation in the conference, a letter of consent from the host professor in the case of a scientific internship, or another supporting document.

7.15. An agreement is made between the sending and receiving OHPE.

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- 7.16 Memorandum or cooperation agreement are the main documents regulating the process of academic mobility programs.
- 7.17 After completing their stay at the host OHPE, students submit a transcript and an advance report to their university.
- 7.18 On the basis of the transcript, the student is subject to mandatory credit transfer in accordance with the Kazakhstani credit transfer system of the ECTS type.
- 7.19 The study transcript contains information about the study program (discipline code), the name of the discipline, the duration of the study of the discipline (year, semester, trimester), tuition grade (in the national scale and in the ECTS scale), the number of ECTS credits awarded.

Selection criteria for trainers: the conditions for participation in the competition for studying abroad, within the framework of concluded contracts and agreements, are:

- average score of the document on education:
  - for applicants for a bachelor's degree - the correspondence of the average score of the certificate or certificate of basic secondary education and the report card / transcript of the current performance for the current year of study or diploma of specialized secondary education to a score of at least 4.0 (out of 5.0) or 3, 0 (out of 4.0 / 4.33) GPA (Grade Point Average (Grade Point Averezh) - the arithmetic average of the grades received for all courses taken) or its equivalent in accordance with the supporting document from the educational institution;
  - for applicants for a master's degree and residency training - compliance with the average score of a bachelor's diploma / specialist / or transcript of current performance with a score of at least 3.0 (out of 4.0 / 4.33) GPA (Grade Point Average (Grade Point Average) ) - the arithmetic mean of the grades obtained for all completed courses) or its equivalent according to the assessment system of the educational institution in accordance with the supporting document from the educational institution;
  - for applicants for the degree of Doctor of Philosophy (PhD), Doctor in profile - compliance with the average score of the master's diploma or transcript of current performance with a score of at least 3.0 (out of 4.0 / 4.33) GPA (Grade Point Average (Grade Point Average) - the arithmetic mean of grades obtained for all courses taken) or its equivalent according to the assessment system of the educational institution in accordance with the supporting document from the educational institution;
  - for applicants presenting a transcript of the current performance - the correspondence of the average score of the current performance to the above points, respectively;
  - in the case of an applicant studying at an educational institution with an assessment system that differs from that specified in the Rules, the applicant provides a letter from the educational institution indicating the GPA equivalent on a scale of 4.0 or 5.0;
  - level of knowledge of the language of instruction:
    - For the English language of instruction - at least IELTS - 5.5, TOEFL - 46 or the presence of a diploma / transcript confirming education in this language at the previous level of education.
    - If there are other requirements for knowledge of English from the host side, the requirements of the host side apply.
    - For other languages of instruction - according to the requirements of the host country.


## **8. EXPULSION OF STUDENTS**

8.1 A student can be expelled from the University:

- at their own request;
- due to completion of the educational program;
- due to academic failure (failed to obtain a transfer score taking into account the results of the summer semester);
  - for violation of the terms of the agreement on the provision of educational services (payment arrears).

Restoration is subject to no later than 1 month.


- due to transfer to another higher educational institution;

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- for systematic absences from classes without good reason (the number of missed hours is 144 hours or more in one academic period);
  - for loss of contact with the university (14 or more calendar days in a row / 20-21 days);
  - failed to return from academic leave or a business trip abroad (14 or more calendar days);
  - for failure to appear for an examination session without good reason;
  - upon receiving an unsatisfactory grade during the final state certification;
  - for violation of academic honesty at the request of the dean of the faculty.
- 8.2 The student is expelled by the order of the Chairman of the Board-the Rector.

## 9. DISCIPLINARY SANCTIONS


- 9.1 The application of types of disciplinary penalties is carried out in order to improve the quality of the organization of the educational process, stimulate fair competition, respect for academic integrity and academic discipline of students at the University.
- 9.2. The following types of disciplinary penalties are applied to students for committing a disciplinary offense at the University:
- comment;
  - reprimand;
  - severe reprimand;
  - expulsion from the University.
- 9.3. Measures of disciplinary penalties in case of missing training sessions by students without valid reasons:
- remark by the order of the dean for 36 hours of missing classes for a disrespectful reason in one academic period;
  - a reprimand by the order of the rector with entry in the personal file is announced if there are from 37 to 72 hours of missing classes for a disrespectful reason in one academic period. When receiving a second reprimand, the student should be expelled;
  - a strict reprimand is announced if there are absences of classes from 73 to 144 hours;
  - expulsion from the University if there are passes of more than 144 hours.
- 9.4. Valid reasons for missing classes must be documented by the student before issuing an order to impose a disciplinary penalty. Documents submitted to students after the specified period are not accepted for consideration, unless otherwise decided by the University administration.
- 9.5. For each disciplinary offense, only one disciplinary penalty may be applied to the student.
- 9.6. In cases where disciplinary measures have not yielded results and the student's continued stay at the University has a negative impact on other students, violates their rights and the rights of university employees, the administration has the right to expel the student.
- 9.7 In cases where there is a gross violation of the rules of the Code of Honor and the Policy of Academic Integrity, the right to apply and choose a disciplinary measure belongs to the rector of the University and provides for the expulsion of the student from the university.
- 9.8 If necessary, the administration has the right to conduct an internal investigation of the circumstances of the violation or verify the facts specified in the student's written explanation.
- 9.9 If students commit actions provided for by the Criminal Code and the Code of Administrative Offenses of the Republic of Kazakhstan, the university must apply to the relevant authorities.
- 9.10 The announced penalty is brought to the attention of the student by the dean of the faculty under the signature. Information about the application of the penalty is entered in the student's personal file. The announced penalty is brought to the attention of parents or guardians.
- 9.11 If a student commits a disciplinary offense, the dean of the relevant faculty or the head of the department (depending on the severity of the offense) submits a memo to the rector/vice-rector for Internal Affairs, indicating the student's full name, group, course and faculty, the essence of the violation, the justification and the type of proposed penalty. It must be accompanied by documents and materials confirming the fact that the student committed a disciplinary offense.

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- 9.12 When committing a disciplinary offense, for which such a type of disciplinary penalty as a "strict reprimand" or "expulsion" is subject to application, the dean of the relevant faculty draws up an Act on violation of academic discipline, which must contain the following mandatory information:
- ordinal number;
  - date and place of drawing up the Act;
  - Full name of the student(students), the name of the faculty, the course of study, the number of the group that committed (committed) a disciplinary offense;
  - Full name and positions of university employees who signed the Act;
  - the essence and brief description of the committed disciplinary offense;
  - facts confirming the commission of a disciplinary offense.
- 9.13 The Act must be accompanied by documents confirming the fact that the student (s) committed a disciplinary offense, which may include:
- written explanations of students, University employees about the circumstances known to them that are relevant for considering the issue of imposing a disciplinary penalty;
  - acts, documents, letters containing information about the circumstances that are important for considering the issue of imposing a disciplinary penalty. Documents may include, among other things, materials containing computer information, photographs, sound and video recordings.
- 9.14 The report is submitted by the Dean of the Faculty to the Rector of the University/Vice-Rector for Internal Affairs simultaneously with the report.
- 9.15 When considering the issue of imposing a disciplinary penalty, documents, materials and other factual data may not be considered if they are obtained by depriving or restricting the rights of students and/or teaching staff guaranteed by law, including: with the use of violence, threats, deception, as well as other illegal actions; from an unknown source or from a source that cannot be established when considering the issue of imposing a disciplinary penalty.
- 9.16 The administration of the faculty may initiate consideration of the issue of imposing a disciplinary penalty on the faculty council and/or the representative body of students. In this case, the minutes of the council meeting signed by the chairman and the secretary of the Council are attached to the official note of the Dean of the faculty.
- 9.17 Before applying a disciplinary penalty to a student, the dean's office is obliged to request a written explanation from the student on the merits of the violation committed by him. The refusal of the student to give a written explanation, as well as not submitting a written explanation to him due to his absence from classes or non-appearance on the call of the dean's office, cannot serve as an obstacle to the application of disciplinary punishment. In this case, a commission organized by the dean of the faculty draws up a corresponding act. The commission is organized as a part of at least three people from among the employees of the dean's office and teachers. The commission may include students of a group in which a student who has committed a disciplinary offense is registered.
- 9.18 If necessary, the university administration has the right to conduct an internal investigation of the circumstances of the violation, involving, if necessary, law enforcement agencies, or checking the facts specified in the student's written explanation.
- 9.19 If the facts of committing misconduct by students are revealed, for which the current legislation provides for criminal liability (theft, robbery, harm to human health, bribery, forgery of documents, etc.), the dean of the faculty is obliged to immediately notify the Vice-rector for Internal Affairs, the head of the Legal Department to make a decision on contacting law enforcement agencies.
- 9.20 An order to impose a disciplinary investigation on a student may not be issued during the period of:  
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- temporary disability of the student;
  - Holidays;
  - the student is on academic leave.

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- 9.21 The order on the imposition of a disciplinary penalty is announced to the student who has been subjected to a disciplinary penalty, under the signature within five working days from the date of its publication. If the student refuses to confirm his signature of familiarization with the order, a corresponding entry is made in the order on the imposition of a disciplinary penalty.
- 9.22 If it is impossible to familiarize the student personally with the order on the imposition of a disciplinary penalty, the dean's office sends the order in a letter with a notification to the address indicated in his personal file.
- 9.23 In case of disagreement with the order on the imposition of a disciplinary penalty, the student has the right to appeal it in accordance with the procedure established by the current legislation of the Republic of Kazakhstan and these Rules.
- 9.24 A copy of the order or an extract from the order on the imposition of a disciplinary penalty is stored in the student's personal file.
- 9.25 The application of a disciplinary penalty is not an obstacle to imposing on the student the obligation to compensate for the damage caused to the University, as well as to apply other measures of material or moral influence that are not prohibited by the current legislation of the Republic of Kazakhstan.
- 9.26 The presence of a disciplinary penalty in the student deprives him of the right to receive additional social support programs (the right to additional grants, transfer to vacant grants, to be the owner of personal scholarships, Akim's grant and vouchers for sanatorium treatment, to study under the Bolashak program, as well as in bonuses).
- 9.27 A disciplinary penalty is imposed no later than one month from the date of detection of the offense and no later than six months from the date of its commission, not counting the time of the student's illness and (or) his stay on vacation or on academic leave.
- 9.28 The day of detection of a disciplinary offense is the day when the person under whose authority the student is, became aware of the commission of the offense, regardless of whether it is endowed with the right to impose disciplinary penalties. If the student commits a continuing violation, the one-month period from the date of detection of the offense is calculated from the date of the last violation.
- 9.29 The validity period of a disciplinary penalty may not exceed one year from the date of its imposition, except in the case of expulsion of a student on the grounds provided for by this Regulation. If the student is not subjected to a new disciplinary penalty during this period, he is considered not to have a disciplinary penalty.
- 9.30 The Chairman of the Management Board - the Rector of the University has the right to remove the penalty from the student ahead of time at the request of the student or the dean of the faculty, as well as at the request of the representative body of students.

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## Chapter 2. BACHELOR' DEGREE, INTERNSHIP

### 1. EDUCATIONAL PROGRAMS AND WORKING CURRICULA


- 1.1. Bachelor's educational programs are aimed at training specialists with the award of the academic degree "Bachelor of Healthcare in OP ...", with a subsequent increase in the level of their professional training.
- 1.2. Mastering the professional internship curriculum is a prerequisite for admission to clinical practice.
- 1.3. Filling of the academic stream by specialties:
  - "General medicine" - no more than 100 people;
  - "Dentistry", "Public Health", "Nursing" and "Pharmacy" based on the actual contingent of students by language of instruction
- 1.4. Seminars are held in the departments of social and humanitarian disciplines and psychology, with the exception of disciplines on communication skills.
- 1.7 The educational process of educational programs with a shortened period of study based on higher, technical and vocational and post-secondary education is organized on the principles of dual education.
- 1.8 Organization of visiting internship is carried out in accordance with the Instructional letter on mastering internship at NJSC " M. Ospanov WKMU ".
- 1.9 Training of 7th-year interns on visiting internship is carried out at the place of arrival of interns in organizations at the PHC level.

### 2. ORGANIZATION AND PRACTICE

- 2.1. Professional practice is a mandatory component of the higher education curriculum and is subdivided into educational and industrial practice. The total volume of the practice is at least 6 credits.
- 2.2. All types of professional practice are conducted in accordance with the Regulations on Practice and the Procedure for Professional Practice.
- 2.3. The results of professional practice are taken into account when summing up the results of the interim assessment.
- 2.4. The types, terms, scope and content of professional practice are determined by the Academic Committees of specialties and approved by the Academic Council of the University.
- 2.5. The program of professional practice is developed in accordance with the requirements of the educational program of the specialty and is aimed at developing professionally significant skills in students and the formation of special competencies in accordance with the requirements of professional standards.
- 2.6. The duration of the internship is determined in weeks based on the standard time of the student's work in practice during the week, equal to 30 hours (6 hours a day with a 5-day working week).
- 2.7. The labor intensity of 1 credit of practice is 30 hours - for educational and industrial practice. Accordingly, the duration of practice for 1 credit in weeks is 1 week - for educational and industrial practice of a bachelor's degree.
- 2.8. Professional practice is organized at educational and clinical bases during academic and extracurricular time, after completing a cycle of special disciplines or theoretical training.
- 2.9. The bases of professional practice and, in the future, employment of graduates are organizations corresponding to the profile of the specialty being taught (or related organizations), which have qualified personnel to manage professional practice and a material and technical base.
- 2.10. Clinical bases are organizations that have qualified personnel to manage professional practice and a material and technical base, with which an agreement has been concluded to conduct professional practice of students.
- 2.11. The University enters into appropriate agreements with institutions that are clinical bases of practice, in accordance with the form of a model agreement for the organization of professional practice. The contracts define the responsibilities of the university, practice bases and students.
- 2.12. Agreements with practice bases must be concluded no later than 1 month before the start of practice.

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- 2.13. The general manager of clinical practice is the chief physician or deputy chief physician, who appoints the immediate supervisor of the practice from the base.
- 2.14. Functions of the direct head of the practice from the base:
- familiarizing students with the structure of a medical institution, staff, internal labor regulations;
  - safety briefing;
  - providing students with normative and technical documentation, reference literature;
  - acquaintance of students with the organization of work at the workplace, its equipment, maintaining accounting and reporting documentation;
  - informing the head of practice from the department about cases of violation by a student of labor discipline, internal labor regulations.
  - participation in the admission test for professional practice.
- 2.15. Professors, associate professors and experienced teachers who are well aware of the specifics of the profession and the activities of the practice bases are appointed from the department as leaders of practices.
- 2.16. Functions of the head of practice from the department:
- familiarizing students with the rules of organizing practice;
  - safety briefing;
  - necessary methodological assistance to students in mastering practical skills;
  - control of the passage of practice in accordance with the program;
  - checking the timeliness of keeping a diary of professional practice;
  - jointly with the commission, the admission of credit for professional practice.
- 2.17. The syllabus for professional practice is developed by the departments [according to relevant EP](#).
- 2.18. The assignment of students to all types of professional practices is formalized by the order of the Chairman of the Board - Rector, indicating the terms of passage, the base and the head of the practice.
- 2.19. Recording of professional practice is carried out by maintaining an electronic journal in AIS Platonus, where the total assessment of practical skills and attendance at the end of the practice from the clinical base is noted, then, upon completion of the practice, an assessment of the differentiated offset of the commission is given. The final practice score is calculated as the sum of 60% of the clinical base score and 40% of the differential credit score.
- 2.20. The results of the practice are formalized by the trainees in a diary 1-2 days before the end of the practice. The diary is checked by the head of practice from the department.
- 2.21. Commission, created by the order of the head of the department, consisting of: head of the department (if possible); head of practice from the department; the head of the practice from the clinical base, - conducts a differentiated test with an assessment for students who have fully completed professional practice. The commission is provided with a practice diary signed by the head of the practice from the clinical base on the completion of all tasks.
- 2.22. The results of the practice are assessed using a point-rating system and are taken into account when calculating the student's GPA.
- 2.23. The final grade for the internship is displayed in the electronic journal at the department and is included in the students' transcript.
- 2.24. A student who does not show up for practice for a good reason, after providing supporting documents, is obliged to go through it on an individual schedule free of charge within a specified time frame without interrupting the educational process with the permission of the dean. The terms and conditions of the repeated internship are established by the dean of the faculty.
- 2.25. Students, who have not completed internship or have not completed the internship program for an unjustified reason, received negative feedback on the work or an unsatisfactory grade when defending the report, are sent for internship again in the next academic period in parallel with theoretical training or during the summer semester. Re-passing the practice for no valid reason is carried out on a paid basis.
- 2.26. At the end of the practice, those responsible from the departments provide written reports on the level of practice and the implementation of the general program by students to achieve the set goals, along with

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comments and suggestions for improving the practical training of students in the relevant dean's office within 3 days from the end of the practice.

### **3. CHOICE OF EDUCATIONAL TRAJECTORY OF STUDENTS**

- 3.1. Students independently build their educational program in the form of an individual curriculum (IC), are responsible for its preparation and completeness of mastering the training course in accordance with the requirements of the working curriculum and the CED of the specialty, gaining the number of credits required by the curriculum.
- 3.2. IC determines the individual educational trajectory of each student separately. The IC includes disciplines and types of educational activities (practices, research / experimental research work, forms of final certification) of a obligatory component (OC), a university component (UC) and an optional component (OC).
- 3.3. The form, procedure for the formation and approval of IC, CED are determined by the university independently.
- 3.4. When drawing up their IC, students should:
  - familiarize yourself with the rules for organizing the educational process;
  - comply with the established deadlines for registration for educational elective disciplines.
- 3.5. IC determines the individual educational trajectory of each student and is developed with the help of advisors, approved by deans and stored in the student's personal account in AIS Platonus.
- 3.6. When forming the IC, the Registrar's office is obliged to inform students about the established number of credits and the terms of registration for academic disciplines in the academic year, the rules for choosing disciplines and teachers.
- 3.7. Registration for elective disciplines begins at the established time. Late registration is allowed in exceptional cases for a valid student reason based on the student's application.
- 3.8. The adviser must represent the academic interests of the students and participate in the preparation of all the necessary information materials for the organization of the educational process, provide advice in determining the future specialization.
- 3.9. Guided by the approved IC and official information about the contingent of students, the Registrar's office forms academic streams, study groups (at least 6 people), taking into account the profitability of the elective discipline. Students of an unprofitable group have the right to reapply within 3 days, indicating another elective discipline.
- 3.10. On the last day of training sessions upon completion of the study of the elective discipline, students take an exam.

### **4. SYSTEM OF CONTROL OF LEARNING ACHIEVEMENTS AND ASSESSMENT OF STUDENTS' KNOWLEDGE**


#### **Current control**

- 4.1. Exams in physical culture, military training, elective disciplines, professional practice are taken on the last day of classes.
- 4.2. Annual certification of 6th year interns is carried out in the form of a summary assessment of educational achievements: 50% of the average intermediate certification (discipline exams, exams for the winter and spring sessions) and 50% of the assessment for the indicator of mastered practical skills (5 emergency medical care stations) based on the central processing station. In case of an unsatisfactory assessment of the annual certification after the 6th year of internship, students are interviewed by an extended examination commission. According to the protocol decision of the commission, the intern is transferred to the 7th year or re-masters the 6th year.

#### **State exam in the discipline "History of Kazakhstan"**

- 4.3. Students of the University of All Undergraduate Specialties pass the state exam in the discipline "History of Kazakhstan" upon completion of its study in the same academic period.




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- 4.4 The organization of the state exam is carried out by the department that conducts classes on the academic discipline "History of Kazakhstan" together with the dean's office of the faculty.
- 4.5 The order of the organization and the form of the state exam in the academic discipline "History of Kazakhstan", as well as the procedure for the meeting of the SEC is determined by the university independently.
- 4.6 To take the exam in the discipline "History of Kazakhstan", at the suggestion of the dean of the faculty, a state examination commission is formed for a calendar year. The chairman and the composition of the commission are approved by the order of the Chairman of the Management Board - Rector.
- 4.7 The schedule of SEC meetings is drawn up in accordance with the academic calendar and approved by the Chairman of the Management Board - Rector no later than two weeks before the start of the state examination.
- 4.8 The duration of a SEC meeting does not exceed 6 (six) academic hours per day. With a remote format, no more than 5 hours a day.
- 4.9 The results of the state exam are assessed according to the point-rating letter system of students' knowledge. In this case, the final grade is set taking into account the assessment of the admission rating and the assessment of the state exam.
- 4.10. When passing the state exam in case of violation of academic integrity by students (using cribs, micro-headphones, mobile phones, etc.), an act of removal from the audience of the student is drawn up and the result is canceled with a score of 0 points.
- 4.11. If a student receives an "unsatisfactory" grade in the state exam in the discipline "History of Kazakhstan" or retakes a positive grade in order to improve, he / she re-enrolls in this discipline on a paid basis in the next academic period or summer semester, re-attends all types of training sessions, fulfills the requirements of current control, receives admission and retakes the state exam.
- 4.12. A student, who does not agree with the result of the state exam, submits an appeal no later than the next day after the SEC.
- 4.13. The dean's office creates an appeal commission for the discipline "History of Kazakhstan" from among experienced teachers in this discipline and is approved by the order of the Chairman of the Board - the Rector.
- 4.14. Upon completion of the SE, the Chairman of the SEC draws up a report on the work of the SEC, which is discussed and approved at the meeting of the Academic Council.

#### **Final state certification of graduates**


- 4.15. Students who have fully completed the educational process in accordance with the requirements of the State Educational Standards, working and individual curriculum are allowed to the final state certification.
- 4.16 Graduate students who have not fulfilled the requirements of the individual curriculum remain for a second year of study without passing the summer semester. The final state certification (IGA) of undergraduate graduates (“Public Health”, “Nursing”, “Pharmacy”) and internships is carried out in accordance with the order of the Minister of Health of the Republic of Kazakhstan dated December 11, 2020 No. KP DSM-249/2020 “On approval of the rules for assessing knowledge and skills of students, assessing the professional readiness of graduates of educational programs in the field of health and health care professionals.
- 4.17 In the form of an independent assessment of the professional readiness of graduates with the passage of two stages: assessment of knowledge and assessment of skills.
- 4.18 An independent assessment of the professional readiness of graduates is carried out on the basis of the National Center for Independent Examinations (NCNE) on a paid basis at the expense of the University. The list of 7th year interns for the first stage of the IGA - NCNE is created in the form of an alphabetical mode.
- 4.19 The procedure for passing the Independent Assessment of the Professional Readiness of Graduates is carried out in accordance with internal documents on the NCNE website: Instructions for applying for self-

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- assessment; Identification instructions; Instructions for registering with the Assessment Information System and the Guidance for Competency Assessment of Graduates of Medical Education Programs.
- 4.20 Admission to re-assessment with a good reason for a graduate (due to health, conscription or other objective reasons, confirmed by relevant documents) is carried out on the basis of the order of the Chairman of the Board - Rector. Evaluation of graduates is carried out on a paid basis at the expense of the University.
- 4.21 Admission to the re-evaluation with no valid reason for the graduate is carried out on the basis of the order of the Chairman of the Board - the Rector, payment is made at the expense of the graduates' personal funds or other sources not prohibited by the legislation of the Republic of Kazakhstan.
- 4.22 The final certification of undergraduate graduates by EP "General Medicine" and "Dentistry" is carried out with the passage of two stages: assessment of knowledge and assessment of skills.
- 4.23 To conduct the final state certification of students, a state certification commission (SAC) is created.
- 4.24 Chairman of the Board - the Rector approves the candidates for the Chairmen of the SAC, from among the teaching staff who have a scientific or academic degree, who do not work at the university, highly qualified production specialists corresponding to the profile of graduates.
- 4.25 The composition of the SAC is formed from among professors, associate professors, highly qualified specialists corresponding to the profile of graduates at least 5 people in accordance with the contingent of graduating students in the educational program and is approved by order of the Chairman of the Board - Rector, annually, no later than January 10 and is valid for a calendar year . The profile of specialists participating in the work of the SAC is determined by the correspondence of the specialty to a scientific or academic degree, or basic education (according to a diploma). The Dean of the Faculty is a part of the SAC as its members.
- 4.26 The competence of the SAC includes:
- verification of the level of compliance of the theoretical and practical training of graduates with the established requirements of educational programs;
  - awarding a graduate an academic bachelor's degree after completing a bachelor's degree and a doctor's qualification after completing an internship in the relevant educational program;
  - development of proposals for the educational program aimed at further improving the quality of training.
- 4.27 The work schedule of the SAC is approved by the Chairman of the Board - the Rector and is brought to general attention no later than two weeks before the start of the work of the SAC.
- 4.28 Admission to the final certification of students is issued by order of the Chairman of the Board - Rector on the basis of a memo from the dean of the faculty in the form of a payroll indicating the surnames, names, patronymics (if any), educational programs (specialties) of students no later than two weeks before the start of the final state certification.
- 4.29 Not later than three working days before the start of the final certification, the SAC provides:
- Order on the admission of students to the final certification;
  - Transcripts of students with the calculation of the value of the average grade point (GPA) for the entire period of study.
- 4.30 The duration of the SAC meeting should not exceed 6 academic hours per day.
- 4.31 Based on the results of the final state certification, grades are given according to the point-rating system of assessing the knowledge of students, taking into account the level of theoretical and practical training.
- 4.32 The results of passing the final state attestation are documented in the minutes of the meeting of the state attestation commission and are announced on the day they are held.
- 4.33 In the case of the final state certification, the basis for the execution of the protocol is the examination sheet. The protocol is filled in by the secretary of the SAC, approved as a member of the commission and not having the right to vote.
- 4.34 In cases where the opinion of one member of the SAC does not coincide with the opinion of the other members of the commission, he writes down his own opinion in the minutes and personally signs it. The protocol specifies the award of an academic bachelor's degree or qualification, as well as the issuance of a diploma (with or without honors) to the student who has completed his studies.

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- 4.35 Decisions on assessments of the final state attestation, as well as on the award of an academic degree or qualification and the issuance of a state diploma (without distinction, with honors) are taken by the SAC at a closed meeting by open voting by a simple majority of votes of the commission members participating in the meeting. In case of an equal number of votes, the vote of the Chairman of the Commission is decisive. The minutes are signed by the Chairman and members of the SAC who participated in the meeting and are stored in the archives of the university.
- 4.36 A student who did not appear for the final state certification for a good reason, writes an application in any form addressed to the chairman of the SAC, provides a document confirming a good reason, and, with his permission, takes the exam on another day of the SAC meeting.
- 4.37 Graduates who have received the result of the first stage within the NCNE below the threshold level are not allowed to pass the second stage - skills assessment. The graduate has the right to appeal the test questions directly during testing. To do this, you must click the "Appeal" button located in the lower field of the screen and select the reason for the appeal from the proposed ones. After the test is completed, the test result and the marked questions for appeal will be displayed on the screen. To complete the appeal, you must click on the "Submit to the appeal" button.
- 4.38 The graduate has the right to appeal the result of the assessment of skills within the NCNE by writing an application to the chairman of the republican appeal commission, indicating the justification for the reason for filing an appeal. An audio and video recording of the graduate in the process of passing the skills assessment is attached to the graduate's appeal statement. The result of the assessment of the professional readiness of graduates is summed up from the scores of the two stages and is displayed as an arithmetic mean. The results, taking into account the appeal, are provided to graduates in the ISO personal account (assessment information system) and are provided to health education organizations in the form of a summary protocol of assessment results within 48 hours after the end of the meeting of the appeal commission.
- 4.39 To conduct an appeal, by order of the Chairman of the Board - the Rector of the University, an appeal commission is created from among experienced teachers whose qualifications correspond to the profile of the specialty.
- 4.40 If the appeal is satisfied, the minutes of the SAC meeting are re-drawn. In this case, the results of the first protocol are canceled with the inscription “The assessment was revised by protocol No. \_\_\_ dated \_\_\_ on page \_\_\_” and signed by all members of the SAC present.
- 4.41 For students of the 5th year in the educational programs "General Medicine" and "Dentistry", an appeal is provided for when passing the final state certification.
- 4.42 A student who disagrees with the result of the final state certification shall file an appeal with the dean's office of the faculty no later than 11.00 am on the next working day after the IGA and the announcement of the results.
- 4.43 The appeal is held on the next working day after the IGA and the announcement of the exam results from 12.00 to 15.00 hours. The decision of the appeal commission is drawn up in a protocol, on the basis of which an examination paper is drawn up.
- 4.44 Documents submitted to the SAC on the state of health after receiving an unsatisfactory assessment are not considered.
- 4.45 Re-passing the state exam in order to increase a positive mark is not allowed.
- 4.46 A student who has received an “unsatisfactory” grade according to the final state certification is expelled from the University by order of the Chairman of the Board-Rector as “not meeting the requirements of the educational program”.
- 4.47 A person who has not passed the final state attestation has the right in the next academic year, not later than one month before the start of the final attestation, to apply to the Chairman of the Board - the Rector of the University for reinstatement and admission to the repeated final attestation.
- 4.48 Restoration and admission to re-final state certification is issued by order of the Chairman of the Board - the Rector.


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- 4.49 Repeated final state certification is carried out only for those stages for which an unsatisfactory grade was received in the previous final certification.
- 4.50 A student who has passed the final state attestation and confirmed the mastery of the educational program is awarded the academic degree "bachelor" by the decision of the attestation commission or is awarded the qualification of a specialist in the relevant educational program and is issued a diploma with an appendix / certificate of completion of the internship.
- 4.51 A student in an educational program of higher education who has final grades A, A- “excellent”, B-, B, B+, C+ “good” in academic disciplines and other types of educational activities with a grade point average (GPA) of at least 3,5, as well as those who pass the IGA with grades A, A- “excellent”, are issued a diploma with honors (without taking into account grades for additional types of training). At the same time, a student who retakes or retakes the final control (exam) throughout the entire period of study will not be issued a diploma with honors. If an applicant for an honors diploma has a violation of academic integrity, an honors diploma will not be issued.
- 4.52. At the end of the work of the SAC, its chairman writes a report on the final certification of students, which is discussed and approved at a meeting of the Academic Council of the university within a month.
- 4.53. The Secretary of the SAC ensures the completion of the minutes of the SAC meeting, as well as the affixing of signatures and a stamp in documents on the formation of a state standard.
- 4.54. A student who has not fulfilled the requirements of the educational program is expelled from the university by order of the Chairman of the Board - Rector as having not completed his studies with the issuance of a transcript and a certificate.
- 4.55. The list of university graduates who graduated from educational programs of higher education, indicating their last names, first names, patronymics (if any), specialties and numbers of issued diplomas, signed by the Chairman of the Board - Rector, is provided to the authorized body in the field of education within a month after the issuance of the order on issue and published on the website of the university.
- 4.56. The educational achievements of students in languages (Kazakh, foreign, Russian) are evaluated in accordance with the point-rating letter system for evaluating the educational achievements of students in foreign languages in accordance with the level model and translation into ECTS (ISITIES) and the traditional scale.
- 4.57. The level and description of language proficiency correspond to the Common European Framework of Reference for Languages (ECC) (A1, A2, B1, B2, C1, C2).

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**A point-rating letter system for assessing educational achievements of learners in foreign languages in accordance with the level model and translation into ECTS and the traditional grading scale**


Level and description of language proficiency in the Common European Framework of Reference (EEF)	Level and description of language proficiency in the Common European Framework of Reference (EER)	ECTS grade	Digital equivalent	% content	Traditional assessment
A1, A2, B1, B2, C1, C2	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	

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### Chapter 3. RESIDENCY

#### 1. EDUCATIONAL PROGRAMS AND WORKING CURRICULA


- 1.1 The residency educational program is built taking into account the real needs of Modern History of Kazakhstan medicine, which is aimed at developing students' skills in the methodology of medical research using scientific foundations.
- 1.2 The structure of the residency educational program is formed from various types of educational, clinical and scientific work that determine the content of education and reflect their correlation, measurement and accounting.
- 1.3 The duration of residency training corresponds to the terms specified in the Model Curricula.
- 1.4 The implementation of residency educational programs is carried out on the basis of educational and methodological support (modular educational program of residency in the specialty, syllabuses of disciplines, control and measuring tools).
- 1.5 The list of prerequisites required for mastering the educational residency program in the context of specialized areas is determined by the Academic Committee.
- 1.6 The list of disciplines of the elective component is determined by the interests of employers and the needs of the labor market.
- 1.7 Training in residency is carried out by choice in the state and Russian languages.
- 1.8 The organization of educational activities is carried out through the planning of the academic educational process and the development of clinical skills.
- 1.9 The organization of the educational process is carried out on the basis of the academic calendar and working curricula.
- 1.10 Accounting for the labor intensity of all types of work is carried out according to the volume of mastered material, measured in academic hours or credits. One credit is equal to 30 academic hours, which are units of measure for the labor costs of residents and teachers required to achieve specific learning outcomes.
- 1.11 The residency educational program contains:
  - theoretical training, including the study of profiling
  - disciplines;
  - clinical training at local and regional clinical sites;
  - final control upon completion of the discipline/module;
  - Interim certification for residency programs in the middle of the academic year at a meeting of the department and at the end of the academic period or academic year at the interdepartmental clinical commission
  - final state attestation upon completion of mastering the program with the participation of NCNE.
- 1.12 The cycle of major disciplines of the program is aimed at the formation of clinical knowledge and skills necessary for solving key tasks in the professional activities of a medical specialist, effective interaction with patients and other healthcare professionals in the provision of medical care to the population, the development of clinical thinking, the formation of decision-making skills based on the principles of evidence-based medicine.
- 1.13 A prerequisite for providing an educational process for the development of clinical skills is the availability of an appropriate clinical base and clinical mentors.
- 1.14 During the training, resident doctors receive theoretical knowledge in their specialty, acquire practical skills and master the basic principles of research work.
- 1.15 Curricula are divided into standard (hereinafter - TUP), individual (hereinafter - IC) and working (hereinafter - WC). All forms of residency curricula use a single system for coding academic disciplines. Each academic discipline has one unique name.
- 1.16 Working curricula (CEP) of educational programs are developed on the basis of TUP, IC of resident doctors and are approved by the decision of the Academic Council.

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- 1.17 The WC defines the list of disciplines for the academic year, their labor intensity in academic hours (credits), the order of study, types of training sessions and forms of control (exam, intermediate certification, final certification).
- 1.18 WC serves as the basis for scheduling classes and calculating the labor intensity of the work of the teaching staff (hereinafter referred to as the teaching staff).
- 1.19 In addition to the TEP, the organization annually develops a catalog of elective disciplines, which is formed on the basis of applications submitted from clinical departments as the residency educational program is mastered, taking into account the needs of the labor market and employers.
- 1.20 Based on the TUP and QED, with the help of the curator, an IC is compiled for the entire period of study in 2 copies: one copy is kept in the personal file of the resident doctor and serves as the basis for monitoring the implementation and development of the educational program, the second - at the department.


## **2. ORGANIZATION OF THE EDUCATIONAL PROCESS IN RESIDENCE**

- 2.1 Training in residency is carried out taking into account the principles of continuity with basic and higher medical education (bachelor's degree, internship) and continuing medical education in the chosen EP.
- 2.2 The University provides residency training in accordance with:
  - Sectoral qualification framework;
  - State Educational Standards, standard professional programs, standard curricula for residency specialties;
  - Working curricula;
  - academic calendar;
  - individual work plans of the resident doctor.
- 2.3 For resident physicians, an academic curator for theoretical training and a clinical mentor for practical training are provided. An academic curator can perform the function of a clinical mentor in one person.
- 2.4 Training of resident doctors at clinical sites is aimed at performing dual training. To master the clinical skills of resident doctors, they are supervised by clinical mentors with at least 5 years of practical experience in their specialty, with the highest or first medical category.
- 2.5 In addition to the academic supervisor, the resident is assigned a clinical mentor. A clinical mentor can be a specialist with at least 5 years of work experience, the first or highest qualification category, who has basic pedagogical competencies or plans to master them, and who is respected in the team.
- 2.6 Clinical mentors are provided by the head of practical healthcare, or if there is a branch of the university in the region, the attachment of a resident doctor to a tutor-doctor and is agreed with the director of the branch. The clinical mentor is appointed by order of the Chairman of the Board - the Rector of the University and on the basis of the voluntary consent of all parties. The terms of mentoring are set individually up to 1 year.
- 2.7 A mentor is assigned no more than three to five resident doctors, in respect of whom mentoring is carried out.
- 2.8 Assigning mentors to clinical sites allows resident doctors to work daily with modern equipment and medical equipment of clinics. Mentors take an active part in the training of young professionals, passing on the accumulated experience of professional skills, teaching the most rational techniques and advanced methods of work. The clinical mentor provides appropriate support in the professional and personal formation and development of the resident doctor, shares experience, knowledge and supports the ward in an effective and efficient way, educates him in independence, having thoroughly studied the abilities of the young specialist, his inclinations, interests, attitude to the team etc.
- 2.9 During the development of the program, it is envisaged that resident doctors in residency visit clinical bases of various levels or “bottom-up” rotation (medical institutions of districts, cities, regional centers, republican clinics or scientific clinical centers) to master modules or individual disciplines. At the clinical bases, resident doctors are assigned to clinical mentors, while the development of the theoretical part of the residency program is carried out by the University teachers (“Instructive letter on field residency at NJSC WKMU”).

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- 2.10 Clinical mentors ensure the development of practical skills in the scope of the disciplines provided for on-site residency; are systematically in touch with the academic curator and participate in the assessment of the knowledge of resident doctors for their registration in the electronic journal. The frequency of registration of assessments on the knowledge of residents in the electronic journal is at least 1 time per week. In some cases, it is allowed to register grades for disciplines / modules of the program.
  - 2.11 For the period of mentorship of a clinical mentor, a tripartite Model Agreement on training under the residency program with payment for the services of a clinical mentor is drawn up.
  - 2.12 The clinical mentor fills out a checklist on the development of practical skills by the resident doctor. If necessary, the mentor gives specific recommendations for further improvement of professional skills.
  - 2.13 Resident doctors studying on the basis of the republican budget can be transferred from one EP to another if there are objective reasons with notification to the DNCHR of the Ministry of Health of the Republic of Kazakhstan. The transfer of contractual trainees from one specialty to another is carried out at the request of the trainee, at the written request of the "customers" of the contract.
  - 2.14 Resident doctors during training: perform IC; pass the 2-stage exams provided for by the educational program in the relevant disciplines (theoretical level of knowledge and practical skills); report on the implementation of the IC at a meeting of the department at least 2 times a year, at a meeting of the interdepartmental clinical commission (ICC) for the residency program during the interim annual (transferable) certification; create a personal portfolio.
  - 2.15 Resident doctors during training: perform IEP; pass 2-stage exams in the relevant disciplines provided for in the educational program, including tasks on theoretical knowledge and practical skills; report on the implementation of the IEP at a department meeting at least 2 times a year, at a meeting of the interdepartmental clinical commission (ICC) for the residency program and during the interim annual (transfer) certification; Certification data is included in your personal portfolio and **is a criteria in transferring to the next year of training.**
  - 2.16 Students studying under the state educational order are provided with a scholarship in the established manner. In this case, the scholarship is accrued from the day of enrollment and for the entire period of study.
  - 2.17. Classroom work of a resident doctor is 20%, independent work of a resident with a mentor or teacher of the clinical department (SRRP) - 70%, independent work of residents (SRR) - 10%, which is reflected in the preparation of working curricula for residency specialties and is observed when compiling study schedules.
  - 2.18 Resident physicians are assigned night shifts in accordance with the approved work schedule. The start and end of a resident physician's shift corresponds to the standards for the start and end of a night shift of the duty physician of the corresponding clinical base. A resident physician must work at least 2 shifts per month. After a night shift, a resident physician must report on patients at the morning medical conference. If it is impossible to be on night shift (pregnancy or children under 3 years of age), the resident physician must be on duty during the day with a mandatory report on the condition of patients at the morning medical conference. The assessment for the night shift, reflected in the checklist, is taken into account when assigning a summary assessment for the corresponding week.
  - 2.19. Resident doctors are annually provided with holidays between academic years, the duration of which is determined by the current State Educational Standard.
  - 2.20. Resident doctors have the right to combine the development of an educational residency program with work in medical institutions for 0.5 rates, but this should not adversely affect the educational process.
- 3. CURRENT AND MIDTERM AND INTERMEDIATE CONTROL**
- 3.1 Current control is carried out by teachers and the clinical mentor of the clinical base.
  - 3.2 The forms and content of the current control are determined by the department and are indicated in the syllabuses of the disciplines.
  - 3.3 Based on the results of the current control, the rating of admission to intermediate control by discipline is calculated (with the exception of pilot residency programs).




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- 3.4 The educational achievements of residents are evaluated on a 100-point scale, the weighted average score is recorded in the AIS "Platonus" once a week (Friday). It is allowed to register educational achievements once upon completion of the discipline / module when mastering the educational program of residency in certain specialties with the location of students at clinical bases in Aktobe and the regions.
- 3.5 The number of midterm controls per discipline is determined on the basis of: 1 midterm control for 4 credits, but not more than 4 midterm controls per discipline (an exception to this paragraph is pilot projects for the implementation of residency programs). Midterm control is carried out in 2 stages: control of theoretical knowledge (50%) and practical skills (50%).
- 3.6 Upon completion of mastering each discipline of the educational program, the student takes an exam, the form of which is indicated in the syllabus. Control and measuring tools for residents in the form of test tasks for disciplines are compiled at the rate of 600 test tasks for the academic period (academic year). Test tasks are distributed according to difficulty levels: Level I (memorization, reproduction) - 10%, Level II (understanding) - 40%, Level III (application) - 50%. In addition to test tasks to assess the knowledge of resident doctors, the departments develop tickets for written and oral exams with clinical situations.
- 3.7 If the result is Fx for the current exam in a discipline or module, the resident physician must retake it within 5 working days.
- 3.8 If the GPA for the entire previous period of study is 2.87 - 3.0, the resident has the right to apply for transfer from paid education to grant education in the event of a vacancy that coincides in terms of groups of educational programs, forms and terms of study and taking into account the year of admission.
- 3.9 Interim control in mastering residency programs is expressed in current exams in disciplines / modules and a transfer clinical exam (midterm annual certification) between years of study. Trainees with an admission rating of 50% or higher for all passed exams in disciplines / modules and higher, as well as the completion of the mastery of clinical skills according to the individual educational program of at least 70% during the reporting academic period are admitted to the transfer clinical exam or midterm certification. Admission is formalized by an extract from the minutes of the departmental meeting.
- 3.10 The format and procedure for conducting the examination on a discipline/module is established by the department before the beginning of the academic year and is indicated in the syllabus.
- 3.11 In case of a valid reason (due to illness, family circumstances, objective reasons in the presence of supporting documents), the resident physician is allowed to take the examination on an individual schedule in accordance with the order of the person responsible for the residency.
- 3.12 Midterm annual certification is conducted in the following forms of control: clinical - at the patient's bedside, OSCE, OSPE, clinical tasks, on dummies and mannequins in the CPS; scientific work - published or in the process of publication scientific theses, articles, conference materials, reports (supporting documents).
- 3.13 All final grades of the resident physician, including the results of re-taking exams, are recorded in the transcript.
- 3.14 Resident physicians who have not fulfilled the requirements of the individual work curriculum and have not scored a rating transfer score of 2.87 remain for a repeat year of study without a summer semester on a paid basis. Resident physicians who have not passed the transfer (annual) certification remain for a repeat year of study without a summer semester on a paid basis. In this case, the resident physician loses the assigned grant and further training is carried out at his own expense. Bonus points may be added to resident physicians when calculating the transfer rating by decision of the department in the presence of additional shifts, scientific achievements.

#### **4. FINAL CERTIFICATION AND ISSUANCE OF A RESIDENCE COMPLETION CERTIFICATE**

- 4.1 The main criterion for the completion of the educational process for the preparation of residents is the development by the resident of the educational program of residency in accordance with the State Educational Standard, TUP and WC of the University and the successful completion of the final certification of resident doctors.

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- 4.2 Resident physicians who have fully completed the educational process in accordance with the requirements of the working and individual curriculum and working curricula and achieved GPA -2.87 based on the results of educational achievements.
- 4.3 Resident doctors who have not fulfilled the requirements of the work and individual curriculum and work training programs and have not achieved GPA - 2.87 as a result of academic achievements, remain for a second year of study without passing the summer semester. The repeated year of study is organized on a paid basis.
- 4.4. The final certification of resident doctors is carried out in the form of a two-stage exam. In case of receiving an unsatisfactory grade at the 1st stage of the Final Certification, the resident doctor is not allowed to pass the 2nd stage.
- 4.5 The final attestation is accepted by the commission of the EA in accordance with the order of the Chairman of the Board - the Rector.
- 4.6 Before the start of the final certification of resident doctors, the IA commission is provided with a certificate from the head of the structural unit responsible for residency on the implementation by the resident doctor of an individual curriculum, the grades he received in all disciplines, the value of the weighted average grade for the period of study GPA.
- 4.7 Resident doctors who have completed residency training are issued a state document - a certificate of completion of residency.
- 4.8 The list of graduates who have completed residency educational programs, indicating their surnames, first names, patronymics (if any), educational programs and numbers of issued diplomas, signed by the Chairman of the Board - Rector, is submitted to the authorized body in the field of education within a month after the issuance of the relevant order and is also posted on the university website.
- 4.9 Completed certificates of completion of residency, but not received graduates are kept for 1 year, after which they are transferred to the archive for attaching them to the personal files of the owners for permanent storage.
- 4.10 Resident doctors who have completed training in residency, when issuing a certificate of completion of residency, make an entry in the work book on the completion of residency in their specialty. The time of training in residency is counted towards the work experience of a medical specialist.

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## Chapter 4. MA, DOCTOR’S STUDIES

### 1. STRUCTURE AND CONTENT OF EDUCATIONAL PROGRAMS OF MASTER AND DOCTORAL STUDIES. ORGANIZATION OF EDUCATIONAL PROCESS IN MASTER AND DOCTORAL STUDIES


- 1.1. The structure of the educational program of master's and doctoral studies includes two components: educational and scientific, which determine the content of education.
- 1.2. The educational program of master's and doctoral studies consists of:
  - theoretical training, including the study of cycles of basic and major disciplines of the compulsory component and the optional component;
  - practical training: various types of practices, scientific or professional internships;
  - research work, including the implementation of a master's / doctoral dissertation for scientific and pedagogical magistracy / doctoral studies and experimental research work, including the implementation of a master's project for a specialized master's program;
  - final certification
- 1.3. When a master of a profile direction enters a PhD doctoral program, he is additionally assigned an educational program of postgraduate education in a pedagogical profile of a scientific and pedagogical master's program as prerequisites. The list of required prerequisites and the timing of their development is determined by the university. Prerequisites are mastered on a paid basis.
- 1.4. The list and content of educational programs are developed on the basis of the national, sectoral qualifications framework (NQF and OQF), professional standards and principles for the formation of students' competencies in terms of professional training, the experience of foreign universities and research centers that implement accredited educational programs for master's and doctoral studies.
- 1.5. The cycles of basic (hereinafter - BD) and profiling (hereinafter - PD) disciplines include the disciplines of the university component (hereinafter - UC) and the elective component (hereinafter - EC).
- 1.6. The list of disciplines of the university component and the elective component is determined by the university independently. At the same time, the needs of the labor market, the expectations of employers, the needs and interests of undergraduates are taken into account. The content of the research / production practice is determined by the topic of the dissertation research.
- 1.7. The university component of the database cycle of all educational programs of the master's program in the scientific and pedagogical direction includes the disciplines "History and philosophy of science", "Foreign language (professional)", "Pedagogy of higher education", "Psychology of management", for the profile direction - the disciplines "Management", " Psychology of management", "Foreign language (professional)".
- 1.8. Universities develop integrated programs in the disciplines of the UC cycle of the BD, which are interdisciplinary in nature.
- 1.9. In the master's program in the scientific and pedagogical direction, the volume of the BD cycle is 29% of the total volume of the educational program of the master's program or 35 academic credits. Of these, 57% or 20 academic credits are allocated to UC.
- 1.10. In the master's program of the profile direction, the volume of the database cycle is 17% of the total volume of the master's educational program or 10 academic credits (with a study period of 1 year) and 15 academic credits (with a study period of 1.5 years). Of these, the volume of VC disciplines is 60% or 6 academic credits (with a study period of 1 year) and 40% or 6 academic credits (with a study period of 1.5 years).
- 1.11. In the master's program in the scientific and pedagogical direction, the volume of the PD cycle is 41%, or 49 academic credits of the total volume of the educational program of the master's program.
- 1.12. In the master's program of the profile direction, the volume of the PD cycle is 42%, or 25 academic credits (with a term of study of 1 year) and 40%, or 45 academic credits (with a term of study of 1.5 years) of the total volume of the master's educational program, which are divided between UC and EC at the discretion of the university.

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- 1.13. Theoretical training is 45 academic credits in the total volume of the doctoral educational program and consists of cycles of basic (hereinafter - DB) and professional (hereinafter - PD) disciplines, which include disciplines of the university component (hereinafter - UC) and the elective component (hereinafter - EC), practice. At the same time, the ratio of the volume of the database and the PD is determined by the university independently
- 1.14. The list of ED disciplines is determined by the university independently. This takes into account the needs of the labor market, the expectations of employers, the needs and interests of doctoral students.
- 1.15. Programs of disciplines and modules, as a rule, are interdisciplinary and multidisciplinary in nature, providing training at the junction of a number of areas of knowledge.
- 1.16. Planning the content of education, the method of organizing and conducting the educational process is carried out by the university independently on the basis of credit technology of education.
- 1.17. The volume of the student's workload is measured in credits mastered by him during the academic year for each academic discipline or type of academic work.
- 1.18. The SCES, the Model Professional Curriculum for Master's / Doctoral Studies, determines the labor intensity of each academic discipline of the mandatory component and each type of educational activity (practice, research work, experimental research work of a master's student / doctoral student (hereinafter - MIW /, MER, DERW / DIW), writing and defending a master's / doctoral dissertation in credits, and the elective component for each cycle of academic disciplines is indicated by the total number of credits.
- 1.19. In addition, a catalog of elective disciplines (QED) is being developed, containing a systematic annotated list of all disciplines of the elective component.
- 1.20. The CED reflects the prerequisites and postrequisites of each academic discipline. QED provides undergraduates/doctoral students with the possibility of an alternative choice of elective academic disciplines.
- 1.21. The planning of the educational process is implemented on the basis of SCES, working and individual curricula. Planning the content, method of organizing and conducting the educational process is carried out by the university independently on the basis of credit technology of education.
- 1.22. The organization of the educational process within one academic year is carried out on the basis of the working curriculum and the academic calendar. The working curriculum contains general information about the complexity of the educational process in a particular area of training.
- 1.23. The individual work plan of a master's student (hereinafter IPR) contains information about the workload of each master's student (IC), practices, master's thesis implementation plan, scientific publications, internships and is compiled for the entire period of study, approved by the head of the Department of Master's and Doctoral Studies.
- 1.24. The working curriculum is approved by the Chairman of the Board-Rector. The academic calendar is approved by the Vice-Rector for Teaching and Educational Work.
- 1.25. The academic year consists of academic periods of intermediate certification, holidays, practices. When determining the workload of a master / doctoral student, it is assumed that the academic year consists of academic periods of semesters - 15 weeks, the period of final certification (at the final year.)
- 1.26. The study load is measured by the time required for a master's/doctoral student to study an academic discipline, module or the entire educational program of a master's program and necessary to achieve the established learning outcomes in the educational program of a master's/doctoral program.
- 1.27. When planning the volume of academic work, it is assumed that one academic credit is equal to 30 academic hours for all its types. One academic hour for all types of educational work is equal to 50 minutes.
- 1.28. The ratio of time between the contact work of the student with the teacher and SRO for all types of educational activities is determined by the University. At the same time, the volume of classroom work is at least 30% of the volume of each discipline.
- 1.29. The study load includes all the educational activities of a master / doctoral student - lectures, seminars, group classes, group exercises, practical classes, term papers (projects), practical and laboratory work,

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- practice, scientific or professional internship, research work, master's / doctoral work dissertation (project), independent work, including under the guidance of a teacher.
- 1.30. The planning of the teaching load of the teaching staff is carried out in academic hours, which is the time of the contact work of the teacher with the students according to the schedule in the classroom or according to a separately approved schedule for other types of educational work.
  - 1.31. Within the timeframes stipulated by the State Educational Standard, master's/doctoral students are assigned scientific supervisors/consultants who meet the qualification requirements of the order of the Ministry of Scientific and Higher Education of the Republic of Kazakhstan No. 4. The scientific supervisor/consultant and the research topic are approved by the order of the Chairman of the Board - the Rector of the University based on the decision of the Academic Council.
  - 1.32. The scientific component of the educational program of the magistracy is formed from the research (hereinafter - IRWM) including the internship and the completion of the master's thesis (SRRM) 24 credits (720 hours). or experimental research work (hereinafter - EIWM) work of a master student 13 credits (390 hours).
  - 1.33. The scientific component of the doctoral educational program is formed from research (hereinafter referred to as MIW) or experimental research work (hereinafter referred to as EIRD) work of a doctoral student, including an internship, writing scientific publications, writing and defending a doctoral dissertation Scope of research (experimental research) work doctoral student is 123 academic credits in the total volume of the doctoral educational program.
  - 1.34. Within the framework of the MIW / DIW, the individual work plan of a master / doctoral student to get acquainted with innovative technologies and new types provides for a mandatory scientific internship in scientific organizations and (or) organizations of the relevant industries or fields of activity.
  - 1.35. MIW / DIW is planned in parallel with other types of educational work or in a separate period.
  - 1.36. Every year, at the end of the academic year, a master / doctoral student undergoes an academic certification for the implementation of an individual work plan. The procedure for conducting academic certification is determined by the university independently.
  - 1.37. Students are required to complete all types of educational and control activities, practical training strictly within the timeframes stipulated by the academic calendar, with the exception of foreign business trips under academic mobility programs, internships or for health reasons. In these cases, students complete educational and control activities, practical training according to an individual schedule in accordance with the order of the CMDP.
  - 1.38. Teachers are required to promptly complete all types of educational and control activities within the timeframes established by the academic calendar.
  - 1.39. Students are required to attend all types of classes in accordance with the approved schedule. Absences from classes without a valid reason, confirmed by documents, are not allowed.
  - 1.40. Students are responsible for the timely and high-quality completion of all types of work related to scientific research, practical training and internships, preparation of the final thesis for public defense, in strict accordance with the IEP and the academic calendar.
  - 1.41. Mandatory requirements and the procedure for implementing the postgraduate education program, as well as issues related to the appointment of supervisors/consultants, the procedure for conducting research (experimental research) work of master's and doctoral students are regulated by the following internal documents: Regulations on the master's program; Regulations on doctoral studies; Regulations on sending master's and doctoral students for internships; Regulations on internships (teaching, research, industrial) under master's and doctoral programs; Regulations on conducting pre-defense (approbation) of dissertations for the degree of master and doctor of science at the problem commission
  - 1.42. The final attestation in doctoral studies is 12 academic credits (10 weeks) in the total volume of the doctoral educational program and is carried out in the form of writing and defending a doctoral dissertation.
  - 1.43. The main criterion for the completion of training in master's programs is the development of students:

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- 1) in the scientific and pedagogical magistracy at least 120 academic credits for the entire period of study, including all types of educational and scientific activities of the undergraduate;
- 2) 60 academic credits in a specialized master's program with a study period of 1 year;
- 1.44. The main criterion for the completion of the educational process for the preparation of doctors of philosophy (PhD) (doctor in the field) is the development of at least 180 academic credits by a doctoral candidate, including all types of educational and scientific activities.
- 1.45. The main results of the doctoral student's scientific research are published in scientific, scientific-analytical and scientific-practical publications in accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127 "On approval of the Rules for awarding degrees" in the direction of 8D10 Healthcare and Social Security (Medicine) - in publications included in a certain quartile according to Journal Citation Reports (JCR) of Clarivate Analytics, or in publications that have a percentile indicator according to CiteScore in the Scopus database.
- 1.46. The final result of the R & D and ERW of a master's/doctoral student is a master's/doctoral dissertation (project.)
- 1.47. In doctoral studies, the dissertation is presented in one of the following forms:
- 1) a dissertation;
- 2) a series of at least two articles and one review published in journals ranked in the first and/or second quartile according to Journal Citation Reports by Clarivate Analytics. In one of the articles, the doctoral student is the first author or the first corresponding author
- 1.48. The final assessment in doctoral studies is 12 academic credits (10 weeks) in the total volume of the doctoral educational program and is carried out in the form of writing and defending a doctoral dissertation.
- 1.49. The main criterion for completing training in master's programs is the student's mastery of:
- 1) in a 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 a specialized master's program 60 academic credits with a study period of 1 year;
- 1.50. The main criterion for completion of the educational process for the preparation of Doctors of Philosophy (PhD) (doctor in the specialized program) is the mastering by the doctoral student of at least 180 academic credits, including all types of educational and scientific activities.

## **2. ORGANIZATION AND PRACTICE**

- 2.1. The educational program of scientific and pedagogical master's/doctoral studies includes two types of internships, which are carried out in parallel with theoretical training or in a separate period:
- 1) pedagogical in the DB cycle - at a university;
- 2) research in the PD cycle - at the place where the dissertation was completed.
- 2.2. The specialized master's degree educational program includes practical training in the PD cycle.
- 2.3. All types of internships are implemented in accordance with the approved work curriculum, individual work plan, within the time frame determined by the academic calendar.
- 2.4. The procedure, organization and conduct of internships are regulated by the Regulations on internships (teaching, research, production) for programs. master's/doctoral degrees.

## **3. CHOICE OF THE STUDENT'S EDUCATIONAL TRAJECTORY**


- 3.1. On the basis of the State Educational Standards, the Model Professional Curriculum for Master's/Doctoral Studies and the CED for the Group of Educational Programs (GEP), a master's/doctoral student under the guidance of a supervisor/consultant draws up an individual curriculum (IC).
- 3.2. The IC determines the individual educational trajectory of each student, is discussed at a meeting of the department, and is approved by the head of the structural unit responsible for the implementation of master's and doctoral programs.

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- 3.3. The IC includes the disciplines of the mandatory component from the State Educational Standards, the Model Professional Curriculum for Master's / Doctoral Studies and the disciplines of the elective component from the CED.
- 3.4. The student is responsible for its preparation and completeness of mastering the course of study in accordance with the requirements of the working curriculum and QED, gaining the required number of credits according to the curriculum.
- 3.5. The form, procedure for the formation and approval of the IC, QED are determined by the university independently.
- 3.6. When compiling their IC, the student must:
  - to get acquainted with the rules of organization of the educational process;
  - comply with the established deadlines for registration for educational elective disciplines.
- 3.7. A master/doctoral student is trained on the basis of an individual work plan, which is compiled under the guidance of a supervisor.
- 3.8. An individual work plan (IWP) of a master/doctoral student is drawn up for the entire period of study and includes the following sections:
  - IC (if necessary, to be updated annually);
  - research work (topic, direction of research, terms and form of reporting);
  - practice (program, base, terms and form of reporting);
  - dissertation topic with substantiation and structure;
  - dissertation execution plan;
  - plan of scientific publications, internships.
- 3.9. The IPR of the student is compiled in two copies: one is transferred to the structural unit responsible for master's and doctoral programs and serves as the basis for monitoring the implementation and mastering of the professional curriculum by the student, the second is transferred to the student.


#### **4. FINAL CERTIFICATION IN MASTER AND DOCTORAL STUDIES**

- 4.1. To obtain admission to the final certification, a master's/doctoral student must undergo the procedure of preliminary defense of a master's/doctoral dissertation. The procedure for submitting dissertation works for pre-defense (approbation) to the problem committee, the procedure for pre-defense are described in detail in the Regulations on conducting pre-defense (approbation) of dissertation works for the master's degree and PhD at the problem committee.
- 4.2. Students who have fully completed the educational process in accordance with the requirements of the educational program, work and individual curricula, and work study programs are allowed to take final certification.
- 4.3. To carry out defenses of master's theses/projects for master's students, the university forms a final certification commission (IAC) for groups of educational programs of postgraduate education. The chairman and composition of the IAC are approved by order of the rector no later than January 10 of the current academic year and are valid during the current calendar year.
- 4.4. A person with an academic degree or academic title, or a Doctor of Philosophy degree (PhD/doctor in the field, or an academic master's degree, or a highly qualified specialist (for a specialized master's degree), corresponding to the profile of the graduates, and not working in this organization.
- 4.5. The members of the IAC include: for master's degree educational programs - persons with an academic degree or academic title or academic degree, highly qualified specialists corresponding to the profile of the graduates;
- 4.6. The work schedule of the IA is drawn up by the structural unit responsible for the implementation of master's and doctoral programs, approved by the vice-rector for water management of the university and made available to the general public no later than two weeks before the start of the IA's work. Admission to the final certification of master's and doctoral students is issued by order of the Rector according to the list no later than two weeks before the start of the final certification and submitted to the IAC.

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- 4.7. Admission to the defense of a master's thesis is issued by order of the university rector based on the submission of an extract from the decision of the meeting of the scientific problem commission on the recommendation of the master's thesis (project) for defense, signed by the chairman of the scientific problem commission.
- 4.8. Master's theses are independently checked by the university for plagiarism.
- 4.9. If intentional plagiarism is detected in the dissertation work, the undergraduate is not allowed to defend the dissertation and is subject to expulsion from the university in accordance with the established procedure.
- 4.10 Review of master's dissertations/projects is carried out by external specialists with academic degrees, academic titles, academic degrees of Doctor of Philosophy (PhD), doctor of specialty or master's degree from third-party organizations whose qualifications correspond to the profile of the master's thesis/master's project being defended.
- 4.11. A master's student defends a master's thesis if there is a positive review from the supervisor and one review from a specialist corresponding to the profile of the thesis being defended. If the supervisor gives a negative conclusion “not allowed for defense,” the master’s student does not defend his master’s thesis. The student is allowed to defend a master's thesis both with a positive and negative conclusion from the reviewer.
- 4.12. The order and procedure for defending a master's thesis, the requirements for the content and design of the master's thesis, their preparation and defense are determined by the Regulations on the master's degree.
- 4.13. Based on the results of the master's thesis defense, grades are given according to a point-rating system for assessing students' knowledge, taking into account the level of theoretical, scientific and practical training of the student, as well as reviews of the supervisor and reviewer. Repeated defense of a master's thesis (project) in order to increase a positive grade is not allowed.
- 4.14. In case of receiving a negative result (“unsatisfactory”) of the final certification, the graduate is allowed to undergo a one-time repeated final certification in the current academic year by decision of the final certification commission after eliminating the identified comments, within a time period determined by the final certification commission. A graduate who received a negative result (“unsatisfactory”) when retaking the final certification, in accordance with paragraph 6 of Article 39 of the Law “On Education,” is issued a certificate of the established form about completion of the full course of study in the specialty (profession).
- 4.15. At the end of the IAC’s work in the master’s program, the chairman of the IAC writes a report on the final certification of master’s students, which is discussed and approved at a meeting of the University Academic Council.
- 4.16. Based on the results of the final certification, an order is issued by the Chairman of the Board - the Rector of the University on the graduation of master's students who have completed their studies in the relevant educational master's program and successfully passed the final certification, with the award of a master's degree in the corresponding educational program.
- 4.17. The list of graduates who have completed educational programs of higher and (or) postgraduate education, indicating their last names, first names, patronymics (if any), educational programs and numbers of issued diplomas, is posted in the information system "National Educational Database".
- 4.18. The organization and conduct of the defense of doctoral dissertations is carried out in accordance with the Rules for the Award of Academic Degrees, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127 (registered in the Register of State Registration of Normative Legal Acts under No. 6951) and the Procedure for the Defense of a Dissertation competition for the degree of Doctor of Philosophy (PhD), doctor in the field.”
- 4.19. A doctoral student who has completed the full course of theoretical training in the doctoral educational program, but has not completed the scientific research work (EIRD), is given the opportunity to re-acquire academic credits for the scientific research work (EIRD) and defend a dissertation in subsequent years on a paid basis.



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4.20. A doctoral student who has completed the full course of theoretical training in a doctoral educational program, who has completed research and development work (EIRD), but has not defended a doctoral dissertation, is assigned learning results and academic credits and is given the opportunity to defend his dissertation within one year after graduation on a free basis, and in subsequent years on a paid basis. basis in the amount of at least 4 academic credits.

4.21. Moreover, after 3 years after graduation, a doctoral student is allowed to defend only after re-approval of the scientific justification for the dissertation research (research proposal) on a paid basis.

## **5. REQUIREMENTS FOR THE DURATION OF TRAINING FOR STUDENTS IN POST-GRADUATE EDUCATION PROGRAMS IN THE FIELD OF HEALTH**

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

5.2. Personnel training in master's programs is carried out on the basis of educational programs of higher education in two areas:

- 1) scientific and pedagogical with a period of study of at least two years;
- 2) specialized with a training period of at least one year.

5.3. The duration of doctoral studies is determined by the volume of completed academic credits. When mastering the established volume of academic credits and achieving the expected learning outcomes for obtaining a Doctor of Philosophy (PhD) degree or according to the profile, the doctoral educational program is considered fully mastered.

5.4. Doctoral training is carried out on the basis of master's and residency educational programs with a duration of study of at least three years.

**Appendix A**  
(obligatory)

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### **CHANGES REGISTRATION SHEET**

№	Date	Change and/or addition made		Changer	
		chapte, paragrap	content	Full name	signature



