

# ACADEMIC POLICY



ASTANA MEDICAL  
UNIVERSITY

Astana  
2024

## **II-MYA – 17-24**

**Astana Medical University NCJSC** (hereinafter referred to as the University) implements educational programs of higher vocational education, master's degree programs, doctoral, residency and additional education programs.

**The mission of the University:** Training of competitive specialists capable of responding to existing and new challenges to public health, generating new knowledge and innovations, promoting scientific and technological development of national and global health.

The present **Academic Policy** (hereinafter referred to as the Policy) of the University determines the order of organization of education at the University according to the programs of higher and postgraduate education.

The policy is intended for students, faculty, heads and employees of the University's structural units involved in the organization of the academic process, and other interested parties.

The academic policy of the University is aimed at the implementation of student-oriented learning and continuous improvement of the quality of education.

Responsibility for the development and management of this Policy in accordance with the requirements of the internal documents of the University is borne by the head of the Center for Planning and Development of Academic Activities, the head of the registrar's office, the deans of schools.

Responsibility for the implementation of the requirements of this Policy in the activities of the University is borne by responsible persons involved in the educational process, organized by credit education technology (head of the registrar's office, head of the Center for Planning and Development of Academic Activities (hereinafter - CPDAA), deans of schools, chairs/SRI).

Approved by the decision of the Board of the Astana Medical University NCJSC, Minute No. \_\_\_\_\_ dated \_\_\_\_ August 2024



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## 1. GENERAL PROVISIONS

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1. The Academic Policy has been developed in accordance with the applicable legislation of the Republic of Kazakhstan, statutory instrument of the Ministry of Healthcare of the Republic of Kazakhstan and the Ministry of Science and Higher Education of the Republic of Kazakhstan, internal documents of the University.<sup>1,2,3,4,5,6,7,8,9,10,11</sup>

2. The Academic Policy may be revised in the event of changes in statutory instruments regulating educational activities in the Republic of Kazakhstan, changes in the Charter and the University Development Program, as well as on the basis of a decision of the Board of Academics and the Management Board of the University.

3. To ensure that students are widely informed about the content of elective disciplines (modules) offered by the University, a catalog of academic disciplines for each educational program is published.

4. The rights and obligations of participants in the educational process within the framework of academic integrity, types of violations of academic integrity, types of disciplinary penalties and the procedure for applying measures in case of violation of the academic integrity of all participants in the educational process are specified in sections 5, 6, 7 and 8 of the Code of Academic Integrity of 08.08.2024 Protocol No. 29. In case of violation of academic integrity, an Act of violation of the Code of Academic Integrity is drawn up (Appendix 1).

5. To unify and ensure the quality of written works at all levels of education and educational programs of the University, the citation standard required for the design of the bibliography GOST 7.1:2003 is applied<sup>12</sup>, unless otherwise provided by the legislation of the Republic of Kazakhstan (Regulations on the use of an automated system for detecting plagiarism and checking texts for borrowings).

The procedures for checking for plagiarism are uniform and mandatory for all participants in the educational and scientific process: students, faculty, scientific staff and administrative and managerial staff.

The procedures for checking for plagiarism of diploma, dissertation, appeal papers, essays, research reports, scientific articles, monographs, textbooks, educational and teaching aids, methodological recommendations and other forms of scientific and educational methodological developments are carried out by the Center for the Development of Research Activities. The chairs/SRI and the Educational Process Quality Audit Group (hereinafter referred to as the EPQAG) are responsible for checking written examination papers for plagiarism, and the responsibility for non-implementation and non-compliance with the verification procedure is assigned to the EPQAG and the relevant chairs/SRI.

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<sup>1</sup> The Constitution of the Republic of Kazakhstan;

<sup>2</sup> The Law of the Republic of Kazakhstan On Education;

<sup>3</sup> Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan On Approval of State Compulsory Educational Standards for Higher and Postgraduate Education No. 2 dated July 20, 2022;

<sup>4</sup> Order of the Ministry of Healthcare of the Republic of Kazakhstan On Approval of State Compulsory Educational Standards for Levels of Education in the Field of Healthcare No. КР ДСМ-63 dated July 4, 2022;

<sup>5</sup> Order of the Minister of Education and Science of the Republic of Kazakhstan On Approval of the Model Rules for the Activities of Organisations of Higher and Postgraduate Education No. 595 dated October 30, 2018 (as supplemented and amended as of October 12, 2023)

<sup>6</sup> Order of the Minister of Education and Science of the Republic of Kazakhstan On Approval of Qualification Requirements for Educational Activities and a List of Documents Confirming Compliance with them No. 4 dated January 5, 2024;

<sup>7</sup> Order of the Minister of Education and Science of the Republic of Kazakhstan On approval of the Rules of Monitoring the Results of Admission of Students to the Organizations of Higher and (or) Postgraduate Education under Educational Programs No. 498 dated September 27, 2018;

<sup>8</sup> Order of the Minister of Education and Science of the Republic of Kazakhstan On approval of the Structure and Rules for Development of the Program of Development of Organization of Higher and (or) Postgraduate Education No. 590 dated October 25, 2018;

<sup>9</sup> Order of the Minister of Education and Science of the Republic of Kazakhstan On Approval of the Rules for Organizing the Educational Process on Credit Education Technology No. 152 dated April 20, 2011, with additions and amendments No. 145 dated April 29, 2024

<sup>10</sup> Order of the Acting Minister of the Ministry of Science and Higher Education of the Republic of Kazakhstan On Approval of the Rules for Awarding an Educational Grant to pay for Higher or Postgraduate Education with the Award of a Bachelor's or Master's degree No. 443 dated August 25, 2023;

<sup>11</sup> Order of the Minister of Healthcare of the Republic of Kazakhstan On Approval of the Rules for Assessment of Students Knowledge and Skills, Professional Qualifications of Healthcare Graduates and Healthcare Professionals No. КР ДСМ-249/2020 dated December 11, 2020.

<sup>12</sup> Bibliographic Record. Bibliographic Description General Requirements And Rules Of Compilation

**6.** University students are directly involved in the formation and maintenance of the reputation and image of the University. In this regard, University students, as well as employees, are responsible for the formation, dissemination, participation in the compilation and dissemination of false and/or unproven information that forms a negative image of the University among the public, and are condemned by the public opinion of the University staff. A link to the Students Code of Ethics.

**7.** Issues of mutual respect between the teacher and the student are regulated by the principles and value-ethical norms defined by the Code of Corporate Culture and Ethics, the Ethical Code of Students of the University.

**8.** The school provides students with an introduction to the Academic Policy, the Code of Ethics of Students, the Code of Academic Integrity and the measure of responsibility of students in accordance with the Regulations on the Disciplinary Council for the Consideration of Student Responsibility.

**9.** The University provides all students with equal opportunities to receive high-quality and affordable education

For people with special educational needs, a flexible learning schedule is provided within the framework of a course schedule in agreement with the Dean of the School.

**10.** The University provides a system for reviewing student complaints at the level of student representation, school, supervising Vice-rector, Chairman of the Board – Rector, compliance officer.

Consideration of complaints and proposals is carried out through the mail of the Chairman of the Board – Rector, a direct line via QR code, a personal reception of the Chairman of the Board – Rector, vice-rectors, deans at set reception hours, regular questionnaires, traditional meetings of the Chairman of the Board – Rector with student activists, the blog of the Chairman of the Board - Rector, Vice-rectors and deans of schools on the University website, the helpline. All of the above is a mechanism for studying the needs and expectations of students in a dialogue with the top management of the University.

**11.** The University implements the processes of student-centered learning, teaching and evaluation: ensures the development of flexible learning trajectories; creates conditions for increasing motivation and involvement of students in the educational process; ensures consistency and objectivity of evaluation of learning outcomes.

**12.** When implementing student-centered learning (students) and teaching, the University takes into account:

- 1) formation of understandable learning goals and expected learning outcomes for students;
- 2) implementation of active learning methods;
- 3) the use of teaching methods and assessment methods adequate to the final learning outcomes;
- 4) development of a personality-oriented approach;
- 5) formation of an individual learning trajectory;
- 6) involving students in the development of the Educational Program;
- 7) strengthening the role of students independent work;
- 8) application of the research approach in teaching;
- 9) showing respect and attention to students and their needs;
- 10) creating procedures for dealing with student complaints;
- 11) strengthening the role of student government;
- 12) creating an enabling learning environment;
- 13) systematic study of feedback from students in order to respond to their needs and needs in both the educational and educational process.

The deans of Schools at all levels of education are responsible for implementing the principles of student-centered learning.

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## **2. TERMS AND DEFINITIONS**



Table 1. Terms and definitions.

<b>Terms</b>	<b>Definitions</b>
Academic Period (Term)	The period of theoretical training, established independently by the educational institution in one form, is a semester
Academic credit	A unified unit of measurement for the volume of scientific and (or) educational work (workload) of a student and (or) a teacher
Academic Calendar	Calendar of educational and control events, professional practices during the academic year with indication of rest days (holidays and holidays)
Academic hour	The unit of measurement for the volume of training sessions or other types of academic work, 1 academic hour is equal to 50 minutes. It is used in the preparation of the academic calendar, the schedule of classes, in the planning and accounting of the completed educational material, as well as in the planning of the teaching load and accounting for the work of the teacher
Academic mobility	Transfer of students or teaching staff for training or research for a certain term (semester or academic year) to another OHPE (within the country or abroad) with compulsory transfer of mastered curriculum, disciplines in the form of academic credits in their OHPE or to continue their studies in another OHPE
Academic leave	The period for which the student temporarily interrupts his studies for medical reasons and/or other cases
Student's Academic rating (rating)	A quantitative indicator of the student's level of mastery of the curriculum of disciplines and (or) modules and other types of educational activities, compiled based on the results of interim assessment
A point, rating and letter grading system of academic achievements	A system for assessing the level of educational achievements in points corresponding to the letter system with a digital equivalent accepted in international practice, and allowing you to set the rating of students
Additional educational program (Minor)	A set of disciplines and (or) modules and other types of educational work defined by the student for study in order to form additional competencies
The European Credit Transfer and Accumulation System (ECTS)	The method of transferring loans received by students abroad into loans that are credited for their degree upon return to their educational institution, as well as the accumulation of loans within the framework of educational programs
Registration for an academic discipline (Enrollment)	The procedure for registering students for academic disciplines
Qualification Examination	The procedure carried out in order to determine the degree to which they master the scope of academic disciplines and (or) modules and other types of educational activities provided for in the educational program in accordance with the state mandatory standard of Higher and postgraduate education
Individual curriculum	The curriculum, which is formed for each academic year by students independently with the help of an advisor based on the educational program and the catalog of elective disciplines and (or) modules
Final control	Control of students academic achievements in order to assess the quality of their mastery of curriculum, conducted during the interim assessment in the form of an exam, if the discipline is studied for

	several terms, then the final control can be carried out in part of the discipline studied in this term
Information system of assessment	An automated information platform designed for technical support and assessment of students knowledge and skills, professional readiness of graduates and healthcare professionals by ensuring and maintaining the security of users information needs
Individual course schedule	A plan listing the topics of the discipline and the date of classes for the student
Course schedule	A plan listing the topics of the discipline and the date of classes for academic groups
Credit technology of education	Training is based on the choice and independent planning by the student of the sequence of studying disciplines using credit as a unified unit of measurement of the volume of educational work of the student and the teacher
Module	An autonomous, completed in terms of learning outcomes, structural element of an educational program that has clearly formulated knowledge, skills, competencies acquired by students and adequate assessment criteria
Modular education	A method of organizing the educational process based on the modular construction of an educational program, curriculum and academic disciplines
Students	Students, interneees, master's students, medical residents, doctoral students
Students with special educational needs	Persons who have permanent or temporary needs in special conditions for obtaining an appropriate level of education and additional education
Discipline Program (Syllabus)	The curriculum, which includes a description of the discipline being studied, the goals and objectives of the discipline, its brief content, topics and duration of their study, tasks of independent work, consultation time, schedule of knowledge checks of students, teacher requirements, criteria for evaluating students knowledge and a list of references
Interim assessment of students	A procedure carried out during the examination session in order to assess the quality of students mastering the content of part or the entire volume of an academic discipline after completing its study
Postrequisites	Disciplines and (or) modules and other types of academic work, the study of which requires knowledge, skills, skills 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 knowledge, skills, skills and competencies necessary for the development of the studied discipline and (or) modules
Working curriculum	An educational document developed by the University independently on the basis of a standard curriculum of educational programs and individual curricula of students
Learning outcomes	This is an estimated amount of knowledge, skills, acquired, demonstrated to students by mastering the educational program, as well as in the context of the discipline/module
Grade Point Average (GPA)	The weighted average assessment of the student's academic achievements over a certain period according to the selected program (the ratio of the sum of the products of credits to the digital equivalent

	of the 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)
Student independent work under teacher's guidance	The work of a student under the guidance of a teacher, carried out according to a separate schedule, which is determined by the OHPE or the teacher himself; depending on the category of students, it is divided into: student independent work under teacher's guidance (hereinafter referred to as SIWT), master's student independent work under teacher's guidance (hereinafter referred to as MIWT) and doctoral student independent work under teacher's guidance (hereinafter referred to as DIWT)
Student independent work (hereinafter referred to as SIW)	Work on a certain list of topics allocated for independent study, provided with educational and methodological literature and methodological recommendations, depending on the category of students, it is divided into student independent work; the entire volume of SIW is confirmed by tasks requiring daily independent work from the student
Summative assessment	The type of assessment that is carried out at the end of the term, as well as the study of disciplines or modules in accordance with the educational program
Current monitoring of students academic performance	Systematic examination of students knowledge in accordance with the curriculum, conducted by a teacher in classroom and extracurricular classes during the term
Standard curriculum	A document regulating the list and scope of academic disciplines of the professional educational curriculum, the procedure for their study and forms of control
Transcript	A document containing a list of mastered disciplines and (or) modules, and other types of academic work for the corresponding period of study, indicating credits and grades
Educational achievements of students	Knowledge, skills, skills and competencies of students acquired by them in the learning process and reflecting the achieved level of personal development
Formative assessment	The type of assessment that is carried out during the study of the discipline, module, is the current indicator of students academic performance.
Advisor (Advisor)	A teacher who performs the functions of an academic mentor of a student in the relevant educational program, who assists in choosing a learning path (forming an individual curriculum) and mastering the educational program during the training period
Elective disciplines	Academic disciplines included in the university component and the elective component within the framework of established academic credits and introduced by the OHPE, reflecting the individual training of the student, taking into account the specifics of socio-economic development and the needs of a particular region, established scientific schools

### 3. ADMISSION OF STUDENTS

13. The Rules for Admission of Applicants to Study at the University (hereinafter referred to as the Rules) have been developed in accordance with the statutory instruments of the Republic



of Kazakhstan<sup>13,14,15,16,17,18,19</sup> and determine the procedure for admission of applicants to higher education programs, including those providing for shortened study periods, admission requirements for citizens who have served military service, the procedure for admission and special the procedure for participation in the competition for the award of an educational grant of higher education at the expense of the republican or local budget, the procedure for participation in the competition for paid tuition and admission to the University.

#### 4. EDUCATIONAL PROGRAMS

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**14.** An educational program (hereinafter referred to as an educational program) is a single set of basic characteristics of education, including goals, results and content of training, organization of the educational process, methods and methods of their implementation, criteria for evaluating learning outcomes.

**15.** The University's educational program is developed in accordance with the requirements of approved state mandatory standards for levels of education in the field of healthcare<sup>20</sup>.

**16.** There are several levels of education at the University: preparatory courses, bachelor's, master's, doctoral, residency.

The list of implemented educational programs registered in the Register of Educational programs of Higher and Postgraduate Education of the Ministry of Education and Science of the Republic of Kazakhstan is posted on the University's website.

**17.** The planning and design of the educational program and its components, indicating the learning outcomes and the corresponding labor costs, types of educational activities, teaching methods and evaluation procedures/criteria are carried out by the School and the head of the OP.

**18.** The quality of the educational process is monitored by the School, the Education Program Quality Assurance Committee (hereinafter – QAC) and the Educational Process Quality Audit Group (hereinafter – EPQAG). The EPQAG regularly conducts surveys.

**19.** The participation of students and employers as the main stakeholders and consumers of the educational product is mandatory in the composition of collegial bodies.

**20.** The content of higher education programs in the field of Healthcare consists of disciplines of three cycles – general disciplines (hereinafter referred to as GD), prerequisite disciplines (hereinafter referred to as PD) and major disciplines (hereinafter referred to as MD). The GD cycle includes compulsory disciplines (hereinafter referred to as CD) and (or) a elective disciplines (hereinafter referred to as ED). The cycles of PD and MD include university disciplines (hereinafter referred to as UD) and (or) elective disciplines (hereinafter referred to as ED). In the list of the GD cycle, they are implemented in full without reducing the volume of disciplines of the mandatory component, the content of which is determined by standard curriculum. The

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<sup>13</sup> Resolution of the Government of the Republic of Kazakhstan On Approval of the Rules for Awarding an Educational Grant to pay for Higher or Postgraduate Education with the Award of a Bachelor's or Master's degree (hereinafter referred to as the Awarding Rules) No. 58 dated January 23, 2008, as amended by Resolution of the Government of the Republic of Kazakhstan under No. 31 dated January 01, 2023;

<sup>14</sup> Resolution of the Government of the Republic of Kazakhstan On Approval of Quota for Admission to Educational Institutions implementing Educational Programs of Technical and Vocational, Post-secondary and Higher Education No. 264 dated February 28, 2012, as amended by Resolution of the Government of the Republic of Kazakhstan No. 475 dated July 07, 2022

<sup>15</sup> Order of the Minister of Education and Science of the Republic of Kazakhstan On approval of Model Rules for admission to educational institutions implementing higher and postgraduate education (hereinafter referred to as the Model Rules) No. 600 dated October 31, 2018, as amended by Order of the Minister of Science and Higher Education of the Republic of Kazakhstan under No. 29 dated January 26, 2023;

<sup>16</sup> Order of the Minister of Education and Science of the Republic of Kazakhstan On Approval of Rules for Unified National Testing and Issuance of Certificate on Unified National Testing Pass No. 204 dated May 2, 2017, as amended by Order of the Minister of Science and Higher Education of the Republic of Kazakhstan under No. 173 dated April 20, 2023;

<sup>17</sup> Order of the Minister of Education and Science of the Republic of Kazakhstan On Approval of the list of groups of Educational Programs determining Social and Economic Rural Development, on which a Quota for Admission to the Organizations of Higher and Post-graduate Education of the Republic of Kazakhstan is provided No. 247 dated May 30, 2019

<sup>18</sup> Order of the Minister of Education and Science of the Republic of Kazakhstan On Approval of the list of groups of Educational Programs determining Social and Economic Rural Development, on which a Quota for Admission to the Organizations of Higher and Post-graduate Education of the Republic of Kazakhstan is provided No. 247 dated May 30, 2019

<sup>19</sup> The Charter of the Astana Medical University NCJSC.

<sup>20</sup> Order of the Ministry of Healthcare of the Republic of Kazakhstan On Approval of State Compulsory Educational Standards for Levels of Education in the Field of Healthcare No. KP ДСМ-63 dated July 4, 2022;

exception is reduced educational programs of higher education with an accelerated period of study on the basis of technical and vocational, post-secondary or higher education.

**21.** UD and ED are determined by the University independently and take into account the needs of the labor market, the expectations of employers and the individual interests of the student.

**22.** The University recognizes previously mastered learning outcomes in the academic disciplines of the GD cycle to persons enrolled in abbreviated educational programs based on technical and vocational, post-secondary or higher education automatically. At the same time, students enrolled in reduced educational programs based on technical and vocational education, post-secondary education study the History of Kazakhstan discipline.

**23.** On the basis of the Rules for the Recognition of Learning Outcomes of Formal and Non-formal Education, the results of learning at the previous level of formal education in cycles of basic and specialized disciplines are recognized based on the decision of the Commission for the Recognition of Learning Outcomes of Formal and Non-Formal Education and the Commission for Transfers and Restorations.

The Foreign language discipline is transferred in the presence of a valid IELTS/TOEFL/SAT certificate according to the graduation: 5-5.5 – 90%, 6.0 – 6.5 – 95%, 7.0 and above – 100% to undergraduate students of all educational programs, graduates of Nazarbayev Intellectual School (hereinafter – NIS) and international schools in accordance with an appendix to the certificate of secondary education. The following subjects are transferred to graduates of the NIS: Kazakh language, Russian language, information and communication technologies in accordance with the appendix to the certificate of secondary education according to the scale of grades (Table 1).

Table 1 – Grading scale

<b>Assessment according to the traditional system</b>	<b>% content</b>	<b>The average value</b>
Great.	90 – 100	95
Good.	70 – 89	80
Satisfactory	50 – 69	60
Passed		80
Passed/passed in the presence of a diploma with honors		90

In case of disagreement with the retested assessment, the student attends all types of classes and passes the final control.

**24.** Educational programs are implemented using modern and effective teaching methods aimed at actively involving students in the educational process and increasing their independence and responsibility for learning outcomes. Such methods include such as problem-oriented learning (hereinafter – PBL), case-oriented learning (hereinafter – CBL), team-oriented learning (hereinafter – TBL) system, case method, business game, discussion, project method, which allow you to include a person in an active position for to reveal and realize its potential, to create a creative educational environment, and also contribute to the operational impact on the formation of professional qualities of a future specialist.

## **5. PLANNING THE EDUCATIONAL PROCESS**

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**25.** The planning of the educational process is carried out according to the Planning of the educational process University Standard at the Astana Medical University NCJSC.

**26.** The training is conducted using credit education technology (hereinafter referred to as CET), which contributes to ensuring the continuity of educational levels, improving the quality of education, academic mobility of students and teachers, as well as the development of students abilities for self-organization and self-education based on the electability of the educational

trajectory within the framework of the regulation of the educational process and taking into account the amount of knowledge.

**27.** The organization of the educational process within the framework of one academic year is carried out on the basis of the Academic Calendar, which is approved by the Board of Academics of the University and brought to the attention of students and teachers no later than one month before the start of the academic year. The academic year consists of terms (semesters), which include ongoing academic performance monitoring, interim control, final control (examination session), qualification examination (for the final year), practice and vacations. The duration of a semester of theoretical study is at least 15 weeks, with the exception of the summer semester.

**28.** The academic year at the University begins in September, according to the master's degree programs from September and January, and ends according to the academic calendar.

**29.** Vacations are provided to students at least 2 times during the academic year, the total duration of which should be at least 7 weeks, with the exception of the final year.

**30.** Based on the working curriculum, the staff schedule of chairs/SRI, the classroom fund and the list of groups, a schedule of lectures and practical classes is compiled in two types: frontal and cyclic. The schedule should contain complete information about the time, place and type of classes for each course, its individual streams and study groups.

**31.** The schedule of student independent work under teacher's guidance (hereinafter referred to as the SIWT) is developed and approved at a meeting of the chair/SRI. Information on the schedule of SIWT consultations should be posted in the syllabus according to the working instructions for development of teaching materials.

**32.** The maximum academic load of students is no more than 54 hours per week, including the mandatory full-time academic load of at least 36 hours per week.

**33.** One academic hour of classroom work is equal to one contact hour of 50 minutes.

**34.** When forming multilingual groups, the school determines the language of instruction of modules/ disciplines according to working curriculum based on the proportion of 50%-30%-20%: 50% in the language of instruction, 30% in the second language of instruction, 20% in a foreign language of instruction.

**35.** The duration of the examination sessions and the number of exams are determined in accordance with the individual curriculum (hereinafter referred to as the IC) of the student and the academic calendar. The organization of the examination session is carried out under the guidance of schools, CPDAA, EPQAG and the registrar's office.

Due to the introduction of a state of emergency and at the request of regulatory authorities, the examination session can be organized remotely, accompanied by employees of the Department of IT Infrastructure and Information Systems Administration. Students are required to provide themselves with the necessary technical means (Internet, laptop/computer with a webcam and headphones) during distance learning. In cases of lack of opportunities for students to provide themselves with the necessary technical means (Internet, laptop / computer with a webcam and headphones), they can use the right to take intermediate final control at the university on the basis of a written application addressed to the dean of the School.

**36.** The schedule is approved no later than August 30, which is sent to the chairs/SRI via an automated information system (hereinafter – AIS), corporate e-mail and posted on the website in the Students section.

**37.** During the educational process, adjustments to the schedule are possible:

1) changes in the staff of the Faculty at chairs/SRI (decree, sick leave, dismissal, etc.)

2) based on the application of students, with the consent of the Head of Chair/SRI, changes may be made to the schedule of classes.

**38.** The University creates conditions for students to choose an individual educational trajectory, which include:

1) the ability to choose the disciplines of the component of choice and learning technologies;

2) electronic registration for disciplines;

3) formation of an individual curriculum;

4) the organization of a summer semester for the re-study of disciplines, the development of additional types of education.

**39.** The student can study certain disciplines in other educational institutions, including abroad.

**40.** Strengthening the role and motivation of students independent work is provided by:

1) increasing the number of hours for independent work;

2) orientation towards active methods of knowledge acquisition;

3) creation of conditions in academic disciplines for students to participate in creative activities, Olympiads, competitions of scientific research or applied works;

4) the use of motivating factors for assessing knowledge (cumulative scores, rating, tests, non-standard examination procedures);

5) encouraging students for academic and creative achievements (scholarships);

6) individualization of tasks performed both in and out of the classroom, and their constant updating;

7) syllabuses reflect the evaluation criteria and schedules for the independent work of students.

**41.** Taking into account the importance of evaluating students academic achievements for their future careers, criteria and methods for evaluating all types of controls are published before the start of syllabus training.

**42.** When switching to distance learning in connection with an emergency and by order of authorized bodies, written final control is carried out on the AIS platform using the proctoring program.

## **6. REGISTRATION FOR DISCIPLINES AND THE FORMATION OF AN INDIVIDUAL CURRICULUM**

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### **Requirements for compiling a catalog of academic disciplines<sup>21</sup>**

**43.** The student's individual curriculum for the academic year is formed based on the working curriculum and the elective disciplines chosen by him.

**44.** Elective disciplines are included into curricula of educational programs at all levels of higher education in accordance with the State Educational Standard and curricula to complement, expand and deepen training along the chosen learning path.

**45.** The catalog of academic disciplines (hereinafter referred to as the CAD) is developed in addition to the working curriculum and provides detailed information about the academic environment of the University.

**46.** The catalog provides information about the University, information about the resources and services of the University, academic information about University programs, information about individual educational modules of programs, a brief description of each discipline/ module (abstract), specifies the prerequisites and post-prerequisites of the discipline, the number of credits, compliance with approved competencies and learning outcomes, indicating the code (for example, PO1, PO2, etc.) and the claimed chair/SRI.

**47.** The list of proposed elective disciplines is determined by the QAC in accordance with the need for students to fully master the professional competencies defined by the State Educational Standard.

**48.** The elective disciplines offered for study in the QAC should be presented in the form of certain natural trajectories with the indication of prerequisites, in order to understand the post-prerequisites.

**49.** The proposed electives should be provided with educational and methodological material necessary for students to master the discipline.

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<sup>21</sup> Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan On Approval of Instructions for implementation of ECTS Principles into the Educational Process and Extension of Academic Freedom No. 357 dated February 02, 2024.



50. The CAD should provide students with an alternative choice of elective academic disciplines.

51. Heads of Chairs/SRI are responsible for the implementation of elective disciplines in the educational process.

52. Elective subjects that do not correspond to the final learning outcomes are not considered at the meetings of the QAC of Educational Program. The Chairman of the QAC of Educational Program, the Dean of the School and the Head of Educational Program compare the proposed elective disciplines with the competence matrix.

**The procedure for creating a catalog of academic disciplines**

53. The catalog of academic disciplines is formed by the CPDAA in the prescribed form in paper and electronic format (Appendix 6).

54. At the beginning of the current academic year, but no later than November 1, the chairs/SRI submit applications for elective subjects to the QAC of Educational Program in the prescribed form in electronic form (Appendix 7).

55. The content of elective subjects must meet the necessary requirements: relevance, scientific character, research character, connection with practice, take into account professional specifics, as well as the research activities of teachers.

56. The QAC of Educational Program and the Head of Educational Program, having considered the applications with the participation of the Heads of Chairs/SRI at the meeting, determine the list of elective disciplines for the next academic year and recommend them for approval by the Academic Council.

57. The considered list of elective disciplines of the QAC of Educational Program is submitted to the CPDAA for the formation of a general catalog of academic disciplines no later than April 1 of the current academic year for approval by the Academic Council.

58. The registrar's office familiarizes students with the approved list of academic disciplines by posting it on the University's website.

59. Teachers, together with Advisors, under the guidance of the Heads of Chairs/SRI, conduct presentations of elective disciplines for students before the registration procedure for elective disciplines.

60. Presentations of elective subjects should be held outside of school hours according to the chair's/SRI schedule (February-March), but no later than the date of registration for elective subjects.

61. Upon completion of registration and selection of elective subjects at the set time, the registrar office independently distributes students who did not choose elective subjects in a timely manner within 5 working days.

62. Students have the right to an equivalent exchange between groups when forming study groups.

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## **7. ATTENDING TRAINING SESSIONS**

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63. A student enrolled in training attends all types of training sessions, performs all types of educational work according to the educational program and passes the final control (exam) by discipline/module.

64. In case of missing classes missed for a good reason, permission to make-up (admission) to AIS Platonus is issued by Schools within 5 working days from the date of receipt of the certificate, and within 3 working days from the date of receipt of admission, the student begins to make-up.

65. Students who are donors are exempt from the educational process on the days of blood donation. Permission to make-up border control (hereinafter referred to as BC) is not granted for reasons of donor certificate and signal sheet submittal.



**66.** A class missed without a valid reason is not subject to making-up, the teacher puts absent mark in the electronic pedagogical journal, thus, when calculating the admission rating score (hereinafter referred to as ARS), this grade is not taken into account, which corresponds to 0 points.

**67.** The BC, missed without a valid reason, is also not subject to making-up, the teacher puts absent mark in the electronic pedagogical journal, thus this grade is not taken into account when calculating the ARS, which corresponds to 0 points.

**68.** If the student did not show up for the final control for a disrespectful reason, the student re-enrolls in this academic discipline / module on a paid basis in the summer semester, attends all types of training sessions, performs all types of academic work according to the program and retakes the final control.

**69.** If the student did not show up for the final control for a good reason (availability of a medical certificate for illness or an extract from an inpatient outpatient card, and in other cases with the provision of supporting documents), the student within 5 working days after passing the final control at the cycle training (in senior courses) /at the end of the examination session (in junior courses), provides supporting documents and passes the final control according to the school's official order on extension.

**70.** Make-up of missed classes is registered in the University AIS under the Grade Book module.

**71.** Making-up of classes missed for valid reason (sick leave certificated family outpatient clinics (hereinafter referred to as FOC) at the place of registration and in other cases (summons to court, death of a blood relative, marriage of students, care for a sick parent or child) with supplement of supporting documents) is carried out on the basis of permission to make-up classes or the school's official order to extend the session/summer semester. All supporting documents are subject to verification.

**72.** Students participating in events at the city, national and international levels aimed at improving the image of the University, on the basis of an official order from the Center for Social and Educational Work in coordination with schools, are exempt from attending classes for a good reason; if the student has not completed missed classes before the final control, an extension of the cycle / session is issued with a cyclic schedule.

**73.** Submission of an electronic application for making-up missed classes for a valid reason is carried out through the personal account of the student in the University AIS (Grade Book module) with supplement of supporting documents (according to paragraph 63-64).

**74.** In the AIS of the University, the application is approved by the dean / deputy dean, senior methodologists of schools, after approval, this application is sent to the teacher in the Grade Book module. Based on this statement, the teacher confirms the make-up of missed classes and forms an application to the Registrar's Office. After confirming the application from the Registrar's Office, the teacher gives the appropriate assessment in the Grade Book module.

**75.** If the student makes-up all missed classes before the exam, the student is allowed to take the exam.

**76.** If the student makes-up all missed classes after the exam, according to the official order of the school / center, the student makes-up missed classes and is allowed to take the exam. The student submits an electronic application for the opening of missed classes and exams through the student's personal account in the AIS of the University Grade Book module, with the attachment of supporting documents (according to paragraph 66). In the AIS of the University, the application is approved by the dean / deputy dean, senior methodologists of schools, after approval, this application is sent to the teacher in the Grade Book module. Based on this application, the teacher confirms missed classes make-up and passing the exam and forms an application to the Registrar's Office. After confirming the application from the Office Registrar, the teacher puts the appropriate mark in the Grade Book module.

## **8. MONITORING AND EVALUATION OF STUDENTS ACADEMIC ACHIEVEMENTS**

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### **Regulations on the rating system for evaluating students academic achievements**

**77.** The objectivity of the assessment of educational achievements of students is ensured by the following mechanisms:

1) bringing to the attention of students information about the policy of the chair/SRI, the course schedule, methods and evaluation criteria on the first day of training, according to the approved schedule;

2) commission admission of oral exams;

3) blind verification and encryption of written works;

4) maximum limited access to exam materials;

5) strict compliance with information security requirements and confidentiality when working with materials of all types of educational achievement control;

6) proficiency of the faculty in methods of testing and verifying knowledge, constantly improving the competence of faculty in this field;

7) registration of knowledge assessment results in electronic systems and their accessibility for students;

8) ensuring constant feedback between teachers and students on academic performance issues;

9) the possibilities of the appeal procedure for boundary, intermediate and final control.

**78.** The assessment of academic achievements of students at the University is carried out in order to determine the degree of mastering by students of curriculum of State Educational Standard.

**79.** The following types of monitoring of students' academic achievements are carried out at the University at all levels of education: current control, border control, interim final control, state certification, as well as assessment of knowledge and skills of students of educational programs in the field of healthcare upon completion of the cycle of prerequisite disciplines.

**80.** The form of current control (hereinafter referred to as TC) is approved by the chair/SRI, depending on the specifics of the discipline. Current control can be carried out in the form of an oral survey, discussion, solving situational problems, clinical rounds, working in small groups, active teaching methods, debates, laboratory work, etc. Detailed information on the forms of current control is included in the syllabus on the discipline and brought to the attention of students.

**81.** In order to form students responsibility for their studies, independent and critical thinking in the process of studying at the University, student independent work is organized, which is an extracurricular type of work that they perform both independently (SIW) and in contact with a teacher (SIWT), in medical residency – medical resident independent work (MRIW) and medical resident independent work under clinical mentor's guideline (MRIWCM)

**82.** The University organizes the independent work of students based on the final learning outcomes and their readiness for independent study. The role of independent work of students, as a rule, increases with the progress of students. The University determines the forms and methods of self-study and guarantees timely provision of faculty feedback to students in the course of completing tasks for independent work, as well as defines criteria for their assessment.

**83.** All types of independent work are described in the syllabus and teaching materials of clinical chairs/SRI implementing medical residency educational program, indicating specific tasks, evaluation criteria and a schedule for completing assignments.

**84.** The form of border control (hereinafter referred to as RC) is approved by the chair/SRI depending on the specifics of the discipline. Boundary controls can be conducted in the form of colloquiums, test surveys, written control papers, oral surveys, solving situational problems, etc. Detailed information on the forms of border control is included in the syllabus on the discipline and brought to the attention of students.

**85.** The form of final control for the upcoming academic year is approved by the Academic Council annually in the first month of the academic year. The final control is the verification of students academic achievements, conducted during the examination session / academic semester (cycle classes).

86. Students academic achievements in all forms of control are evaluated on a 100-point scale for each completed task.

87. The 100-point scale corresponds to the point, rating and letter grading system (hereinafter referred to as PRLG) adopted in international practice.

88. The conversion of points to a letter or traditional rating scale is carried out in accordance with Appendix 2 to this Policy.

89. The analysis of the assessment of learning outcomes and the conformity of educational program assessments is carried out on the basis of an analysis of the median and standard deviation of the normal distribution of grades based on the results of students academic performance and a critical analysis of the grades excellent and unsatisfactory given by teachers (if they exceed more than 20%), as well as a survey of faculty and students.

90. The main element of the statistical analysis of the quality of teaching and grading is a comparison with the normal Bell Curve distribution curve (Appendix 3).

91. Analytical reports on the results of the winter and summer interim assessment are discussed at meetings of the School councils and the Board of Academics twice during the academic year and brought to the attention of the faculty.

#### **Assessment of students academic performance**

92. The chair/SRI develops forms of classes and border control for students taking into account the specifics of the discipline and prescribes them in the syllabus.

93. The criteria for evaluating the current, interim final control are determined in accordance with PRLG evaluating criteria, taking into account the specifics of the discipline / module and are prescribed in the syllabus.

94. The teacher puts an assessment of the current control, the student's RC in an electronic journal. Head of Chair/SRI checks the completion of the electronic journal once every 2 weeks.

95. The current, final grade, and border control grade is rounded to an integer according to the rule of rounding numbers: if the discarded digit is 5 or more, then the previous digit increases by one, and if less than 5, then the previous digit remains unchanged.

96. At the last lesson of the discipline / module, the student's hordes are counted.

97. The ARS consists of estimates of the current control in the classroom, the current control of the SIW and border control and is calculated according to the formula:

$$ARS = R_{cls} * X + R_{siw} * Y + R_{bc} * Z,$$

where:  $R_{aud}$  – arithmetic mean of grade for classroom and SIWT current control;

$R_{siw}$  – arithmetic mean of grades for SIW current control;

$R_{border}$  – arithmetic mean of grades for border control;

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$X, Y, Z$  – coefficients reflecting the weight fraction of the corresponding estimate, which in total should be 1.0.

98. The value of X, Y, Z determines the importance of each type of monitoring of the current academic performance of students, is determined by the chair/SRI independently in accordance with the discipline policy and is reflected in the syllabus.

99. If chair/SRI decision does not provide coefficients reflecting the weight share of the corresponding grades (X, Y, Z), the calculation of admission rating score is performed by calculating the arithmetic mean sum of grades for classroom current control, grades of SIW current control and BC according to the formula:

$$ARS = P_n / n,$$

where:  $P_n$  – arithmetic mean sum of grades for all forms of current and border control;

$n$  – the number of grades of all forms of academic performance control.

100. The ARS is formed in the University AIS (Grade Book module). Head of Chair/SRI ensures timely completion of grades in the Grade Book module.

101. Students who have scored an ORD of 50 points or more are admitted to the final control.

102. Students who have not scored 50 points are not allowed to take final control and, on a paid basis, re-attend the discipline during the summer holidays.

**Final grade of students academic achievements during the interim assessment period**

103. Final grade of academic achievements of students in the discipline / module includes ARS and FCS. When calculating the final score, the weight share of each component is taken into account: the rating score is 60%, the final control score is 40%.

104. Final control of discipline is carried out in exam form in accordance with the working curriculum of Educational Program and academic calendar.

105. Interim assessment of students is entrusted to the Chairs/SRI, the Center for Planning and Development of Academic Activities, the EPQAG and the Registrar's Office.

106. The requirements for the organization of interim assessment in the form of a written exam and testing are prescribed in the Working Instructions for the written exam and the Working Instructions for testing.

107. The examiner puts FCS in the University AIS (Grade Book module).

**The procedure for calculating the student's academic rating**

108. The final grade of the student in the discipline is calculated only if the student has positive grades both according to the admission rating and according to the assessment of the final control. The final grade is calculated by the examiner according to the formula:

$$FG = ARS * 0.6 + FCS * 0.4$$

109. In the case of the final control in 2 stages, the exam grades for the 1st and 2nd stages are put down in the AIS of the University Grade Book module separately in the corresponding columns of the Grade Book and the final grade is calculated according to the formula:

$$FG = ARS * 0.6 + (FCS_1 + FCS_2) / 2 * 0.4,$$

where:

$FCS_1$  – the first stage of final control;

$FCS_2$  – the second stage of final control.

110. Exam grades for modular disciplines are placed in the AIS of the University Grade Book module separately in the corresponding columns of the journal of academic performance and the final grade is calculated according to the formula:

$$FG_{avr} = ARS_{avr} * 0.6 + FCS_{avr} * 0.4,$$

where:

$IO_{avr}$  – the final average rating of the module;

$ARS_{avr}$  – average admission rating score of modular disciplines;

$OIKsr$  is the average score of the final control of modular disciplines.

111. The student is allowed to take final control at a ARS value of  $\geq 50$  for each component of the modular discipline.

112. The calculation of the  $FG_{avr}$  for the discipline is carried out upon getting a positive grade ( $FCS \geq 50$  points) for each of final control stages.



**113.**If at one of the stages, according to the results of the final control, the student received 25-49 points, an unsatisfactory grade corresponding to the FX sign, the student is allowed to retake the final control.

**114.**If, at one of the stages of the final control, the student received 0-24 points, an unsatisfactory grade corresponding to the F mark, the student is re-enrolled in this academic discipline / module on a paid basis, attends all types of training sessions, performs all types of educational work according to the program and retakes the final control.

**115.**If the final control is carried out in the form of complex computer testing, then the final score is calculated according to the formula:

$$FG = ARS_{avr} * 0.6 + FCS * 0.4,$$

where:

*IO* – final evaluation of the module;

*ARS<sub>avr</sub>* – average admission rating score of modular disciplines;

*FCS*– grade of final control of modular disciplines.

**116.**If, according to the result of the final control, the student received 25-49 points, an unsatisfactory grade corresponding to the FX sign, the student is allowed to retake the final control.

**117.**If, according to the result of the final control, the student received 0-24 points, an unsatisfactory grade corresponding to the F mark, the student is re-enrolled in this academic discipline / module on a paid basis, attends all types of training sessions, performs all types of educational work according to the program and retakes the final control.

**118.**For 4-7 years students, master's students, doctoral students and medical residents, the calculation of FG in the discipline is carried out upon getting a positive grade ( $FCS \geq 50$  points) for each of final control stages.

**119.**In the case of obtaining 25-49 points on a one-stage exam of all levels of education at the final control, an unsatisfactory grade corresponding to the FX mark, the student is allowed to retake the final control. A student who receives an unsatisfactory grade from 0-49 points based on the results of retaking the final control, re-attends the discipline on a paid basis during the summer semester, except for the final year.

**120.**Graduate students who have received an unsatisfactory score of 25-49 corresponding to the FX mark based on the results of the final control at a one-stage or one of the stages of a two-stage exam, are allowed to retake the final control no more than once.

**121.**If classes are skipped and practical skills are not mastered in one or more blocks of the module component, discipline, or industrial practice, the student is sent to repeat the course directly through the undeveloped block. Positive ratings received earlier for other blocks are credited back. In case of exceeding academic backlog – 15 credits, the student is subject to exemption or has the right to stay for a second year of study.

**122.**Retake of the final control with an unsatisfactory rating corresponding to the FX mark is allowed within 5 working days after the end of the session / cycle. The application for retake is submitted through the AIS of the University, the Students and Employees Service Center module;

**123.**If the student receives 0-24 points at the final control, an unsatisfactory grade corresponding to the F mark, the student is re-enrolled in this academic discipline / module on a paid basis, attends all types of training sessions, performs all types of educational work according to the program and retakes the final control.

**124.**All academic disciplines and/or modules studied by the student are recorded in the transcript, indicating the final grade, including grades FX and F.

**125.**Students, holders of a state educational grant, are not awarded a scholarship after retaking the final control (regardless of the grade received).



**126.** If a student who received an FX – unsatisfactory grade at the final control did not show up for a retake of the exam for a good reason, then he has the right to retake the final control within 5 (five) working days.

**127.** The calculation of FG during the interim assessment is carried out according to the formula:

$$FG = (FCS_1 + FCS_2) / 2,$$

where:

$FCS_1$  – the first stage of final control;

$FCS_2$  – the second stage of final control.

**128.** The value of IO is rounded to integers according to the rounding rule of numbers: if the discarded digit is 5 or more, then the previous digit increases by one, and if less than 5, then the previous digit remains unchanged.

**129.** IO in the discipline is translated into alphabetic, numeric and traditional equivalents. The transfer of points is carried out in accordance with Appendix 2.

**130.** All final grades (academic rating of the student) are recorded in the student's academic performance record sheet with an indication of the credits scored.

**131.** The student's progress sheet is formed by the examiner after the final control (Appendix 4.5).

**132.** An increase in the academic rating (a positive grade on the final control) during the same period of interim assessment is not allowed.

In the summer semester, a student on a paid basis re-attends all types of training sessions provided for in the working curriculum for this discipline, receives admission and passes the final control.

**133.** The academic performance for courses related to curriculum discrepancies with a form of control (exam/border control for internees) is recorded by the instructor in the University AIS (Grade Book module).

**134.** Students from a socially vulnerable category (orphans and children left without parental care, graduates of orphanages, the disabled) who received 0-24 points at the final control, an unsatisfactory grade corresponding to the F mark, have the right to re-take this academic discipline /module free of charge.

## **9. APPEAL**

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**135.** A student who does not agree with the result of the examination session / interim assessment has the right to file an appeal (Appendix 8) to the registrar's office through the AIS module of the Students and Employees Service Center within 24 hours addressed to the chairman of the appeals commission on the day of the announcement of the results, indicating the module / discipline and describing the issue requiring commission consideration.

**136.** To conduct an appeal, Schools at the beginning of the academic semester and/or before the examination session issue an official order on the composition of the appeal commission for the studied disciplines of this course. The main composition of the appeal commission includes an odd number of its members: the chairman of the appeal commission, the Dean of the School, the Head of the registrar's office, the Head of the Educational Process Quality Audit Group; upon application, the Head of Chair/SRI and two teachers are included in the appeal commission, one of whom acts as a technical secretary.

**137.** The Chairman of the appeals commission is the supervising Vice-Rector.

**138.** For the period of professional readiness assessment (qualification examination) of internship and medical residency graduates, a Republican Appeals Commission is established by order of the authorized body (National Center for Independent Examination Republican Public

Association (hereinafter – NCIE RPA)) to resolve controversial issues and protect the rights of graduates.

**139.**The Republican Appeals Commission consists of an odd number of at least five members. The Republican Appeals Commission consists of scientific and pedagogical workers, practical health workers, representatives of the evaluation organization, non-governmental organizations.

**140.**On the basis of the received application for appeal, the Schools issue an official order on the conduct of the appeal, indicating the composition and date of consideration.

**141.**The application must have visas in the following order:

- 1) head of Chair/SRI;
- 2) dean of the school;
- 3) head of the Educational Process Quality Audit Group;
- 4) the head of the office registrar;
- 5) chairman of the Appeals Commission.

**142.**The Registrar's Office issues the protocol of the appeal commission (Appendix 9) on the basis of an appeal order from Schools.

**143.**The decision of the appeal commission is formalized in a protocol. The assessment obtained as a result of the appeal is entered by the teacher in the Grade Book for this student within 48 hours after the meeting of the appeal commission.

**144.**The protocol of the appeal commission, the generated statement taking into account the appeal (Appendix 10, 11) are stored in the registrar's office, copies at the chair/SRI.

**145.**In the case of qualification examination and passing the state examination in disciplines, the results of the appeal are drawn up by the minutes of the meeting of the State Examination/Attestation Commission (hereinafter – SEC / SAC). In this case, the results of the first protocol are offset by the inscription Assessment revised by Minute No. \_\_\_\_\_ dated \_\_\_\_\_ on the page \_\_\_\_ and signed by all present members of the SEC/SAC.

**146.**Criteria for appeal:

- 1) if the exam is in the form of a test:
  - the test tasks do not contain the correct answer;
  - test tasks contain several correct answers;
  - test tasks go beyond the curriculum;
  - the test tasks were translated incorrectly (from one language to another);
  - the test tasks are not formulated correctly;
- 2) if the exam is oral:
  - questions go beyond the curriculum;
  - the questions were not translated correctly (from one language to another);
  - the wording of the question is not correct;
- 3) prerequisite is the availability of a student's answer sheet with the signature of the student and the examiner. The application is not considered in the absence of an answer sheet signed by the student and the examiner;
- 4) if the exam is written:
  - questions go beyond the curriculum;
  - the questions were not translated correctly (from one language to another);
  - the wording of the question is not correct;
- 5) if the exam is an objective structured clinical exam (hereinafter referred to as the OSCE):
  - incomplete technical provision of the station for passing a practical skill;

**147.**In case of disagreement with the results of one or two assessment stages, the graduate of the internship/residency submits an appeal within 24 hours after the appealed assessment stage. The Secretary of the Republican Appeals Commission accepts and registers appeals and assessment materials of the applicant, which include audio and video recordings of the assessment, assessment sheet from the University.

**148.**The Republican Appeals Commission starts considering appeals the day after the completion of the first and (or) second stages of the assessment.

The final protocol of the professional readiness assessment results reviewed by the appeals commission is provided the day after the meeting of the appeals commission.

**149.**The final results of the assessment of professional qualification (qualification examination), taking into account the appeal, are displayed in the graduate's personal account at Grade Informational System and provided to the University in the form of a summary protocol of the assessment results, within 48 hours after the meeting of the appeal commission.

## **10. RULES FOR THE ORGANIZATION OF RESIDENCY TRAINING**

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**150.**Training and teaching at the University at the residency level is carried out on the basis of credit education technology based on the formation of an individual curriculum using credit as a unified unit of measurement of the volume of academic work of the student and the teacher / clinical mentor. The main objectives of the organization of the educational process in the residency are: unification of the volume of knowledge; creation of conditions for possible individualization of training; strengthening the role and effectiveness of medical resident independent work; identification of educational achievements of medical residents based on an effective and transparent procedure for their control.

**151.**For the residency level, night shifts are used in the educational process, the number of shifts at the hospital level within the framework of the MRIW is regulated by at least 4 (four) shifts per month, at the therapeutic level at least 2 (two) shifts.

**152.**Shifts are an integral part of residency training and are designed to ensure that medical residents gain hands-on experience in real-time conditions and are responsible for making decisions in situations that require a quick and correct response. Duty is the period of time during which a medical resident performs work duties at night, holidays and weekends. Duties are conducted within the framework of appropriate training and means that medical residents must be ready to perform the tasks and duties that they will perform while on duty. They should be instructed about the rules and procedures, as well as have the necessary knowledge and skills. Shifts are set at night or during the day (on weekends/holidays) and should not exceed the standard working time set at the University. A medical resident is allowed to go on no more than one duty for 3 days. The medical resident must report on duty, the report is included in the system for evaluating the educational achievements of the medical resident.

**153.**For Educational Program at the PHC level, the requirements for MRIW implementation are set by the chairs/SRI of the relevant profile independently and are prescribed in the syllabus of disciplines.

**154.**The total number of academic hours per day for medical residents is 9 hours and can be distributed in the following order: classroom sessions-2, MRIWCM-5, MRIW-2.

**155.**Medical resident independent work (MRIW) is one of the types of educational work involving medical resident independent work, the list of which is determined by the chair/SRI in accordance with the profile and specifics of the Educational Program. The control of independent work and the evaluation of its results are organized as a unity of two forms: self-control and self-assessment; control and evaluation by the faculty, etc, methods and criteria for evaluating MRIW are prescribed in the syllabus.

**156.**Medical resident independent work under clinical mentor's guideline - the list of skills, the number of skills performed, methods and criteria for evaluating the results of performing MRIWCM are reflected in syllabuses.

**157.**The forms of MRIWCM and MRIW are established by the chair/SRI independently, taking into account the specifics of the educational program being implemented and prescribed in the syllabus. At the same time, it is necessary that they comply with the requirements of the State Educational Standard and the educational program of the residency. The MRIWCM and MRIW forms should facilitate the integration of theoretical knowledge and practical skills. Medical

residents should be able to apply theoretical knowledge in practice and receive feedback from a mentor about their actions.

**158.**At the medical residency level, the control of educational achievements is carried out in the form of border control (formative assessment of the section), final control – summative assessment (exam and qualification examination).

**159.**Medical residents who have scored less than 50% of the ARS are not allowed to final control and, on a paid basis, undergo repeated visits to the discipline, if the volume of loans allows according to the general rules of this policy.

**160.**The residency student is required to attend all types of classes according to the work curriculum. Admission to classes for a good reason is issued by the Residency School within 5 working days from the date of receipt of the certificate and within 3 working days from the date of receipt of admission, the student begins to make-up. The format of missed classes make-up in the medical residency is set by the Chair/SRI independently and is prescribed in the syllabus of the discipline, taking into account the specifics of clinical training in the profile. Classes missed for a disrespectful reason are not practiced according to the general rules of this policy

**161.**Medical residents who have not fulfilled the requirements of the curriculum, who do not comply with the rules and principles of this Academic Policy, are subject to expulsion from the number of students of the University.

**162.**In order to form medical residents responsibility for their studies, independent and critical thinking in the learning process, the University has organized the medical resident independent work (MRIW) and medical resident independent work under clinical mentor's guideline (MRIWCM). The recommended types of MRIW and MRIWCM are prescribed in the Instructions for teaching materials development.

**163.**Transfers and reinstatement of medical residents are carried out in the period from 01 to 10 August of the current year.

**164.**When transferring and restoring, the School takes into account the direction of training and the profile of the educational program, the number of vacancies, the language of instruction, the student's academic achievements, as well as cases of violation of academic integrity by students. Persons permanently residing in the regions assigned to the AMU NCJSC for training personnel with higher and postgraduate medical education have a preferential right: North Kazakhstan, Akmola regions and Astana. The number of vacant school places is determined based on the personnel and logistical resources of the contingent of students.

**165.**Students on a paid basis who were expelled during the semester for non-payment of tuition, in case of repayment of arrears, are restored within 14 working days after the day of expulsion, while the university restores the student upon presentation of a document on repayment of arrears of payment, within three working days.

**166.**During transfer, rehabilitation, as well as training within the framework of academic mobility, the achieved learning results, positive student grades are recognized with the transfer of academic credits from one educational program to another, from one educational institution to another.

**167.**The academic difference is determined by the residency school as follows:

- 1) according to the total number of credits mastered by students in the disciplines;
- 2) according to the mandatory component, in case of a discrepancy in the names of disciplines, the transfer of disciplines is carried out according to the content of the discipline;
- 3) difference is not determined by the component of choice, the number of credits disbursed is counted.

**168.**When transferring disciplines of the educational program, it is possible to form an individual curriculum for a medical resident based on the option with a large amount of credits – the total amount of credits in the residency, taking into account the academic difference in the current academic year, should not exceed 80 credits (the total number of credits in the academic year is 70 credits, including the academic difference of 10 credits).



**169.**A medical resident who has an academic backlog of more than 15 credits based on the results of the summer interim assessment is expelled from the university for academic failure.

**170.**Medical residents who have academic backlog are expelled from the university for academic failure.

## **11. SCIENTIFIC RESEARCH (EXPERIMENTAL RESEARCH) WORK**

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### **Magistracy.**

**171.**Research work is a mandatory component of the educational program in the master's degree in scientific and pedagogical direction and includes the completion of a master's thesis. Experimental research work (hereinafter referred to as ERW) is a mandatory component of the educational program in the master's degree of the profile direction and includes the implementation of a master's project.

**172.**As part of the research work of the master's student (hereinafter referred to as RWM), the individual work plan of the master's student for familiarization with innovative technologies and new types provides for mandatory scientific internship in scientific organizations and (or) organizations of relevant industries or fields of activity.

**173.**RWM is planned in parallel with other types of educational work or in a separate period.

**174.**The duration of the RWM in the scientific and pedagogical master's degree is at least 24 credits, the ERW in the profile master's degree (with a period of study of 1 year) and in continuous integrated education is at least 13 credits.

**175.**The results of the research work at the end of each period of their passage are issued by the master's student in the form of a report.

**176.**Requirements for the research work of a master's student in a scientific and pedagogical master's degree:

- 1) corresponds to the profile of the master's degree program, according to which the master's thesis is being performed and defended;
- 2) it is relevant and contains scientific novelty and practical significance;
- 3) based on modern theoretical, methodological and technological achievements of science and practice;
- 4) performed using modern scientific research methods;
- 5) contains research (methodological, practical) sections on the main protected provisions;
- 6) based on the best international experience in the relevant field of knowledge.

**177.**Requirements for the experimental research work of a master's student in a specialized master's degree:

- 1) corresponds to the profile of the master's degree program, according to which the master's project is being implemented and defended;
- 2) based on modern achievements of science, technology and production and contains specific practical recommendations, independent solutions to management tasks;
- 3) it is performed using advanced information technologies;
- 4) contains experimental research (methodological, practical) sections on the main protected provisions.

**178.**The final result of the research work of a master's student is a master's thesis.

**179.**The main results of the master's thesis are presented in at least one publication or one presentation at a scientific and practical conference.

**180.**The University provides assistance to the master's student in publishing the research results.

**181.**Within two months after enrollment, each master's student is assigned a research supervisor to lead the master's thesis.

**182.**The research supervisor and master's student thesis are discussed at an expanded meeting of the chair /RI / scientific unit, then approved at a meeting of the Board of Academics of



the University. Based on the decision of the Board of Academics, an order is issued by the Rector of the University on the approval of research supervisor for master's students.

**183.**The requirements for the content and design of a master's thesis (project), their preparation and defense are presented in the Working Instructions Requirements for the content, design and defense of a master's thesis and project.

**184.**The master's thesis (project) must be checked for plagiarism, the rules and procedure of which are determined by the OHPE independently.

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

Doctoral studies:

**186.**The scientific component of the doctoral educational program is formed from the research (hereinafter - R&D) of a doctoral student, scientific publications, writing and defending a doctoral dissertation.

**187.**The volume of the doctoral student's research work is 123 academic credits in the total volume of the doctoral program.

**188.**Within the framework of research and development, the individual work plan of a doctoral student for familiarization with innovative technologies and new types of production provides for mandatory scientific internship in scientific organizations and (or) organizations of relevant industries or fields of activity, including abroad.

**189.**Requirements for the research and development of a student in the PhD program (hereinafter referred to as PhD).

1) compliance with the main problems of the educational program of the doctoral program, according to which the doctoral dissertation is being defended;

2) it is relevant and contains scientific novelty and practical significance;

3) based on modern theoretical, methodological and technological achievements of science and practice;

4) based on modern methods of data processing and interpretation using computer technology;

5) performed using modern scientific research methods;

6) contains research (methodological, practical) sections on the main protected provisions.

**190.**The doctoral dissertation is carried out during the research period. The final result of the research is a doctoral dissertation.

**191.**To guide the doctoral dissertation, the doctoral student is assigned scientific guidance within two months after enrollment.

The doctoral student's academic advising is discussed at an expanded meeting of the chair/scientific unit and then approved at a meeting of the Board of Academics of the University. Based on the decision of the Board of Academics, an order is issued by the Rector of the University on the approval of scientific consultants for doctoral students.

**192.**Scientific consultants ensure the completion of the doctoral dissertation, compliance with the principles of academic integrity and timely submission of the dissertation work for defense.

**193.**The topic of the doctoral dissertation is determined during the first semester, discussed at an extended meeting of the chair / scientific unit, then approved at a meeting of the Board of Academics of the University.

**194.**The content of the dissertation research is aimed at the implementation of national priorities, state programs, programs of fundamental or applied research.

**195.**The results of the research work at the end of each semester are drawn up by the doctoral student in the form of a report.

**196.**The final result of the research and experimental research work of a doctoral student is a doctoral thesis.

**197.**The doctoral dissertation is being checked for the detection of borrowing of the text by other authors, which is carried out by the National Center for State Scientific and Technical Expertise.

**198.**The requirements for the content and design of dissertations, their preparation and defense are determined by the University's Work Instruction Requirements for the content and design of a PhD doctoral dissertation.

## **12. PROFESSIONAL PRACTICE**

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**199.**Professional practice is an integral part of educational training programs, a type of educational activity aimed at consolidating theoretical knowledge, skills, acquisition and development of practical skills and competencies in the process of performing certain types of work related to future professional activity. The organization of professional practice at the University is carried out in accordance with the Regulations on professional practice at the Astana Medical University NCJSC. Practical training by students is a mandatory requirement of the educational process, State Educational Standard and educational programs.

**200.**Professional practice is divided into educational and industrial practice.

**201.**The training practice is conducted in 2-3 courses in accordance with the working curriculum and the academic calendar and is organized at the clinical/practice bases and in the simulation center of the University.

**202.**The duration of the training practice is determined in weeks, based on the standard work time of the student in practice during the week equal to 30 hours (1 credit): 6 hours per day with a five-day working week and is reflected in the academic calendar of Educational Program and courses.

**203.**Industrial practice is aimed at forming students ideas about the chosen specialty, provides an opportunity for in-depth practical development of professional activity.

**204.**Schools inform students about the need to undergo a medical examination with the maintenance of a log of data on fluorography studies, a personal medical (sanitary) book. After passing a medical examination and filling in all the columns of the personal medical (sanitary) book, students submit the book to the Medical Center LLP of the University for verification.

**205.**The Students and Employees Service Center issues referrals and diaries of professional practice to students if they have valid fluorography and a personal medical book (sanitary). The referral of students to all types of practices is issued by the order of the supervising vice-rector, indicating the terms of the internship, the practice base and the head of the practice.

**206.**Following the results of professional practice, students submit a diary (report) to the appropriate chair/SRI, which is checked and evaluated by the head of the production practice from the chair/SRI.

**207.**According to the practice, the final assessment is made taking into account the assessment of the head of the practice, the proportion of which is 100%.

**208.**Students who have not completed their internship for a good reason provide supporting documents to the dean's office. On the basis of these documents, representatives of the dean's office issue an official order. The internship for this group of students is organized free of charge.

**209.**Students who have not completed an internship, have not completed an internship program, have received a negative review of their work or an unsatisfactory assessment during the defense of the report, are re-sent to practice in the summer semester (except for graduate courses).

## **13. ACADEMIC MOBILITY**

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**210.**Academic mobility of students is carried out in accordance with the Regulation ПЛ-МЯ-05-22 On academic mobility of students of AMU NCJSC and relevant memoranda.

**211.**The coordination and monitoring of international academic mobility programs for students at the University is carried out by the Center for International Cooperation (hereinafter –

CIC) on the basis of memoranda, tripartite agreements for training and invitations from foreign educational institutions.

**212.**The coordination and monitoring of the programs of internal academic mobility of students at the University is carried out by the supervising Schools on the basis of interuniversity agreements, harmonization of educational programs and harmonization of curricula. Based on the applications of students, the School organizes an exchange on academic mobility in the Republic of Kazakhstan.

**213.**The coordination and monitoring of the scientific internship within the framework of the academic mobility of master's students and doctoral students is carried out by the Research School.

**214.**The academic difference is repaid free of charge.

#### **14. THE PROCEDURE FOR ORGANIZING AND CONDUCTING AN ASSESSMENT OF THE KNOWLEDGE AND SKILLS OF STUDENTS OF EDUCATIONAL PROGRAMS OF INTEGRATED MEDICAL EDUCATION**

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**215.**Students of educational programs of continuing medical education are subject to assessment upon completion of mastering the cycle of prerequisite discipline.

**216.**The timing of the assessment is determined by the National Center for Independent Examination, taking into account the schedule of the educational process.

**217.**The assessment of students includes two stages:

- 1) assessment of knowledge;
- 2) assessment of skills.

The result of the students assessment is summed up from the scores of the two stages and is output as an arithmetic mean.

The assessment of students knowledge is carried out by automated computer testing using test questions.

**218.**The threshold score for the assessment of knowledge is set by the assessment organization in coordination with educational and methodological associations.

**219.**The protocol of the results of the knowledge assessment, without taking into account the appeal, is provided on the day of the knowledge assessment.

**220.**Students who did not show up for the assessment of knowledge are not reflected in the results protocol.

**221.**Students who did not show up for a knowledge assessment, regardless of the reason for their absence, undergo a knowledge assessment on the basis of an assessment organization within the newly established time limit.

**222.**If students receive an unsatisfactory assessment of knowledge below the established threshold score, they are not allowed to enter the second stage of the skills assessment.

**223.**The assessment is conducted in the language of the student's choice (Kazakh, Russian or English).

**224.**The assessment of knowledge and skills is carried out on the basis of the University.

**225.**The assessment of skills is carried out by examiners in the language of the student's choice, on the basis of the educational institution in the field of healthcare using simulation technologies. When passing the skills assessment, the University provides audio and video recordings of the second stage of the assessment. Records are archived and stored for at least 30 calendar days from the date of the assessment.

**226.**The assessment of skills is carried out according to the assessment sheet in the ISO. The threshold score is set by the assessment organization in coordination with educational and methodological associations.

**227.**The results of the skills assessment are provided on the day of the skills assessment. The final results of the skills assessment, taking into account the appeal, are provided after the

completion of the work of the appeal commission no later than 2 days from the date of filing the application for appeal.

**228.**The result of the students assessment is summed up from the scores of the two stages and is output as an arithmetic mean.

**229.**In order to determine the level of knowledge and skills, students voluntarily undergo self-assessment in an assessment organization.

**230.**Assessment based on the results of mastering cycles or disciplines and (or) when transferring from course to course is determined and carried out by health educational institutions independently.

**231.**In cases of quarantine, emergency situations of a social, natural and man-made nature, the organization and assessment of students is provided with the use of online distance learning.

During the evaluation period, an appeals commission is created by order of the educational institution in the field of health care to resolve controversial issues and protect the rights of students. The composition of the appeals commission consists of an odd number of at least five members from research and teaching staff, practical health workers, representatives of the evaluation organization, non-governmental organizations. In case of disagreement with the results of one or two assessment stages, the student submits an appeal before 13.00 hours of the next working day after the appealed assessment stage.

**232.**The secretary of the appeals commission accepts and registers appeals and evaluation materials of the applicant, which include audio and video recordings of the assessment, evaluation sheet. The Appeals Commission starts considering appeals the day after the completion of the first and (or) second stages of the assessment. The final protocol of the student assessment results reviewed by the appeals commission is provided the day after the meeting of the appeals commission.

**233.**The final evaluation results, taking into account the appeal, are displayed in the personal account of the student at Grade Informational System and are provided to health educational institutions in the form of a summary protocol of the evaluation results, within 48 hours after the meeting of the appeals commission.

## **15. QUALIFICATION EXAMINATION OF STUDENTS**

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### **General rules and requirements**

**234.**Final State Attestation is a procedure carried out in order to determine the degree to which they have mastered the state educational standard of the appropriate level of education.

**235.**Students who have fully completed the educational process, theoretical and practical course in accordance with the requirements of the working and individual curriculum and Educational Program are allowed to the qualification examination in order to assess the quality of educational services and determine the level of mastering by students of academic disciplines provided for in higher education and postgraduate education programs.

**236.**During distance learning in emergency situations and/or at the disposal of an authorized body, Final State Attestation / Final Attestation is conducted on the AIS platform using a proctoring program.

**237.**If the graduate has not fulfilled the requirements of the work / individual curriculum and has academic backlog, is not allowed to Final State Attestation, remains for a second course of study (on a fee basis, without retaining a grant) or is subject to expulsion from the University.

**238.**The main criterion for the completion of the educational process is the development by students of the necessary amount of theoretical training and professional practices in accordance with the requirements of the State Educational Standard for higher education and postgraduate education.

**239.**IO is rounded to an integer according to the rule of rounding numbers: if the discarded digit is 5 or more, then the previous digit increases by one, and if less than 5, then the previous digit remains unchanged.



**240.**The qualification examination of students is carried out according to the forms established by the state mandatory standards of higher and postgraduate education, the duration and timing of which are provided for by the academic calendar and work curricula of the Educational Program.

**241.**The candidacy of the chairman of the attestation commission for conducting the Final State Attestation is approved by the Board of Academics, the composition of the state attestation commission (hereinafter referred to as the SAC) is approved by the order of the supervising Vice-Rector for a calendar year.

**242.**The Final State Attestation of students at the University is conducted within the time limits provided for by the academic calendar and working curricula.

**243.**State exams (in major disciplines) are conducted in the following forms: orally, in writing, testing (comprehensive testing), certification of practical skills, defense of a diploma project and dissertations in the scope of professional curriculum.

**244.**If a graduate has academic backlog, then he is not allowed to join the Final State Attestation and is subject to expulsion from the University.

**245.**If the student received an unsatisfactory grade at the first stage, he is not allowed to proceed to the next stage.

**246.**The final grade is not calculated if the student received an unsatisfactory grade at one of the stages and the examinee is subject to expulsion.

**247.**The result of the Final State Attestation graduates is summed up from the positive scores of the two stages and is output as an arithmetic mean (Appendix 18).

**248.**Documents submitted to the SAC on the state of health after receiving an unsatisfactory assessment are not considered.

**249.**A student applying for a diploma with honors should have Grade Point Average (GPA) of 3.5 or more at the beginning of the Final State Attestation, depending on the Educational Program and the duration of study.

A student studying under the 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 Grade Point Average (GPA) of at least 3.5, as well as who has passed a comprehensive exam or defended a thesis (project) with grades A, A-excellent, a diploma with honors is issued (excluding grades for additional types of education).

**250.**A student who has retaken the final control / repeated attendance of disciplines / the fact of violation of academic integrity during the entire period of study, as well as increased the academic achievement score (GPA), does not receive a diploma with honors.

**251.**The list of subjects to be submitted to the state exams for those who have not passed is determined by the curriculum in force in the year of graduation of the student of the theoretical course.

**252.**Students who have passed the Final State Attestation and confirmed the mastery of the relevant curriculum of higher education, by the decision of the SAC, are issued a state-issued diploma with an appendix in accordance with the State Educational Standards and current statutory instruments.

**Qualification examination of bachelors in the fields of Nursing, Public healthcare, Pharmacy, Kinesitherapy, Occupational Therapy, interneers / medical residents.**

**253.**Qualification examination of bachelors in the fields of Nursing, Public healthcare, Pharmacy, Kinesitherapy, Occupational Therapy, interneers / medical residents is conducted:

1) according to the order of the Minister of Healthcare of the Republic of Kazakhstan On Approval of the Rules for Assessment of Students Knowledge and Skills, Professional Qualifications of Healthcare Graduates and Healthcare Professionals No. ҚР ДСМ-249/2020 dated December 11, 2020;

2) together with an assessment organization, i. e. an accredited authorized body, an organization that carries out the procedure for assessing the knowledge and skills of students, graduates of professional training and specialists in the field of healthcare.



**254.**Qualification examination for bachelors of the fields of Nursing, Public healthcare, Pharmacy, Kinesitherapy, Occupational Therapy, interneers / medical residents is conducted in two stages in the form of an independent examination:

- 1) assessment of knowledge,
- 2) assessment of skills.

The assessment of graduates knowledge is carried out by automated computer testing using test questions. The threshold score for the assessment of knowledge is set by the assessment organization in coordination with educational and methodological associations.

Skills assessment is carried out on the basis of a university or an assessment organization using the material and technical resources of simulation centers, clinical bases, examiners, standardized and (or) real patients. During the assessment of graduates skills, audio and video recordings of the assessment are provided. Records are archived and stored for at least 30 calendar days from the date of the assessment. The assessment of skills is carried out according to Grade Informational System. The threshold score is set by the assessment organization in coordination with educational and methodological associations. The results of the skills assessment are provided on the day of the skills assessment. The final results of the skills assessment, taking into account the appeal, are provided after the completion of the work of the appeal commission no later than 2 days from the date of filing the application for appeal.

**255.**In case of circumstances attributed to force majeure by the legislation of the Republic of Kazakhstan, the assessment of graduates is provided with the use of remote technologies online;

**256.**Bachelors in the field of Nursing, Public healthcare, Pharmacy, Kinesitherapy, Occupational Therapy, interneers / medical residents who received an unsatisfactory assessment based on the results of certification are expelled from the University by order of the supervising Vice-Rector.

**257.**Persons who have completed their residency Educational Program are awarded the qualification of a specialist doctor in the relevant Educational Program and a state-issued document is issued.

**258.**An interneer who has successfully passed the Qualification Examination is issued a state-issued education document approved by Order of the Minister of Education and Science of the Republic of Kazakhstan On Approval of Types and Forms of State-issued Education Documents and Rules for their Issuance No. 39 dated January 28, 2015.

**The qualification examination of bachelors in the fields of General Medicine, Pediatrics and Dentistry.**

**259.**The Final State Attestation for bachelor's degree graduates in the fields of General Medicine and Dentistry is conducted in two stages:

- 1) the first stage includes computer testing /oral exam / written in the main core disciplines;
- 2) the second stage is the assessment of practical skills.

The Final State Attestation stages are summarized and the overall final grade is displayed, which is entered in the diploma Supplement.

**260.**The Final State Attestation for bachelors in the following areas of training General Medicine, Pediatrics and Dentistry is conducted according to the State Educational Standard in the form of passing state exams in the major disciplines of the compulsory and university component;

**261.**If the student received an unsatisfactory grade at the first stage, he is not allowed to the next stage; the final grade is not calculated and the examinee is subject to expulsion;

**262.**A student who did not show up for the qualification examination in accordance with the approved schedule for a good reason writes an application addressed to the chairman of the SAC, submits a document confirming the reason for his absence from the exam, and with his permission can take the exam or defend his thesis on another day of the meeting of this commission;

**263.**Students who have received an unsatisfactory assessment based on the results of the certification are expelled from the University by order of the supervising vice-rector.

**Qualification examination of master's and doctoral degree programs.**

**264.**The qualification examination of the Master's degree Educational Program consists of writing and defending a master's thesis/master's project. Master's student who have successfully mastered the educational program and passed pre-defense at an extended meeting of the chair/SRI are allowed to defend. The defense of master's theses takes place at a meeting of the Final State Attestation for a master's degree corresponding to the Educational Program.

**265.**Persons who have completed their master's degree and successfully passed the qualification examination are awarded the degree of Master of Medical Sciences/Master of Healthcare in the Educational Program code and name of the educational program and a diploma of postgraduate education with an appendix (transcript) is issued.

**266.**The final attestation of educational program of doctoral degree consists of completing a thesis and passing a pre-defense at an extended meeting of the Chair/SRI. Doctoral students who have successfully passed the pre-defense at an extended meeting of the chair/SRI are allowed to defend. The defense of doctoral dissertations takes place at a meeting of the Dissertation Council of the relevant educational program, followed by consideration of the dissertation and the package of documents of the dissertation at a meeting of the Committee for Control in the Field of Education and Science of the Ministry of Science and Higher Education of the Republic of Kazakhstan.

**267.**With a positive decision of the Committee for Control in the field of Education and Science of the Ministry of Science and Higher Education of the Republic of Kazakhstan, according to the results of the examination, persons who have fully completed the educational program of doctoral studies and successfully defended their doctoral dissertation are awarded the degree of Doctor of Philosophy (PhD) and a state-issued diploma with an appendix.

**The procedure for re-passing the qualification examination.**

**268.**Admission to re-passing the assessment of professional qualification (qualification examination) for a valid reason of the graduate (in connection with the state of health, conscription or other objective reasons, confirmed by relevant documents) is carried out on the basis of a positive decision of the SAC.

**269.**Repeated assessment of knowledge and (or) skills in order to increase a positive assessment is not allowed.

The deadline for passing a re-assessment of professional qualification (qualification examination) in case of an unsatisfactory result of the first or second stage of the assessment is carried out no earlier than 6 (six) months on the basis of a decision of the Republican Appeals Commission.

Graduates who have not scored a threshold score for assessing professional readiness are issued a certificate of the established sample (Appendix 24).

**270.**Re-passing the state exam and defending the thesis in order to increase the positive assessment is not allowed.

**271.**Retake of state exams and/ or re-defense of a thesis to persons who have received an unsatisfactory grade is not allowed during this period of qualification examination.

**272.**Schools inform graduates who have not scored the threshold score of the qualification examination about the place and time of the re-assessment in coordination with the National Center for Independent Examination.

**273.** Graduates who have not scored a threshold score and who wish to re-pass the professional readiness assessment submit an application according to the established sample (Appendix 25) for admission to the qualification re-examination. Admission to re-IA is issued by the order of the supervising vice-rector.

**274.**Graduates who have not scored a threshold score have the right to re-complete the qualification examination no more than once every 6 (six) months.

**275.**Payment for admission to the re-assessment of professional readiness is made according to the price list based on the curriculum at the rate of 1 credit = 30 hours.

**276.**In the case of two unsatisfactory results of the first and second stages of professional readiness assessment, in order to undergo repeated qualification examination for the third time,

the applicant is reinstated for a full repeat of the final course of study with the determination and repayment of the academic difference in the curriculum according to an course schedule on a fee basis.

## **16. TRANSFER AND RECOVERY RULES**

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### **General rules and requirements**

**277.**The transfer of University students is carried out from course to course, as well as from one OHPE to another OHPE, from one language department to another (2-7 courses), from one educational program to another, from a paid form to a budget form of study (vacant educational grant / state educational order).

**278.**Transfer of students from one educational program to another, from one form of education to another is carried out only on a fee basis.

**279.**University students can transfer and recover from one educational program to another if they have fully completed the term of the program they are studying, taking into account prerequisites, differences in the disciplines of the curriculum of no more than 15 credits and scored Grade Point Average – GPA 2.8, except for Bachelor's degree Educational Programs Medicine, Dentistry, for which the threshold GPA is 3.5. When restoring within a single Educational Program, the GPA is not considered.

If the UNT certificate does not correspond to the established passing score of the educational program for the year of admission, the transfer is not possible.

**280.**The transfer of students from a paid basis to training under a state educational grant (state educational order) is carried out by awarding vacant educational grants that were released in the process of obtaining higher and postgraduate medical education on a competitive basis.

Students who do not have academic backlog, repeat attendance of classes and retake the final control in the current term have the right to participate in the competition.

The transfer of a medical resident from a paid basis to training under a state educational order to a vacant place for the remaining period of study is carried out during the vacation period by the decision of the head of the educational institution.

The transfer of a medical resident to a vacant position at the expense of the LEB for the remaining period of study is carried out during the vacation period by the decision of the LEB commission.

**281.**A commission (hereinafter referred to as the Commission) is organized to carry out the transfer and restoration procedure for the period of vacation time, the composition of which is determined by the University by issuing an appropriate order.

**282.**When transferring or reinstating students, the academic difference in disciplines and hours (with credit calculation) is determined, which is repaid only on a fee basis.

**283.**Schools determine the difference based on the amounts in academic hours/credits reflected in the transcript, or syllabus certificate, issued to persons who have not completed their studies (Appendix 12). The Center for Planning and Development of Academic Activities coordinates the academic difference of credits/hours in the disciplines. The final decision on the transfer and the determination of the academic difference remains with the Commission. On the basis of an extract from the minutes of the Commission meetings, schools form an order to repay the difference.

**284.**The academic difference is defined as follows:

- 1) according to the total number of credits (at least 60 credits per academic year) mastered by students in general education, prerequisite and major discipline;
- 2) according to the mandatory component of the cycle of general education disciplines;
- 3) according to the university component:
  - according to the list of prerequisites and the total number of loans disbursed;

- if the names of the disciplines do not match, the difference is determined by the content of the discipline, taking into account the prerequisites of the discipline and the formed competence of the graduate;
- 4) difference is not determined by the component of choice, the number of credits disbursed is counted;
- 5) if the results of the training match, from 1 to 2 credits are credited.
- 6) An academic difference of no more than 15 credits (450 hours) is allowed.

**285.** Academic difference disciplines are allocated for study during the academic year in parallel with the current academic classes, taking into account the prerequisites.

**286.** When recalculating completed credits in academic disciplines and determining the academic difference, the difference in the forms of final control is not taken into account. If in the transcript the assessment of the final control is indicated as passed, then it is equated to the letter system for evaluating the student's academic achievements in accordance with the scale of grades (Table 1).

In case of disagreement with the proposed assessment, the student passes the final control.

**287.** When coordinating the curriculum of the University and other medical universities for students of all courses of bachelor's degree programs, transferred, restored and released from academic leave, the state exam History of Kazakhstan is transferred to the state exam Modern History of Kazakhstan, the discipline Informatics to the discipline Information and Communication Technologies, as well as the disciplines and educational-production practices in accordance with study credits and hours in the field of training.

**288.** To eliminate the academic difference in disciplines, the student enrolls in these disciplines, attends all types of training sessions during the term or summer semester, passes all types of current control, receives admission to the final control.

The academic difference in disciplines that has not been eliminated during the term and the summer semester is further considered as academic backlog, except for the GD block, the elimination of the difference for which can be carried out at any time.

**289.** The transfer/restoration of citizens of the Republic of Kazakhstan and Kandases from foreign universities in the event of a state of emergency, emergency situations of a social, natural and man-made nature, wartime, as well as in conditions of armed, military conflicts in the country of study is carried out without calculating the GPA during the academic year, except for the period of the examination session.

When transferring or reinstating a student from a foreign educational institution, the following is provided:

- a document on completed curriculum (academic certificate or transcript);
- copies of journals, stamped and signed / extract from an electronic journal indicating the disciplines and current grades (when translated during the academic year);
- an extract from the order for transfer to the next training course/on expulsion, indicating the reason for the expulsion;
- the license of the higher educational institution from which it is being transferred or restored, or the certificate of accreditation.

**290.** If students do not have a GPA, the registrar's office calculates the GPA of those wishing to transfer based on an academic certificate (transcript) / to recover from foreign universities based on the number of hours and grades in the mastered disciplines.

**291.** For citizens of the Republic of Kazakhstan and Kandases, foreign citizens, when transferring / restoring from foreign universities, an UNT certificate is not required; for citizens of the Republic of Kazakhstan, when transferring / restoring from foreign universities, a GPA is not taken into account when transferring / restoring.

**292.** When transferring or restoring a student, the course of study is determined by the Transfer and Restoration Commission, taking into account the prerequisites.



**293.**Based on the comparison of educational programs, the content of the list of mastered disciplines, and their volumes, the automatic transfer of mastered credits / hours is carried out with a focus on learning outcomes.

Only those disciplines for which the final grade is excellent, good, satisfactory are transferred, in case of disagreement with the transferred grade, the student attends all types of classes and passes the final control.

**294.**Transfer and reinstatement to study at the University is carried out during the winter holidays, subject to the coincidence of the vacation period (during transfer) and summer vacation time, in the period from June 15 to August 15 of the current year (with the exception of reinstatement from academic leave).

**295.**Reinstatement to the University is carried out regardless of the terms of the expulsion.

**296.**A student expelled from the University for the following reasons: violation of the principles of academic integrity (including the provision of forged documents, participation in a hacker attack, provided that there are supporting facts of participation in this attack), an agreement, except for subparagraph **300** of this Policy and the Charter, does not have the right to be reinstated to the University.

**297.**A student expelled from another educational institution for the following reasons: for academic failure, violation of the principles of academic integrity (including providing fake ones, participating in a hacker attack, provided there are supporting facts of participation in this attack) and Internal regulations, does not have the right to be reinstated to the University.

**298.**A student who has been expelled from the University due to academic backlog has the right to return to study an unlimited number of times for a repeat course.

**299.**When transferring and reinstating to study, the University is guided by the principles of academic integrity.

**300.**Issues arising during the transfer and restoration that are not reflected in this Policy are considered individually, taking into account the applicable legislation of the Republic of Kazakhstan.

**301.**Transfer of students to a national University or another University is carried out on the condition and in accordance with the Academic Policy of the OHPE.

**302.**Foreign students enrolled in accordance with the Enrollment Order and who have not started studying within 30 calendar days from the date of the beginning of the term have the right to recover within 15 calendar days from the date of the Order of Expulsion.

#### **Rules for transferring students from one course to another**

**303.**A prerequisite for transferring a student from course to course is the presence of only positive grades (excellent, good, satisfactory), the absence of academic and financial debt in accordance with the contract (for persons studying on a fee basis).

**304.**A student of a budgetary form (a state educational grant, a grant from local executive bodies (hereinafter referred to as the LEB)) liquidates academic backlog on a fee basis.

**305.**A student who has not eliminated academic backlog remains for a repeat course of study or is subject to expulsion.

**306.**The student, the holder of a state educational grant, who has been left for a repeat course, continues his studies on a paid basis.

**307.**A student who is left for a repeat course is required to attend all disciplines of the educational program being mastered.

If the disciplines coincide and the final control score is positive (excellent, good, satisfactory), it is possible to transfer grades for the past period of study in coordination with the relevant chair/SRI, school and office registrar.

Schools form an order for the transfer of students from course to course with the approval of the head of the office registrar, an Accounting Office employee, the dean of the relevant Educational Program and the Department of Legal Support.

**308.**A student of a paid form who has not paid for tuition within the time limits set by the contract is subject to deduction. If the student pays off the existing tuition debt within 15 working days after the release of the expulsion order, it is subject to restoration.

**309.**Students cannot transfer from one group to another during the academic year.

**Rules for transferring University students to other OHPE**

**310.**Students enrolled in an educational grant are transferred to another OHPE with the preservation of the state educational grant, provided they are transferred to the same educational program for which the educational grant was issued.

**311.**Students enrolled on educational grants approved for individual OHPE are transferred to another OHPE only on a paid basis.

**312.**Transfer of students to another Educational Program is carried out only on a paid basis. At the same time, the student has the right to transfer to another Educational Program, where there is no academic discipline (with the exception of general disciplines), for which the student has an unsatisfactory grade.

**313.**The transfer of a student from the University to another OHPE in all forms of Educational Program is carried out with the consent of the heads of both OHPE and is formalized by appropriate orders.

**314.**A student wishing to transfer to another OHPE submits an application (signed by the dean of the school and the supervising Vice-Rector) for transfer to the Chairman of the Board-Rector/authorized person of the University, and, having received written consent for the transfer, sealed, addresses the head of the OHPE of interest to him. The registrar's office prepares the student's transcript based on the submitted application.

**315.**A transcript signed by the supervising Vice-Rector and the Head of the registrar's office, sealed; a copy of the work curriculum, a copy of the UNT or CT certificate (for bachelor's degree), a certificate of a state educational grant (for holders of state educational grants); an extract from the transfer order for the next course are attached to the transfer application addressed to the head of the receiving OHPE, an extract from the order on the appointment of a scholarship (for holders of state educational grants), certified by the signature of the dean of the school and sealed; a copy of the University license; a copy of the document confirming the identity of the student.

**316.**The head of the OHPE, to which the student is transferred, issues an order to enroll the student in connection with the transfer and sends a written request to the University to forward the student's personal file.

**317.**Based on the order of the supervising Vice-Rector and a written request from the receiving party, the Student Monitoring and Accounting Center forwards the student's/internee's personal file (it is possible to issue it by hand under the signature and personal responsibility of the student or the student's representative under a notarized power of attorney).

**318.**After being expelled in connection with the transfer, the student submits a workaround sheet to the Student Monitoring and Accounting Center.

**319.**Medical residents enrolled on a paid basis, as well as on educational grants approved for the University, are transferred to another OHPE only on a paid basis for the remaining period of study during the vacation period by the decision of the head of the educational institution.

**The rules for transferring students from other OHPE**

**320.**Transfer to the University is possible only from OHPE providing higher and/or postgraduate education in the field of Healthcare.

Students of budgetary and paid forms of education can transfer to the University.

**321.**Students can transfer from other OHPE of the Republic of Kazakhstan, including from one Educational Program to another, if they have fully completed the first term of the program being mastered, taking into account the prerequisites, the UNT certificate with a score not lower than the established threshold score, Grade Point Average – GPA 2.8, except for the Bachelor's degree in Medicine, Dentistry, for which the threshold GPA is 3.0.

**322.**Non-medical residents of the Republic of Kazakhstan studying at foreign Universities can transfer to the University if they have fully completed the first term of the program they are

studying, taking into account the prerequisites and Grade Point Average - GPA; for citizens of the Republic of Kazakhstan, GPA is not taken into account.

**323.** Students studying under an educational grant are transferred to the University with the preservation of the state educational grant, provided that they are transferred to the same Educational Program for which the educational grant was issued and the students pay the difference in the cost of the educational grant.

**324.** The student submits an application for transfer to the head of the OHPE in which he studies, and after receiving a written consent for the transfer, sealed, applies to the University.

**325.** The transfer of a student to a University from another OHPE in all forms of Educational Program is carried out with the consent of the heads of both OHPE and is formalized by appropriate orders.

**326.** The University Commission considers applications from students for transfer from another OHPE only during the summer and winter holidays.

**327.** The student shall attach to the transfer application addressed to the Chairman of the Board-Rector/authorized person of the University (Appendix 13):

1) a transcript signed (digitally signed) by the head/vice-rector and office registrar of another university, sealed;

2) a copy of the certificate of the educational grant (for holders of educational grants), the UNT certificate (for bachelor's degree) and the certificate (extract from the examination sheet) on passing the entrance exams (for residency, master's and doctoral studies);

3) the original and a copy of the diploma and the diploma supplement (for transfer to the internship);

4) a license from a foreign University to provide educational services in a certain Educational Program;

5) application addressed to the head of the OHPE, where he studied (with the signature of the head and the seal of the university);

6) extracts from the orders for transfer to the next course and the appointment of a scholarship, signed by the supervising department;

7) a certificate with the results of psychometric testing for all bachelor's Educational Programs, except for Pharmacy and Public health Educational Programs.

Master's student and doctoral students additionally need to provide the following documents:

8) diploma of education of the relevant profile (original) with an appendix;

9) a copy of the identity card;

10) extracts from the meetings on the approval of the thesis topic, scientific supervisors and consultants at all levels;

11) conclusion on ethical and moral – legal assessment (for clinical experimental studies);

12) photo 3\*4 (2 pcs);

13) an extract from an electronic journal indicating the disciplines and current grades;

14) agreement of a foreign consultant (for doctoral students);

**328.** Transfer of students from other universities of the Republic of Kazakhstan to the appropriate course is carried out taking into account the final results of training, the difference in the disciplines of the curriculum of no more than 15 credits and if there are at least 60 mastered credits (1800 academic hours) per academic year.

**329.** The transfer of students from Universities in the near and far abroad is carried out taking into account the final results of training in the presence of at least 60 mastered credits (1800 academic hours) per academic year. The difference in the disciplines of the GD is not taken into account when calculating the difference and is repaid during the academic year before the start of the final course. In cases not provided for in this paragraph, students are transferred to the course below.

**330.** The University schools, based on a positive decision of the commission, issue an order for the transfer of a student from another OHPE and send a written request to his personal file. An

extract from the transfer order is attached to the request. The Center for Monitoring and Accounting of students forms a personal file of transferred students.

**331.**The head of the OHPE, where the student previously studied, after receiving the request, issues an order for expulsion in connection with the transfer to another OHPE and the Student Monitoring and Accounting Center sends the student's personal file to the University address within three working days.

**332.**When transferring a student who holds a state educational grant from another OHPE, the University sends to the authorized body in the field of education a copy of the enrollment order to adjust the financing of Universities.

**333.**A contract for the provision of paid educational services is concluded between the transferred student and the University, according to which payment is made for the subsequent period of study.

When transferring students under an LEB grant, a letter of consent is required from the LEB and in the transfer application, the student indicates consent to pay the difference between the cost of the grant and the established tuition fee according to the approved price list of the University. At the same time, the price list can be approved annually.

**334.**After issuing the order and concluding the contract, the transferred student submits an application for an ID card.

**335.**The modules/disciplines of the mandatory component acquired in the previous term, provided for in the state mandatory standard, are recalculated to students if the number of credits, study hours and the content of the disciplines/ module coincide.

**336.**The modules/disciplines of the university component and the elective component, according to educational and industrial practice, acquired in the previous term, regardless of the name and forms of control provided for in the work curriculum, are recalculated to students.

**337.**For students of the budgetary form (state educational grant, LEB grant) transferred from other medical universities, a scholarship is awarded based on the results of interim assessment (examination session), taking into account the equivalent of grades corresponding to excellent and good grades, in the absence of retake of final control and arrears in the curriculum.

**Rules for transferring students from paid forms of study to vacant educational grants (state educational order) released in the process of obtaining higher and postgraduate education**

**338.**The transfer to vacant educational grants (state educational order), released in the process of obtaining higher and postgraduate education, is carried out on a competitive basis among students of paid form in the context of educational programs and training courses.

**339.**The competition is held at the end of the winter and spring-summer interim assessment based on the GPA – Grade Point Average for the entire period of study.

**340.**All students of the University of paid education who do not have academic backlog take part in the competition.

Students cannot participate in the competition:

- 1) conditionally enrolled students in the 1st year of study;
- 2) having repeated attendance of classes in the current academic year;
- 3) having retake the final control in the current term;
- 4) who has increased the Grade Point Average in the current summer semester;
- 5) deprived of a state educational grant for violating the rules of the UNT, in the current semester;
- 6) students who have been transferred or reinstated to study have the right to participate in the competition if they studied for one term at the University and eliminated the difference in the curriculum;
- 7) previously, those who studied at the expense of a state educational grant, with the exception of education received in military, special educational institutions and OHPE under the President of the Republic of Kazakhstan.



Students of the paid form at the expense of the LEB and/or other organizations are required to provide a letter of consent from the paying party with permission to participate in the competition for the award of vacant educational grants.

**341.**The announcement of the deadlines for accepting documents for the competition for the award of vacant educational grants, the number of vacant educational grants in the context of educational programs and training courses is posted on the University's website.

**342.**Students submit an application to the relevant Schools, within the time limits specified in the announcement, addressed to the Chairman of the Board – Rector of the University (Appendix 14).

**343.**By order of the Chairman of the Board-Rector of the University, a working group is being created at the University, which recommends applicants for vacant grants for consideration and approval by the Academic Council of the University.

The meetings of the working group are being videotaped.

**344.**An announcement on the ranking of students participating in the GPA competition in the context of educational programs and training courses is posted on the University's website. The ranking of students is conducted by the registrar's office together with representatives of schools.

**345.**The Board of Academics of the University, having considered the applications received and taking into account the recommendation of the working group, makes a final decision. The Board of Academics reserves the right not to take into account the decision of the working group. The final decision of the Board of Academics is posted on the University's website. The final decision on the award of vacant educational grants is made and an order is issued by the authorized body in the field of education.

**346.**In the case of identical GPA indicators, students who have grades only A, A - excellent have a preferential right, followed by grades B+, B, B-, C+ - good, then mixed grades for the entire period of study, with the exception of FX, F – unsatisfactory. In the case of identical indicators, according to the estimates of medical resident, master's students, doctoral students, scientific achievements corresponding to the profile of the specialty are taken into account: scientific publications (including in rating scientific publications); certificates of scientific developments; certificates of awarding scientific scholarships, grants; diplomas/diplomas for participation in scientific conferences and competitions.

**347.**In the absence of applicants for vacant educational grants for a specific Educational Program, educational grants are transferred to the authorized body in the field of education.

**348.**The University, based on the decision of the Board of Academics, sends documents (student's application, decision of the Board of Academics, transcript, copy of the student's identity document, certificate of the holder of an educational grant (original), expelled from the university) to the authorized body in the field of education or health care by January 25 and August 05 of the current year for decision-making.

**349.**On the basis of the issued certificate of the award of an educational grant, the order of the authorized body in the field of education or health, the University issues an order for further education under state educational grants (state educational order).

**350.**Schools familiarize students who have been transferred to study under educational grants with the order and assign a scholarship based on the results of the interim assessment.

#### **The rules of reinstatement for training**

**351.**Reinstatement for training is carried out only on a paid basis. Restoration is possible for any Educational Program, regardless of the time of expulsion.

**352.**An individual submits an application for reinstatement addressed to the Chairman of the Board-Rector/authorized person of the University (Appendix 15).

When persons expelled from other universities are reinstated to the University, they must be provided with an UNT certificate with a score not lower than the established threshold score, a certificate of the presence / absence of a criminal record, Grade Point Average – GPA not lower than 2.8; for educational programs Medicine, Dentistry GPA not lower than 3.0.

**353.**For citizens of the Republic of Kazakhstan and Candace, when reinstating from foreign universities, an UNT certificate and GPA calculation are not required.

**354.**The application for reinstatement is accompanied by a transcript signed by the head/vice-rector and the registrar's office of another OHPE (if the student previously studied at another OHPE), sealed; UNT/CT certificate (for bachelor's degree, original) and certificate (extract from the examination sheet) on passing entrance exams (for residency, master's and doctoral studies); a document on the previous level of education (certificate, diploma); an extract from the expulsion order indicating the reason; an academic certificate (original); a certificate or other legal document confirming the authenticity of IELTS certificates (for restoration to residency, master's, doctoral studies).

**355.**Applications for reinstatement are considered by the University commission only during the summer and winter holidays.

**356.**In the event of a state of emergency, the occurrence of emergency situations of a social, natural and man-made nature, wartime, as well as in conditions of armed, military conflicts in the country of study, the restoration of citizens of the Republic of Kazakhstan, kandases from foreign universities is carried out during the academic year.

**357.**During the restoration, the difference in the disciplines of the working curricula studied during the previous and current periods of study is determined.

The difference in the disciplines of the curriculum serves as the basis for determining the applicant's recovery course. Reinstatement to the appropriate course is carried out if the difference in the disciplines of the curriculum is no more than 15 credits (450 academic hours).

If the difference in the disciplines of the curriculum is more than 15 credits (450 academic hours), the applicant for restoration is offered restoration to the course below.

**358.**The supervising vice-rector, on the basis of a positive decision of the commission, issues an order for reinstatement for training within three working days and sends a written request for his personal file to the OHPE, where the reinstated person previously studied. An extract from the student's reinstatement order is attached to the request.

**359.**The Center for monitoring and accounting of students forms a personal file of the restored one.

**360.**After the issuance of the restoration order, the Student and Employee Service Center concludes an agreement between the restored student and the University on the provision of paid educational services.

**361.**The restored student pays for the training within the time limits established in accordance with the terms of the contract for the provision of paid educational services.

**362.**A student who has been reinstated/enrolled in a repeat course, who has an academic backlog and academic debt of no more than 30 credits in total, has the right to choose an term (semester) of recovery and, together with an advisor, build an individual learning trajectory. Upon reinstatement for a repeat course, the student pays for the academic difference and academic backlog.

## **17. RULES FOR GRANTING/RESTORING ACADEMIC LEAVE**

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### **General rules and requirements**

**363.**Academic leave is granted to students on the basis of:

- 1) conclusions of the medical advisory commission (hereinafter referred to as the MAC) lasting from 6 to 12 months due to illness;
- 2) summonses for military service;
- 3) a document confirming the birth, adoption or adoption of a child before the age of three years;
- 4) decisions of the Centralized Medical Advisory Commission (hereinafter - CMAC) of the tuberculosis dispensary for tuberculosis disease lasting from 6 to 36 months;

- 5) caring for one or both legal representatives in the absence of other guardians, upon reaching the age of majority and upon providing the necessary supporting documents;
- 6) as a result of the decision of the Republican Commission for Training Personnel Abroad – to provide the applicant with an internship under the Bolashak Program.

**364.** To apply for academic leave, the student (or his legal representative/representative by proxy) submits an application (Appendix 16) and submits documents confirming the validity of the temporary interruption of training, depending on the reasons specified in paragraph **360**.

**365.** To be reinstated from academic leave, the student submits an application (Appendix 17) and documents: a copy of the identity card; a certificate of the MAC/CMAC on the state of health with a conclusion on permission to continue studying; a child's birth certificate and a certificate of the child's health, a certificate of internship under the Bolashak program, an internship report.

**366.** If the date of leaving academic leave or going on academic leave does not coincide with the beginning or end of the term, then the student performs academic tasks according to an individual schedule, scores the points necessary for the admission rating or enrolls in the summer semester on a paid basis and works out the difference in the curriculum.

**367.** If the student has not returned from academic leave within the time specified in the order on granting academic leave, he is subject to expulsion from the University for violating the terms of the educational services agreement.

**368.** To appeal against decisions, actions or omissions, the student (or his legal representative) submits an application indicating the complaint in writing by e-mail (to the blog of the head of the university) or on purpose through the University office. The complaint is subject to consideration in accordance with the Administrative Procedural Code of the Republic of Kazakhstan.

**369.** During the period of academic leave for students, internees, medical residents, master's students, doctoral students studying under state educational grants, the state scholarship is not paid, with the exception of academic leave granted on the basis of a medical opinion (conclusion of the medical advisory commission).

**370.** When granting academic leave to a person studying on the basis of a state educational order, the right to further education on the basis of a state educational order remains with him.

**371.** When granting academic leave to a student on a paid basis, tuition fees are suspended for the entire period of academic leave.

**372.** Students, internees, master's students who have returned from academic leave, the appointment and payment of state scholarships are carried out in accordance with the procedure established by the Rules for the Appointment, payment and amount of state scholarships to students in educational institutions approved by Resolution of the Government of the Republic of Kazakhstan dated February 7, 2008 No. 116, after the elimination of academic differences in curricula.

**373.** For students with tuberculosis, in the presence of an appropriate medical opinion, a state scholarship is established and paid for the period of disability, but not more than ten months from the date of disability.

**374.** During the period when students are on parental leave until they reach the age of three, a state scholarship is not awarded.

**375.** The University does not incur financial obligations during the student's academic leave, except in the cases specified in paragraph **335** of this Policy.

#### **Rules for granting academic leave**

**376.** The supervising vice-rector issues an order for the granting of academic leave, indicating the start and end dates of this leave.

**377.** If academic leave is granted to a student whose form of study is a state educational grant funded from the republican budget, the supervising vice-rector/authorized person sends a copy of the order to the Ministry of Science and Higher Education of the Republic of Kazakhstan and/or the Ministry of Healthcare of the Republic of Kazakhstan.

If the student is funded from the local budget, a copy of the order is sent to the local executive authorities to adjust the funding.

**378.** The University may refuse to grant a student academic leave if:

1) the unreliability of documents (forged documents) for obtaining academic leave has been established;

2) the unreliability of the data (information) specified in the submitted documents has been established;

3) the inconsistency of the student or the submitted documents and information was established with the requirements of the order of the Acting Minister of Healthcare of the Republic of Kazakhstan On Approval of Forms of Records related to Healthcare and Instructions for Completion No. ҚР ДСМ-175/2020 dated October 30, 2020;

4) an incomplete set of documents has been provided;

5) expired documents have been submitted;

6) the student has more than two academic backlog (for the paid form of education).

**379.** The student has the right to extend the academic leave after providing relevant documents confirming the need to extend the academic leave.

**380.** Academic leave to care for a child up to three years old may be granted to a University student (one of the parents) only after the latter provides the relevant and supporting documents about the inability to take care of the child by another parent (if he is studying, working, for the health of one of the parents and/or for other valid reasons).

#### **Rules for reinstatement from academic leave**

**381.** To recover from academic leave, the student submits an application for return from academic leave and submits a certificate of health from the medical organization that observed the patient and/ or supporting documents for permission to continue studying.

**382.** Based on the submitted documents, the University issues an order on the restoration (withdrawal) of academic leave, while the order specifies the language of instruction, form of study, group, course, educational program.

**383.** Upon reinstatement from academic leave of a student whose form of study is a state educational grant funded from the republican budget, the vice-rector/ authorized person sends a copy of the order to the Ministry of Science and Higher Education and/or the Ministry of Healthcare of the Republic of Kazakhstan.

If the student is funded from the local budget, a copy of the order is sent to the local executive authorities to adjust the funding.

**384.** Schools determine the difference based on the amounts in academic hours/credits reflected in the transcript, or syllabus certificate, issued to persons who have not completed their studies (Appendix 12). The CPDAA coordinates the academic difference of credits/hours in the disciplines.

To eliminate the academic difference in disciplines, the student, in parallel with the current academic classes, during the term, enrolls in these disciplines, attends all types of training sessions, passes all types of current and border control, receives admission to the final control.

The student, in parallel with the current training sessions, in order to eliminate the difference in the disciplines of the working curriculum during term, attends all types of training sessions during the academic period, passes all types of current control provided for in the working curriculum, receives admission to interim assessment.

The procedure and deadlines for eliminating the difference in the disciplines of the curriculum are drawn up by the order of the supervising vice-rector after the release of the order for reinstatement to training;

**385.** When comparing the Educational Program, the content of the list of mastered disciplines, their volumes, acquired knowledge, skills, skills and competencies, and learning outcomes, the credits/hours mastered are recalculated.

Only those disciplines for which the final grade is excellent, good, satisfactory are recalculated.



If the disciplines coincide and the final control score is positive (excellent, good, satisfactory), it is possible to transfer grades for the past period of study in coordination with the relevant chair/SRI, the registrar office and the School.

**386.** From the moment the order for reinstatement from academic leave is issued, the student pays for tuition on a paid basis in accordance with the agreement on the provision of paid educational services.

## **18. RULES OF THE SUMMER SEMESTER**

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### **General rules and requirements**

**387.** The summer semester is organized for (except graduate courses):

1) additional training, i. e. the expansion and deepening of knowledge of students in the professional field beyond the scope of the main educational programs (Appendix 19), including within the framework of the Summer School at the University, including with international participation;

2) mastering by students of academic disciplines not provided for in the curriculum of the Educational Program;

3) repayment of differences in curricula/academic backlog (Appendix 20).

**388.** The duration of the summer semester is 8 weeks for the development of no more than 15 credits, determined by the academic calendar of the educational process in the context of Educational Program and courses, no earlier than 5 days after the end of the session.

**389.** Students receive the right to complete the summer semester:

1) with good academic performance to complete additional training;

2) having an academic difference when reinstating, transferring, or coming out of academic leave;

3) from other universities by agreement (within the framework of academic mobility, two-degree education, etc.);

4) having academic backlog (Appendix 21);

**390.** Students are allowed to take additional courses during the summer semester, taking into account the following requirements:

1) the student must master the prerequisites for the relevant discipline of an additional type of training;

2) to enroll in additional training, the student must be transferred to the next course without academic backlog;

3) the student pays in full for the entire period of study.

**391.** In the summer semester, it is allowed to complete educational, industrial (professional) and research practices within the framework of academic mobility, repayment of academic backlog on practice.

**392.** The student makes full (100%) payment for all types of education during the summer semester.

**393.** The control over the timely conduct of classes and final control in the summer semester is carried out by the relevant Schools.

**394.** The organization of additional training courses in the summer semester is carried out in accordance with the regulations:

1) the student submits to the dean of the relevant School a reasoned application/letter /essay about his intention to participate in the summer semester within the framework of the Summer School, including with international participation and taking a certain course of study according to the Program approved by the chair/SRI, according to the declared courses no later than 15 days before the start of the summer semester with the request of the relevant dean;

2) students from other universities (by agreement) medical colleges, secondary schools, as well as self-employed citizens submit to the dean of the relevant School a reasoned statement of intent to participate in the summer semester and desire to take certain courses of study according

to the catalog with the provision of the following documents: a transcript, a copy of an identity document. This application is approved by the supervising vice-rector, the CPDAA with an indication of prerequisites for a specific discipline, Accounting Office with an indication of tuition fees for the declared courses, 15 days before the start of the summer semester;

3) The school registers applications for participation in the summer semester with the provision of a receipt for full payment for the course of study, then issues an order on the organization of the summer semester indicating the last name, first name and patronymic of students, disciplines, number of hours and notifies the relevant Schools and chairs/SRI;

4) the chairs/SRI discuss and approve at the meeting of the chair/SRI the topic, base and relevant content of the Summer school Program, including with international participation; submit for approval by the School Council/QAC on Educational Program; approve the lists of faculty responsible for the implementation of the summer school program; approve the deadlines for the implementation of the summer school program, including with international participation;

5) According to the list of teachers submitted by the chair/SRI, the school assigns a certain teacher / assistant to the approved lists of students in the languages of instruction for maintaining an electronic journal and conducting final control;

6) The school issues an order on the organization of the summer semester on the basis of an official letter from the chair/SRI, the schedule is indicated in the appendix to the order on the basis of an official letter from the chair/SRI;

7) for the period of the summer semester, teachers are appointed from among the full-time faculty leading classes by the decision of the chair/SRI meeting to work during the summer semester. The number of faculty depends on the number of language groups according to the approved lists. Approved lists of faculty are sent to the appropriate School for further monitoring of the summer School.

**395.**The number of hours in one discipline of the summer school program, including those with international participation, is 1 or more credits.

**396.**In the summer semester, all types of control of academic achievements are used: current, border control of academic performance, interim assessment in the form of an oral, written exam or testing.

**397.**Students academic achievements in the summer semester are assessed according to the PRLG assessment of knowledge.

**398.**At the end of the discipline program, students take exams, the results of which are recorded in the examination sheet, portfolio and transcript.

**399.**The final assessment of the student's knowledge in disciplines studied outside the curriculum of the educational program is carried out by the leading teacher.

**400.**Students from other universities who have studied in the summer semester at the University, in agreement with the universities, are given a transcript for transferring credits in the mastered disciplines.

**401.**At school, according to the results of the examination session, an order is issued to increase the average score, to repay the academic difference, indicating the discipline, the number of hours.

**402.**The Dean approves the student's application and approves the individual course schedule (Appendix 22).

**403.**The order, the statement, the individual course schedule are stored in Schools / chairs/SRI.

**404.**Schools provide through AIS an order, an application and payment receipts to the chair/SRI, the registrar's office and the Accounting Office.

**405.**The school monitors the passage of training in accordance with the individual course schedule.

**406.**The teacher involved in the summer semester, according to the working curriculum of the discipline, develops an individual course schedule for additional attendance of classes in 3

copies, indicating the date of completion of the final control (exam, border control / ARS according to the modular education system).

**407.**The individual course schedule is compiled and approved by the responsible teacher, the Head of Chair/SRI the head of the center for academic activities, approved by the dean and stored at the school for one year (original).

**408.**It is mandatory that the individual course schedule is provided to the student for signature.

**409.**The teacher is obliged to conduct all types of training sessions provided for in the working curriculum for this discipline.

**410.**The teacher is obliged to carry out a systematic examination of students knowledge with the entry of grades in an electronic journal.

**411.**The teacher is obliged to evaluate academic achievements in the form of exams, border control / ARS.

**412.**Final control of students is taken by teachers according to the approved list of faculty.

**413.**After passing the exam, the teacher submits an application to the registrar's office through the AIS module of the Students and Employees Service Center, based on the application of the registrar's office, opens an electronic Grade Book where the teacher fills out the progress log according to the individual course schedule module.

**414.**In order to prevent risks of corruption, a teacher who previously conducted classes with a student in a discipline in which the student is re-attending in the summer period is not entitled to teach this discipline with a student in the summer semester. Repeated classes with the student are conducted by another teacher of the chair/SRI. Monitoring of the control of corruption risks is carried out by the Head of Chair/SRI.

#### **Rules for the organization and conduct of repeated attendance of students**

**415.**Repeat attendance of classes in the relevant disciplines must be completed by students who have academic backlog in the disciplines of the corresponding year of study due to:

- 1) lack of access to the final control;
- 2) non-attendance at the final control for a disrespectful reason;
- 3) unsatisfactory assessment (F) on the final control;
- 4) unsatisfactory assessment (0 – 49) after retaking the final control.

**416.**Repeated attendance of classes in the relevant disciplines is carried out during the summer semester on a fee basis, no more than 15 credits. The cost of repeated attendance of classes is determined by the number of classroom hours from the total number of hours allocated for the development of the discipline, and the Regulations on paid services of the University.

**417.**To organize repeated attendance of classes at chairs/SRI, supervising Schools form an order indicating academic groups.

**418.**The chairs/SRI provide the course schedule for approval to schools within 2 (two) days after signing the order for the summer semester.

**419.**The course schedule (Appendix 23) in 2 copies is compiled and approved by the responsible teacher, Head of Chair/SRI, the head of the registrar's office, approved by the dean, stored at the School for one year (original) and at the registrar's office.

**420.**The student proceeds to eliminate academic backlog with 100% payment for repeated attendance of classes in the relevant disciplines.

**421.**Repeated attendance of classes is allowed no more than once in the same discipline.

**422.**If the student, after re-visiting the discipline / module, received a final grade of unsatisfactory corresponding to the FX and F marks, then he is subject to expulsion or reinstatement for a repeat course.

**423.**If the student who was left for a repeat visit does not fulfill the individual course schedule (skips 30% or more of the classes of the repeat visit; the current level of knowledge is less than 50%), he is not allowed to take the final control of the discipline and is subject to expulsion, without notification.

**424.**The make-up of missed classes when re-visiting the discipline / module is regulated by clause 70 of clause 7 Attendance of classes of this Academic Policy.

**425.**Orphans, children with disabilities and children left without parental care, who have academic backlog in disciplines, repeat visits are free of charge.

**426.**The maximum amount of academic load of students during the period of repeated attendance of classes is no more than 30 classroom hours per week.

**427.**Schools, the registrar's office, the Educational Process Quality Audit Group, monitor the quality of repeated attendance of classes.

#### **Rules for increasing the Grade Point Average (GPA) of students**

**428.**A student who has completed the course program in full, in order to increase his Grade Point Average (GPA), has the right to re-study disciplines on a paid basis in the summer semester (with the exception of disciplines for which the state exam is taken) and re-take the final control on them (Appendix 19).

**429.**To organize an increase in the Grade Point Average, Schools form an order indicating academic groups, and the CPDAA draws up a summer semester schedule.

**430.**The teacher evaluates the current control, border control of the student in the AIS of the University Grade Book module.

**431.**The student begins to increase the average score with 100% payment in the relevant disciplines.

## **19. DEDUCTION**

---

**432.**The student is expelled from the University in the following cases:

- 1) for academic failure;
- 2) for violating the Code of Academic Integrity;
- 3) for violating the Code of Ethics of Students and the University Charter;
- 4) for violation of the terms of the agreement on the provision of educational services, including non-payment of tuition fees;
- 5) at his own request;
- 6) for the lack of communication with the university for 14 calendar days;
- 7) graduate students who received an unsatisfactory grade of 0-24 corresponding to the F mark and received an unsatisfactory grade of 0-49 points based on the results of retaking the final control during the term;
- 8) foreign students enrolled in accordance with the Enrollment Order, but who did not start studying within 30 calendar days from the beginning of the term, are expelled from the moment the Enrollment Order is issued;
- 9) due to absenteeism from academic leave.

**433.**A student who has not mastered more than 15 credits of the annual academic load is subject to expulsion without the right to attend the summer semester, while having the right to master them in a repeat course.

**434.**Final year students who, according to the results of the final control at a one-stage or one of the stages of a two-stage exam, received an unsatisfactory grade of 0-24, corresponding to the F mark, are subject to expulsion.

**435.**Graduate students who received an unsatisfactory grade of 0 – 49, corresponding to the signs FX and F, during the retake of the final control, are subject to expulsion.

**436.**Students who have not scored 50 points of ARS and have an unsatisfactory grade in the disciplines/ components of the module, more than 15 credits, are subject to deduction as having academic backlog, or have the right to apply for admission to a repeat year of study.

**437.**On other grounds provided for by the applicable legislation of the Republic of Kazakhstan, including: in connection with death, as well as in case of recognition by a court decision as missing or deceased, as well as in case of entry into force of a court verdict, according



to which the student is deprived of liberty or sentenced to another punishment, excluding the possibility of continuing education.

**438.** Internees who violate academic discipline, i. e. who have missed classes in the amount of 2 credits or more in one semester for a disrespectful reason, are subject to expulsion.

**439.** A medical resident may be expelled from the university in the following cases:

- 1) For academic failure;
- 2) systematic omissions for disrespectful reasons in the amount of 2 or more credits;
- 3) unsatisfactory assessment at the qualification examination;
- 4) academic backlog in the residency of 15 or more credits;
- 5) for violating the principles of academic integrity;
- 6) if the student commits actions that damage the business reputation and prestige of the University;
- 7) for violating the Rules of Internal Regulations and the Charter of the University, including:
  - as those who have not joined classes in accordance with the approved deadlines;
  - due to absenteeism from academic leave;
  - for a single gross failure to fulfill the obligations of the student provided for by this Academic Policy and the Rules of Conduct at the clinical bases of the residency;
  - for systematic violation of the duties provided for by the University Charter, the Rules of Labor (internal) Regulations and the Rules of Conduct at the clinical bases of the residency, provided that disciplinary measures were previously applied to the violator;
- 8) for violation of the terms of the agreement on the provision of educational services, including for financial debt;
- 9) at his own request, including in connection with the transfer to another OHPE.

**440.** Master's students, doctoral students who violated academic discipline, missed classes in the amount of 2 credits or academic backlog in the amount of 6 credits for a disrespectful reason, are subject to deduction.

## **20. GRADUATION OF STUDENTS**

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**441.** The positive results of the qualification examination (state exam), the final control of graduates of educational programs in the field of healthcare give the right to receive a document of education and a certificate of a specialist in the field of healthcare.

## **21. EMPLOYMENT OF GRADUATES**

---

**442.** The university has a Career and Employment Center, the purpose of which is to organize events aimed at promoting the employment of at least 50% of graduates in the context of training at all levels of education during the year of graduation.

At the same time, the University provides monitoring of the number of jobs created for graduates. In cases of restrictive measures by the relevant state bodies, the introduction of a state of emergency, the occurrence of emergency situations of a social, natural and man-made nature, the OHPE provides employment for at least 50% of graduates in the context of training within two years after graduation.

**443.** The main tasks and activities of the Center include:

- 1) formation of a database on the availability of vacancies in the supervised regions and posting on the university's website vacancies for graduates offered by employers in the relevant areas of training (specialties);
- 2) advising graduates on distribution and employment issues;
- 3) organization of meetings of graduates with representatives of akimats, regional health departments, Financial center, employers, etc;

4) interaction with the Ministry of Healthcare of the Republic of Kazakhstan, the Ministry of Science and Higher Education of the Republic of Kazakhstan, the Financial Center, the National Scientific Center for Health Development named after S. Kairbekova, local executive bodies, health departments, medical organizations and other organizations on employment issues;

5) organization and holding of meetings of the Commission on the distribution of graduates/young Specialists and Doctors of Philosophy (PhD)<sup>22</sup>

6) issuance of directions for the personal distribution of graduates, according to the protocol of the Commission;

7) monitoring the employment of graduates.

**444.** Graduates are given the opportunity to be released from the obligation to make-up, in accordance with the procedure provided for by the legislation of the Republic of Kazakhstan by the decision of the commission for the personal distribution of young specialists.

**445.** Students completing their studies this year provide the following documents to the Career and Employment Center:

1) birth certificate for children under 3 years old;

2) conclusion of the MAC on pregnancy;

3) a document confirming the disability of groups I and II, a petition, etc.

**446.** Students completing their studies this year, no later than September 1, arrive at the place of work in the direction and work in this organization for at least three years.

**447.** Students completing their studies this year, no later than September 10 of the current year, send to the Career and Employment Center supporting documents for employment or continuing education (certificate from the place of work / extract from the order, certificate from the place of study / extract from the order).

**448.** For non-fulfillment of the obligation to make-up, provided for by the legislation of the Republic of Kazakhstan, graduates reimburse expenses incurred at the expense of budgetary funds in connection with their training, in proportion to the actual period worked out, to the budget through JSC Financial Center.

## **22. REVISION, MODIFICATION, STORAGE AND DISTRIBUTION**

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**449.** Revision (updating), modification, storage and distribution of this Policy is carried out in accordance with the requirements of the Company's standard Documentation Management.

**450.** The original of this Policy is registered and stored in the Center for Strategic Development and Project Management.

**451.** The scanned version of this Policy is posted on the Company's server computer in the public access folder, as well as on the Company's website in the To Employee section.

**452.** The registered hard copies of this Policy, if necessary, are sent out:

– to all vice-rectors;

– to all structural units of the Company.

**453.** This Academic Policy applies to legal relations that have arisen since September 01, 2024.

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<sup>22</sup> By Order of the Acting Minister of Science and Higher Education On Approval of the Rules for sending a specialist to work, reimbursement of expenses incurred at the expense of budgetary funds, granting the right to self-employment, exemption from duty or termination of the obligation to make-up by citizens of the Republic of Kazakhstan who studied on the basis of a state educational order No. 403 dated August 11, 2023.

**Appendix 1**  
**Academic Integrity Report Form**

**Academic Integrity Act**  
(\_\_\_\_\_ examination session 20\_\_\_/20\_\_\_ academic year)

Discipline/module:	
Type of educational activity: exam	
Full name duty teacher/employee of the University:	Full name student:
	Educational program:
	Well:
	Group number:
Date: Audience number: Time: Description of the violation:	
Signature of University teachers/employees authorized to attend the exam:  _____ ( full name) (signature)  _____ ( full name) (signature)  _____ ( full name) (signature)	
Student signature: The following have been familiarized with the act: Head Department “ _____ ” _____ (full name) “ _____ ” _____ 202____ (signature)  Dean/Deputy Dean of the school “ _____ ” _____ (full name) “ _____ ” _____ 202____ (signature)	

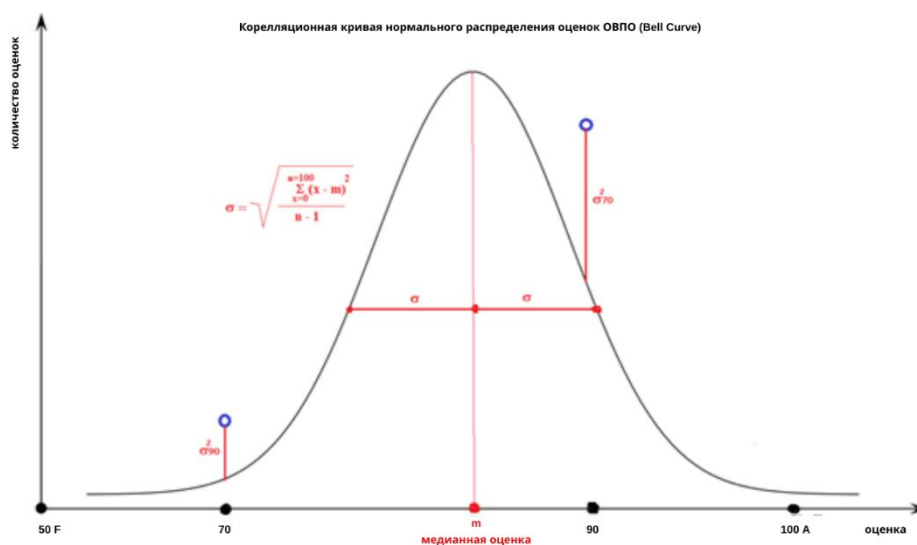
**BRBS point conversion scale**

<b>Score by letter system</b>	<b>Digital equivalent points</b>	<b>Percentage content</b>	<b>Score by traditional system</b>
A	4.0	95-100	Great
A-	3.67	90-94	
B+	3.33	85-89	Fine
IN	3.0	80-84	
IN-	2.67	75-79	
C+*	2.33	70-74	
WITH	2.0	65-69	Satisfactorily
WITH-	1.67	60-64	
D+	1.33	55-59	
D	1.0	50-54	
FX	0.5	25-49	Unsatisfactory
F	0	0-24	

*\* **Note:** In accordance with the standard rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education, from November 24, 2018, the letter grade “C+” is equivalent to the traditional grade “Good”.*



### Bell Curve



During the normal distribution along the curve ( Bell Curve ) scores are distributed in the following ratio:

No.	Letter grade and percentage	Percentage distribution of absolute scores
1	"A", "A-" (90-100%)	no more than 10% of the total number of students in the abstract group
2	"B+", "B", "B-", "C+" (70-89%)	no more than 25% of the total number of students in the abstract group
3	"C", "C-" (60-69%)	at least 30% of the total number of students in the abstract group
4	"D+", "D" (50-59%)	at least 25% of the total number of students in the abstract group
5	"F" (0-49%)	at least 10% of the total number of students in the abstract group

**Appendix 4**  
Form "GFC Statement (for one-stage exam)"

Astana Medical University NCJSC "Astana Medicine University" KeAK

Statement No. \_\_\_\_\_

Appellants eskerumen / Without taking into  
account the appeal

Mektep / School \_\_\_\_\_  
 Oku agymy / Educational stream \_\_\_\_\_  
 Course/ course \_\_\_\_\_  
 Semester/Semester \_\_\_\_\_  
 Oku Zhyly / Academic year \_\_\_\_\_  
 Department/department \_\_\_\_\_  
 Mamandan / bilim take bagdarlamasy  
 / Specialization/Educational program \_\_\_\_\_  
 Pән / Discipline \_\_\_\_\_  
 Lender / Loans \_\_\_\_\_  
 Okytushy / Teacher \_\_\_\_\_  
 Emtikhan kabyldaushy / Examiner \_\_\_\_\_  
 Kuni / Date \_\_\_\_\_  
 Top/Group \_\_\_\_\_

No.	Tags, aty, әkesiniң aty / Last name First name Patronymic	Rating/Rat ing	Emtikhan / Exam	Korytyndy baga / Final assessment			
				%-those / IN %	Dig ital / Dig ital	Әpin / Lit.	Dasturli / traditional
1							
2							

Bilim alushylar sany / Number of students: \_\_

Tapsyrdy / Passed: \_\_

Onyin ishinde / Of them:

we / on "A" \_\_ "A-" \_\_

we / on "B+" \_\_ "B" \_\_ "B-" \_\_ "C+" \_\_

we / on "C" \_\_ "C-" \_\_ "D+" \_\_ "D" \_\_

we / on "FX" \_\_ "F" \_\_

Kelmedi / Didn't show up: \_\_

Zhiberilmedi / Not allowed: \_\_

Ulgerim / Academic performance: \_\_

Sapa / Quality: \_\_

FROM Basshysy / Head of OR: \_\_\_\_\_

Astana Medical University NCJSC "Astana Medicine University" KeAK

Statement No. \_\_\_\_\_

Appellants eskerumen / Without taking into  
account the appeal

Mektep / School \_\_\_\_\_  
 Oku agymy / Educational stream \_\_\_\_\_  
 Course/ course \_\_\_\_\_  
 Semester/Semester \_\_\_\_\_  
 Oku Zhyly / Academic year \_\_\_\_\_  
 Department/department \_\_\_\_\_  
 Mamandan / bilim take bagdarlamasy /  
 Specialization/Educational program \_\_\_\_\_  
 Pән / Discipline \_\_\_\_\_  
 Lender / Loans \_\_\_\_\_  
 Okytushy / Teacher \_\_\_\_\_  
 Emtikhan kabyldaushy / Examiner \_\_\_\_\_  
 Kuni / Date \_\_\_\_\_  
 Top/Group \_\_\_\_\_

No.	Tags, aty, әkesiniң aty / Last name First name Patronymic	Rating/Rat ing	Emtikhan / Exam		Korytyndy бага / Final assessment			
			Stage 1	Stage 2	%- thos e / IN %	Digit al / Digit al	Әpin / Lit.	Dasturli / tradition al
1								
2								

Bilim alushylar sany / Number of students: \_\_\_

Tapsyrdy / Passed: \_\_\_

Onyin ishinde / Of them:

we / on "A" \_\_\_ "A-" \_\_\_

we / on "B+" \_\_\_ "B" \_\_\_ "B-" \_\_\_ "C+" \_\_\_

we / on "C" \_\_\_ "C-" \_\_\_ "D+" \_\_\_ "D" \_\_\_

we / on "FX" \_\_\_ "F" \_\_\_

Kelmedi / Didn't show up: \_\_\_

Zhiberilmedi / Not allowed: \_\_\_

Ulgerim / Academic performance: \_\_\_

Sapa / Quality: \_\_\_

FROM Basshysy / Head of OR: \_\_\_\_\_

**Appendix 6**

Form "Catalogue of elective disciplines"

Astana Medical University NCJSC

I approve  
Vice-Rector \_\_\_\_\_

(signature) Full name

Catalog of elective disciplines  
Educational program: " \_\_\_\_\_ "  
level of education ( \_\_\_\_\_ )

20\_\_-20\_\_ academic year

Course - \_\_ BD - \_\_, PD - \_\_ in

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
No.	module	discipline	discipline cycle	module/discipline abstract	prerequisites	post-requisites	number of credits	number of hours lecture	Prak.	IWS T	IWS	well	participating departments	responsible department for the module/discipline	head of department

Discussed and agreed upon at the meeting of the Academic Council dated " \_\_ " \_\_\_\_\_ 20\_\_ Minutes No.

Head of the office registrar \_\_\_\_\_ Full name



**Appendix 7**  
Form “Application for elective disciplines”

Astana Medical University NCJSC

**Application for academic disciplines**

Department \_\_\_\_\_

Educational program: \_\_\_\_\_

level of education \_\_\_\_\_

20\_\_-20\_\_ academic year

2	3	4	5	6	7	8	9	10				11	12	13
<b>module/ discipline</b>	<b>module component</b>	<b>Cycle of discipline</b>	<b>brief summary</b>	<b>prerequisites</b>	<b>post- requisites</b>	<b>departmen ts participati ng in the module</b>	<b>numbe r of credits</b>	<b>Number of hours</b>				<b>well</b>	<b>responsi ble departm ent for the module/ disciplin e</b>	<b>head of departmen t</b>
								<b>lecture</b>	<b>practical</b>	<b>IWS</b>	<b>IWST</b>			

**Appendix 8**  
Application for Appeal form

Supervising Vice-Rector

\_\_\_\_\_  
(Full name)

from student group No. \_\_\_\_\_

\_\_\_\_\_  
(educational program)

\_\_\_\_\_  
(Full name of the student)

**Appeal**

I ask you to create an appeal commission for discipline,  
“ \_\_\_\_\_  
\_\_\_\_\_”

(full name of the discipline/module)

\_\_\_\_\_, due to disagreement with the exam grade given in the journal  
(exam date)  
academic performance, as in accordance with subclause (12.9.1, 12.9.2, 12.9.4, 12.9.5 or other) of  
the Academic Policy of Astana Medical University NCJSC.

\_\_\_\_\_ "\_\_\_" \_\_\_\_\_ 20\_\_  
(Full name of the student) (signature)

\_\_\_\_\_ "\_\_\_" \_\_\_\_\_ 20\_\_  
(Full name of the head of the department) (signature)

\_\_\_\_\_ “\_\_\_” \_\_\_\_\_ 20\_\_  
(Full name of the dean) (signature)

\_\_\_\_\_ “\_\_\_” \_\_\_\_\_ 20\_\_  
(F.I. O manager . OR) (signature)

**"Astana Medicine University" KeAK**  
Astana Medical University NCJSC

**Appeal commission mazhilisinin**

No. \_\_\_\_\_ **HATTAMASY**

PROTOCOL No. \_\_\_\_\_

Meetings of the appeal commission

" " **20 w** sag. / s hour \_\_\_\_\_. \_\_\_\_\_ sag. / up to an hour. **day**

**Katyskandar: torga/ Present: Chairman** \_\_\_\_\_  
**musheleri / members** \_\_\_\_\_

\_\_\_\_\_ **students/ student(s)**

(**mamandyk**)/ (Specialty)

( **A. Zh.T.**)/ (full name)

**pəni boyinsha emtihan appeals turaly/**

About appealing a discipline exam

**Suraktar: / Questions: 1.** \_\_\_\_\_

\_\_\_\_\_

**2.** \_\_\_\_\_

\_\_\_\_\_

**3.** \_\_\_\_\_

\_\_\_\_\_

**Zhauptyn zhalpy sipattamasy:/ General characteristics of the answer:** \_\_\_\_\_

\_\_\_\_\_

**Appeal commission:/ Decision of the appeal commission:** \_\_\_\_\_

\_\_\_\_\_

**AK Toragasy / Chairman of AK** \_\_\_\_\_

(**Koly**)/ (Signature)

**AK musheleri/ Members of AK** \_\_\_\_\_

(**Koly**)/ (Signature)

(**Koly**)/ (Signature)

(**Koly**)/ (Signature)

**AK Khatshys/ Secretary of AK** \_\_\_\_\_

(**Koly**)/ (Signature)

## Appendix 10

Form "GFC record sheet including appeal (for one-stage exam)"

Astana Medical University NCJSC "Astana Medicine University" KeAK

Statement No. \_\_\_\_\_

Appellants eskerumen /Subject to appeal

Mektep / School \_\_\_\_\_

Oku agymy / Educational stream \_\_\_\_\_

Course/ course \_\_\_\_\_

Semester/Semester \_\_\_\_\_

Oku Zhyly / Academic year \_\_\_\_\_

Department/department \_\_\_\_\_

Mamandan / bilim take bagdarlamasy /  
Specialization/Educational program \_\_\_\_\_

Pən / Discipline \_\_\_\_\_

Lender / Loans \_\_\_\_\_

Okytushy / Teacher \_\_\_\_\_

Emtikhan kabyldaushy / Examiner \_\_\_\_\_

Kuni / Date \_\_\_\_\_

Top/Group \_\_\_\_\_

N o.	Tags, aty, әkesiniң aty / Last name First name Patronymic	Rating/R ating	Rating/R ating (A)	Emtikhan / Exam	Emtikhan / Exam (A)	Korytyndy бага / Final grade (A)			
						%-those / IN %	Digital / Digital	Әpin / Lit.	Dasturli / traditional
1									
2									

Bilim alushylar sany / Number of students: \_\_\_

Tapsyrdy / Passed: \_\_\_

Onyin ishinde / Of them:

we / on "A" \_\_\_ "A-" \_\_\_

we / on "B+" \_\_\_ "B" \_\_\_ "B-" \_\_\_ "C+" \_\_\_

we / on "C" \_\_\_ "C-" \_\_\_ "D+" \_\_\_ "D" \_\_\_

we / on "FX" \_\_\_ "F" \_\_\_

Kelmedi / Didn't show up: \_\_\_

Zhiberilmedi / Not allowed: \_\_\_

Ulgerim / Academic performance: \_\_\_

Sapa / Quality: \_\_\_

FROM Basshysy / Head of OR: \_\_\_\_\_



## Appendix 11

Form "GFC record sheet including appeal (for 2-stage exam)"

Astana Medical University NCJSC "Astana Medicine University" KeAK

Statement No. \_\_\_\_\_

Appellants eskerumen / Taking into account the appeal

Mektep / School \_\_\_\_\_

Oku agymy / Educational stream \_\_\_\_\_

Course/ course \_\_\_\_\_

Semester/Semester \_\_\_\_\_

Oku Zhyly / Academic year \_\_\_\_\_

Department/department \_\_\_\_\_

Mamandan / bilim take bagdarlamasy /  
Specialization/Educational program \_\_\_\_\_

Pән / Discipline \_\_\_\_\_

Lender / Loans \_\_\_\_\_

Okytushy / Teacher \_\_\_\_\_

Emtikhan kabyldaushy / Examiner \_\_\_\_\_

Kuni / Date \_\_\_\_\_

Top/Group \_\_\_\_\_

N o.	Tags, aty, әkesiniң aty / Last name First name Patronymic	Rating/Rating	Rating/Rating (A)	Emtikhan / Exam		Emtikhan / Exam (A)		Korytyndy бага / Final grade (A)			
				Stage 1	Stage 2	Stage 1	Stage 2	%-those / IN %	Digital / Digital	Әpin / Lit.	Dasturli / traditional
1											
2											

Bilim alushylar sany / Number of students: \_\_\_

Tapsyrdy / Passed: \_\_\_

Onyin ishinde / Of them:

we / on "A" \_\_\_ "A-" \_\_\_

we / on "B+" \_\_\_ "B" \_\_\_ "B-" \_\_\_ "C+" \_\_\_

we / on "C" \_\_\_ "C-" \_\_\_ "D+" \_\_\_ "D" \_\_\_

we / on "FX" \_\_\_ "F" \_\_\_

Kelmedi / Didn't show up: \_\_\_

Zhiberilmedi / Not allowed: \_\_\_

Ulgerim / Academic performance: \_\_\_

Sapa / Quality: \_\_\_

FROM Basshysy / Head of OR: \_\_\_\_\_



## Appendix 13

Form "Application for transfer"

Chairman of the Board-Rector  
Astana Medical University NCJSC

\_\_\_\_\_  
(full name)

from a student of the \_\_\_\_\_ course  
educational \_\_\_\_\_ program  
“ \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(name of university)

\_\_\_\_\_  
(full name of students)

\_\_\_\_\_  
(form of study at your university)

\_\_\_\_\_  
(contact numbers)

\_\_\_\_\_  
(e-mail)

### Statement

I ask you to allow me to transfer to the Astana Medical University NCJSC for the \_\_\_\_\_ year of  
the educational program \_\_\_\_\_

from \_\_\_\_\_

(name of the university from which the student is transferring)

GPA(general) –

GPA ( for the last training course) –

Form of study: budget (grant)//paid  
(underline as appropriate)

Language of instruction: Kazakh//Russian//English  
(underline as appropriate)

Application submission date Student's signature

**Appendix 14**

Form "Application for participation in the competition"

Chairman of the Board-Rector  
Astana Medical University NCJSC

\_\_\_\_\_

\_\_\_\_\_  
(full name)  
from a student of the \_\_\_\_\_  
course  
educational \_\_\_\_\_ program  
" \_\_\_\_\_ "

\_\_\_\_\_

\_\_ \_ (full name as per ID)

\_\_\_\_\_

(contact numbers)

\_\_\_\_\_

(e-mail)

**Statement**

I ask you to consider my candidacy for the award of a vacant state educational grant released in the process of obtaining an education. I give my consent to the collection, processing and distribution of personal information regarding my academic performance.

Attached: *list documents*

Application submission date Student's signature



**Appendix 15**

Form "Application for reinstatement"

Chairman of the Board-Rector  
Astana Medical University NCJSC

\_\_\_\_\_

\_\_\_\_\_ (full name)

citizen

\_\_\_\_\_ (full name)

\_\_\_\_\_ (contact numbers)

\_\_\_\_\_ (e-mail)

**Statement**

I ask you to allow reinstatement to study at Astana Medical University NCJSC for the \_\_\_\_\_ year of the educational program \_\_\_\_\_, reason for expulsion \_\_\_\_\_.

GPA—

Form of training: paid

Language of instruction: Kazakh//Russian//English  
(underline as appropriate)

Date of application submission Citizen's signature

Supervising Vice-Rector

\_\_\_\_\_

*Full name*

from student group No. \_\_\_\_\_

\_\_\_\_\_

(educational program)

\_\_\_\_\_

(Full name of the student)

\_\_\_\_\_

(contact details)

\_\_\_\_\_

(specify the form of training: state  
grant/paid/akim grant)

**Statement**

I ask you to grant me academic leave in connection with \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(specify reason)

I am attaching the following documents:

“ \_\_\_\_\_ ” \_\_\_\_\_ 20 \_\_\_\_\_

(signature)

Form "Application for reinstatement from academic leave"

Supervising Vice-Rector

\_\_\_\_\_  
*Full name*

\_\_\_\_\_  
(student's educational program)

\_\_\_\_\_  
(Full name of the student)

\_\_\_\_\_  
(contact details)

**Statement**

I ask you to reinstate me from academic leave to study \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(specify the training course, language of instruction, educational program, form of training)

I am attaching the following documents:

" \_\_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_\_ year \_\_\_\_\_

(signature)

**Appendix 18**  
Form "Statement of final State certification"

Astana Medical University NCJSC

"Astana Medicine University" KeAK

**Statement of final State certification / Kortyndy Memlekettik certification sheet No. \_\_\_\_\_**

Period/ Period \_\_\_\_\_ - \_\_\_\_\_ academic year/ oku zhyly

Type of final State certification/  
Kortyndy Memlekettik attestattau turi \_\_\_\_\_

Credits/Credit sana \_\_\_\_\_

N o.	Full name student/ Bilim Alushynyn T.A.Ә.	Group/Grou p	Grade			
			Letter/Oriptik	digital equivalent/baldy k equivalent	in percent/p ayzdyk	Traditional/dastu rli zhuye boyinsha
1	2	3	4	5	6	7
1						
2						

Chairman of the State Certification Commission/ \_\_\_\_\_

Memlekettik attestattau commissionson toragasy/  
Members of the State Certification Commission/  
Memlekettik attestattau commissionson musheleri /:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Secretary / Khatshy \_\_\_\_\_

Head of OR/OT Basshysy: \_\_\_\_\_  
\_\_\_\_\_



Form "Application for additional training/increasing GPA"

Supervising Vice-Rector  
Astana Medical University NCJSC

\_\_\_\_\_  
*(Full name)*

from a student \_\_\_\_\_ course  
educational program \_\_\_\_\_

\_\_\_\_\_  
*(Full name of the student)*

**Statement**

1. I ask you to allow me to undergo additional training / increase GPA in the discipline  
" \_\_\_\_\_ " on a paid basis, for  
\_\_\_\_\_

2. I am familiar with the requirements of paragraph 16 of the Academic Policy of Astana Medical  
University NCJSC.

\_\_\_\_\_ " \_\_\_\_\_ " \_\_\_\_\_ 20\_\_  
*(Full name of the student) (signature)*

\_\_\_\_\_ " \_\_\_\_\_ " \_\_\_\_\_ 20\_\_  
*(Full name of the head of the department) (signature)*

\_\_\_\_\_ " \_\_\_\_\_ " \_\_\_\_\_ 20\_\_  
*(Full name of the dean) (signature)*

\_\_\_\_\_ " \_\_\_\_\_ " \_\_\_\_\_ 20\_\_  
*(Full name of head of TsPRAD) (quantity (signature)*  
*classrooms*  
*hours)*

\_\_\_\_\_ " \_\_\_\_\_ " \_\_\_\_\_ 20\_\_  
*(Full name, chief specialist (amount to be paid) (signature)*  
*accounting department)*

Form “Application for repayment of differences in disciplines/academic debt”

Supervising Vice-Rector

\_\_\_\_\_  
(Full name)

from student group No. \_\_\_\_\_

\_\_\_\_\_  
(educational program)

\_\_\_\_\_  
(Full name of the student)

**Statement**

1. I ask you to allow me to pay off the difference in the curriculum / academic debt in the discipline \_\_\_\_\_

\_\_\_\_\_

on a paid basis in connection with

\_\_\_\_\_

\_\_\_\_\_

2. I am familiar with the requirements of paragraph 13 of the Academic Policy of Astana Medical University NCJSC.

\_\_\_\_\_ “ ” \_\_\_\_\_ 20\_\_

\_\_\_\_\_ " " \_\_\_\_\_ 20\_\_

(Full name of the student) (signature)

\_\_\_\_\_ " " \_\_\_\_\_ 20\_\_

(Full name of the head of the department) (signature)

\_\_\_\_\_ “ ” \_\_\_\_\_ 20\_\_

(Full name of the dean) (signature)

\_\_\_\_\_ “ ” \_\_\_\_\_ 20\_\_

(Full name of head of TsPRAD) (quantity (signature)  
classrooms

hours)

\_\_\_\_\_ “ ” \_\_\_\_\_ 20\_\_

(Full name, chief specialist (amount to be paid) (signature)  
accounting department)

Form “Application for re-attendance of classes”

Supervising Vice-Rector

\_\_\_\_\_

*Full name*

from student group No. \_\_\_\_\_

\_\_\_\_\_

(educational program)

\_\_\_\_\_

( *Full name of the student* )

**Statement**

1. I ask you to allow me to re-visit the discipline/module  
“ \_\_\_\_\_ ”

on a paid basis in connection with  
\_\_\_\_\_  
\_\_\_\_\_

2. With the requirements of paragraph 16 of the Academic Policy of Astana Medical University NCJSC.

\_\_\_\_\_ “ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_  
(*Full name of the student*) (*signature*)

\_\_\_\_\_ “ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_  
(*Full name of the head of the department*) (*signature*)

\_\_\_\_\_ “ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_  
(*Full name of the dean*) (*signature*)

\_\_\_\_\_ “ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_  
(*Full name of head of TsPRAD*) (*quantity (signature)*  
*classrooms*  
*hours*)

\_\_\_\_\_ “ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_  
(*Full name of chief specialist ( amount to be paid)* (*signature*)  
*accounting department*)

**Appendix 22**

Form "Individual calendar-thematic plan  
to pay off academic differences / increase GPA / additional training"

**I APPROVED**

Dean \_\_\_\_\_

\_\_\_\_\_  
(full name)

\_\_\_\_\_  
(signature)

"\_\_" \_\_\_\_ 20\_\_

**Individual calendar and thematic plan  
in the discipline "\_\_\_\_\_"  
for a student in the \_\_\_\_\_ educational program group \_\_\_\_\_**

\_\_\_\_\_  
( Full name) \_\_\_\_\_  
20\_\_ - 20\_\_ school year

No. p/p	Topic of lecture/practical lesson/	Date carrying out	Number of hours	Time carrying out
1				
2				
3				
4				
	<b>Total hours:</b>	<b>must be filled in!</b>		<b>(filling in is required!)</b>

No. p/p	IWS topic	Date carrying out	Number of hours
1			
2			
3			
4			
	<b>Total hours:</b>		

No. p/p	Final control	Date carrying out	Number of hours
1	Final control (written, testing, oral, etc.)		

Head of Department \_\_\_\_\_  
(signature) (full name)

Head of the center \_\_\_\_\_  
(signature) ( Full name)

Responsible teacher \_\_\_\_\_  
(signature) (full name)

Student \_\_\_\_\_  
(signature) (full name)

**"APPROVED"**

**Dean** \_\_\_\_\_  
(full name)

\_\_\_\_\_  
(signature)  
" \_\_ " \_\_\_\_\_ 20\_\_

**Calendar-thematic plan for repeated visits to classes  
in the discipline " \_\_\_\_\_ "  
for students of group \_\_\_\_\_ educational program \_\_\_\_\_  
for the summer semester 20\_\_-20\_\_ academic year.**

No. p/p	Topic of lecture/practical lesson	Date carrying out	Number of hours	Time carrying out
1				
2				
3				
4				
5				
6				
7				
	<b>Total hours:</b>	<b>must be filled in!</b>		<b>(filling in is required!)</b>

No. p/p	IWS topic	Date carrying out	Number of hours
1			
2			
3			
4			
5			
6			
7			
	<b>Total hours:</b>		

No. p/p	Final control	Date carrying out	Number of hours
1	Final control (written, testing, oral, etc.)		

Head of Department \_\_\_\_\_  
(signature) (full name)

Head of the registrar's office \_\_\_\_\_  
(signature) ( Full name)

Responsible teacher \_\_\_\_\_  
(signature) (full name)

Unauthorized copying of the document is prohibited!



**Reference  
about confirmation of training**

Astana Medical University NCJSC confirms the training of \_\_\_\_\_,  
\_\_\_\_\_ year of birth.

By order No. \_\_\_\_\_ dated \_\_\_\_\_, he entered the Astana Medical University  
NCJSC for the \_\_\_\_\_ course \_\_\_\_\_ in the specialty “\_\_\_\_\_”.

By Order No. \_\_\_\_\_ dated \_\_\_\_\_ he was expelled for an unsatisfactory  
grade at the final certification with the right to retake the certification in the \_\_\_\_\_  
academic year.

***Note:** Based on the Order of the Minister of Health of the Republic of Kazakhstan dated  
December 11, 2020 No. KR DSM-249/2020 “On approval of rules for assessing the knowledge  
and skills of students, assessing the professional preparedness of graduates of educational  
programs in the field of healthcare and specialists in the field of healthcare.*

**Vice-Rector for** \_\_\_\_\_

*Sp.* \_\_\_\_\_.

*Tel.* \_\_\_\_\_

**Chairman of the Board – Rector  
Astana Medical University NCJSC**

from \_\_\_\_\_  
*Full name*

OP:  
Tel.:

**Statement**

I ask you to allow admission and re-passing of the Final Certification in the 20 \_\_\_\_ -20 \_\_\_\_ academic year in the format of assessing the professional preparedness of graduates of educational programs in the field of health care, due to an unsatisfactory assessment for the 20 \_\_\_\_ - 20 \_\_\_\_ academic year.

Language of instruction: \_\_\_\_\_

*Application:*

*Copy of ID*

*Receipt of payment for Final Certification credits*

Date: Signature:

Agreed:

Dean of the school \_\_\_\_\_ name

Head of the Center














planning and development of academic activities \_\_\_\_\_ Full name

Head of Department

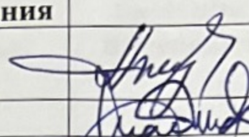
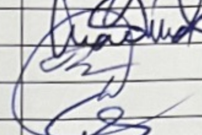
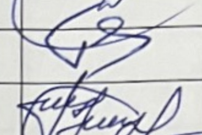
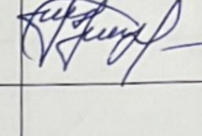
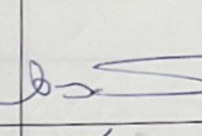
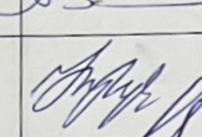
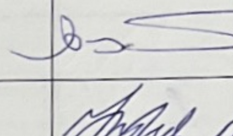
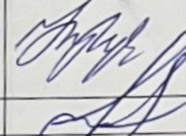
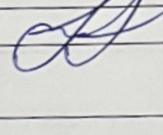
planning and economic analysis \_\_\_\_\_ Full name

Supervising Vice-Rector \_\_\_\_\_ Full name

**Первичный лист согласования**

№ п/п	Должность	Ф.И.О.	Дата согласования	Подпись
1.	Проректор, Член Правления	Жунусова А.Б.		
2.	Проректор, Член Правления	Койков В.В.		
3.	Проректор, Член Правления	Газалиева М.А.		
4.	Проректор, Член Правления	Сайдангазин Д.Д.		
5.	Декан школы медицины	Сариева А.А.		
6.	Декан школы стоматологии	Деточкина В.Р.		
7.	Декан школы педиатрии	Карибжанов А.А.		
8.	Декан школы общественного здоровья и менеджмента	Баймагамбетова А.А.		
9.	Декан школы фармации	Омари А.М.		
10.	Декан школы сестринского дела	Байгожина З.А.		
11.	Декан школы резидентуры	Елубаева М.К.		
12.	Декан исследовательской школы	Раисова К.А.		
13.	Руководитель офиса-регистратора	Глешова Н.С.		
14.	Руководитель Центра планирования и развития академической деятельности	Досанова А.К.		
15.	Руководитель Центра социальной и воспитательной работы	Шаймерденова З.Н.		
16.	Руководитель Центра практики и развития клинической деятельности	Иманова Ж.А.		
17.	Руководитель Центра карьеры и трудоустройства	Кабдуллина Г.Б.		
18.	И.о. руководителя группы аудита и качества образовательного процесса	Нажимов Ш.М.		

Лист согласования

№ п/п	Должность	Ф.И.О.	Дата согласования	Подпись
1.	Проректор, Член Правления	Жунусова А.Б.		
2.	Проректор, Член Правления	Койков В.В.		
3.	Проректор, Член Правления	Газалиева М.А.		
4.	Проректор, Член Правления	Сайдангазин Д.Д.		
5.	Финансовый директор	Мараджапов Б.И.		
6.	Исполнительный директор, Член Правления	Маханбаева Н.Н.		
7.	Руководитель управления правового обеспечения	Мухамбетова А.К		
8.	Руководитель центра планирования и развития академической деятельности	Досанова А.К		
	Центр обеспечения качества	Асылаева К.К		

ASTANA MEDICAL  
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