



"Kazakh University of Technology and Business named after K. Kulazhanov" JSC

QUALITY MANAGEMENT SYSTEM

POLICY

Rector of «KazUTB named after K. Kulazhanov» JSC



APPROVED

L.K. Baibolova

» august 2026

ACADEMIC POLICY «KAZUTB NAMED AFTER K. KULAZHANOV» JSC KazUTB-DEP-8.3/8.1-2026-01

AGREED

Vice-Rector for AA

«KazUTB named after K. Kulazhanov» JSC

E.B. Askarbekov

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1. TERMS AND DEFINITIONS

Term	Definition
Advisor	a faculty member acting as an academic mentor for a student within a specific educational program, assisting in the selection of a learning trajectory (formation of the individual study plan) and the mastery of the educational program throughout the period of study
Academic Mobility	the movement of students or teacher-researchers for the purpose of study or research for a specific academic period (a semester or an academic year) to another institution of higher and (or) postgraduate education (hereinafter – IHPGE), either domestically or abroad, with the mandatory transfer of completed educational curricula in the form of credits at the home IHPGE or for the continuation of studies at another IHPGE
Academic Deficiency (Academic Arrears)	the presence of unstudied disciplines or disciplines with a failing grade following final assessment within a student's academic history, as prescribed by the curriculum
Academic Calendar	a schedule of educational and assessment activities, as well as professional internships throughout the academic year, specifying periods of rest (vacations and public holidays)
Academic Credit	a unified unit of measurement for the volume of scientific and (or) educational work (workload) performed by a student and (or) a faculty member
Academic Leave	a period during which students (undergraduate, graduate, or doctoral) temporarily interrupt their studies due to medical reasons, military service, maternity leave, or childcare leave for children under the age of three
Academic Period	a period of theoretical instruction established independently by the educational organization in one of three forms: semester, trimester, or quarter
Academic Rating of a Student	a quantitative indicator of the level of a student's mastery of the educational program's disciplines, modules, and other types of academic activities, compiled based on the results of midterm assessments
Academic Hour	a unit of measurement for the volume of instructional classes or other types of academic work; one academic hour equals 50 minutes. It is used in the development of the academic calendar (instructional schedule), class timetables, planning and accounting of covered academic material, as well as in the planning of pedagogical workload and the accounting of faculty labor
Bachelor	a degree awarded to individuals who have successfully completed a higher education undergraduate program
Bachelor's Degree (Undergraduate Education)	a level of higher education aimed at personnel training with the award of a "Bachelor" degree upon completion of the relevant educational program, requiring the mandatory acquisition of at least 240 academic credits
Blended Learning	the organization of the educational process based on a combination of traditional face-to-face instruction and online learning, utilizing specialized electronic educational materials hosted on the university's educational portal
Classifier of Training	a document establishing the classification and coding of training

Directions for Personnel with Higher and Postgraduate Education	directions for personnel with higher and postgraduate education, utilized for the implementation of respective educational programs
Competencies	the ability to practically apply knowledge, abilities, and skills acquired during the learning process within professional activities
Corruption	the unlawful use by persons holding responsible public office, persons authorized to perform state functions, persons equated to those authorized to perform state functions, or officials, of their official (functional) powers and related opportunities for the purpose of obtaining or extracting, personally or through intermediaries, property (non-property) benefits and advantages for themselves or third parties, as well as the bribery of such persons by providing benefits and advantages
Credit Technology of Education	instruction based on the student's choice and independent planning of the sequence for studying disciplines and (or) modules, with the accumulation of academic credits
Course Description	a concise summary of a discipline (45–50 words) that outlines its content as an indicator of achieving the Learning Outcomes (LO) of the Educational Program
Content and Language Integrated Learning (Content and Language Integrated Learning, CLIL)	a modern educational approach with a dual focus, where a foreign language is used for the learning and teaching of both the language itself and the subject content
Career Guidance (Professional Orientation)	the provision of information and advisory assistance to students in exercising their rights regarding educational and professional opportunities, facilitating a free and conscious choice of profession and place of study in accordance with professional interests, individual abilities, and psychophysiological characteristics
Descriptors	descriptions of the level and volume of knowledge, abilities, skills, and competencies acquired by students upon completion of an educational program at the corresponding level of higher and postgraduate education, based on learning outcomes, formed competencies, and academic credits
Diploma Work (Thesis)	a final graduation paper representing a synthesis of the results of a student's independent study of an actual problem relevant to the profile of the educational program
Diploma Project	a student's final graduation project representing an independent solution to applied problems relevant to the profile of the educational program, executed using project-based approaches and/or in the form of business projects, models, creative projects, or other types of projects
Distance Learning	instruction carried out through the interaction of the teacher and students at a distance, including the use of information and communication technologies and telecommunication tools
Doctor of Philosophy (PhD)	a degree awarded to individuals who have completed a doctoral program in a scientific and pedagogical direction and have defended a dissertation in the Republic of Kazakhstan or abroad, recognized in accordance with the procedure established by the legislation of the Republic of Kazakhstan
Dual Education	a form of personnel training that combines instruction within an

	educational organization with mandatory periods of industrial training and professional internship at an enterprise (organization). This model includes the provision of workplaces and compensatory payments to students, with equal responsibility shared by the enterprise, the educational institution, and the student
European Credit Transfer and Accumulation System (ECTS)	a method for transferring credits earned by a student abroad into credits that count toward their degree upon return to their home educational organization, as well as for accumulating credits within educational programs
Elective disciplines Catalog	a systematized, annotated list of disciplines within the elective component, containing brief descriptions that specify learning objectives, summary of content (main sections), and expected learning outcomes (knowledge, abilities, skills, and competencies to be acquired by students)
Elective Component	a list of academic disciplines and corresponding minimum volumes of academic credits offered by the university, independently selected by students in any academic period, taking into account their prerequisites and post-requisites
Educational Portal	an information system designed to provide participants in the educational process with access to educational information resources and services via an information and telecommunications network
Educational Program	a unified complex of core educational characteristics, including learning objectives, outcomes, and content, the organization of the educational process, implementation methods and techniques, and criteria for assessing learning outcomes
Elective Disciplines	academic disciplines included in the university component and the elective component within established academic credits. These are introduced by educational organizations to reflect the individual specialization of the student, taking into account the specifics of socio-economic development, regional needs, and established scientific schools
Final Student Assessment	a procedure conducted to determine the degree to which students have mastered the volume of academic disciplines, modules, and other types of academic activities prescribed by the educational program in accordance with the State Compulsory Standard of the relevant educational level
Group of Volunteers	a voluntary, unregistered community of individuals formed for the purpose of joint volunteer activity, which is subject to the norms established by the Law of the Republic of Kazakhstan "On Volunteer Activity"
GPA for Progression (Transfer Grade Point Average)	an annually established level of the weighted average grade of academic achievements required for a student to be promoted to the next year of study
Grade Point Average (GPA)	the weighted average of a student's academic achievement over a specific period within a chosen program. It is calculated as the ratio of the sum of the products of credits and the numerical equivalent of the final assessment grades for all types of academic work to the total number of credits for these types of work during the given period of study
Individual Study Plan (ISP)	a curriculum formed for each academic year by the student independently with the assistance of an advisor, based on the

	educational program and the catalog of elective disciplines and (or) modules
Information and Communication Technologies (ICT)	a set of methods for working with electronic information resources and methods of information interaction, implemented using hardware-software complexes and telecommunications networks
Inclusive Education	a process that ensures equal access to education for all students, taking into account special educational needs and individual capabilities
Internationalization	the process of integrating an international dimension into the research, educational, and administrative functions of an IHPGE to enhance the quality of teaching and research and to achieve the required competencies, thereby imparting an international character to these functions
Independent Work of Students (IWS)	work performed on a specific list of topics designated for self-study, supported by academic literature and guidelines, and monitored through tests, assignments, colloquiums, essays, and reports. Depending on the category of the student, it is categorized as Independent Work of the Student (undergraduate), Independent Work of the Master's Student, or Independent Work of the Doctoral Student. The total volume of IWS is confirmed by assignments requiring daily independent effort
Independent Work of Students under the Guidance of a Teacher (IWST)	student work conducted under the supervision of an instructor according to a separate schedule determined by the university or the instructor. Depending on the category of the student, it is categorized as IWST for undergraduate, master's, or doctoral levels
Learning Outcomes	the volume of knowledge, abilities, and skills acquired and demonstrated by a student upon completion of an educational program, as confirmed by assessment, along with formed values and attitudes
Minor (Additional Educational Program)	a set of disciplines, modules, and other types of academic work selected by the student for study with the aim of developing supplementary competencies
Master	a degree awarded to individuals who have successfully completed a postgraduate Master's degree program
Master's Degree (Postgraduate Education)	a level of postgraduate education aimed at personnel training with the award of a "Master" degree upon completion of the relevant educational program, requiring the mandatory acquisition of 60 to 120 academic credits
Module	an autonomous, self-contained structural element of an educational program in terms of learning outcomes, with clearly formulated knowledge, abilities, skills, and competencies to be acquired by students, along with appropriate assessment criteria
Mandatory Component	a list of academic disciplines and corresponding minimum volumes of academic credits established by the State Compulsory Standards, which are mandatory for students to study under the educational program
Professional Internship	a type of educational activity aimed at reinforcing theoretical knowledge and abilities, as well as acquiring and developing practical skills and competencies through the performance of specific tasks related to future professional activities
Professional Standard	a standard that defines requirements for qualification levels,

	competence, content, quality, and working conditions within a specific field of professional activity
Post-requisites	disciplines and (or) modules, and other types of academic work that require the knowledge, abilities, skills, and competencies acquired upon completion of the current discipline and (or) module
Prerequisites	disciplines, modules, and other types of academic work containing the knowledge, abilities, skills, and competencies necessary for the mastery of the discipline or module currently being studied
Pandemic	the worldwide spread of a new disease. A pandemic occurs when a new virus emerges and spreads across the globe, and most people do not possess immunity to it
Summer Semester	an academic period outside the regular academic year, organized to meet student needs for supplementary instruction, the elimination of academic deficiencies or curriculum differences, the study of disciplines in coordination with other universities, etc.
Sectoral Qualifications Framework	a structured description of qualification levels recognized within a specific industry or sector
Sanitary and Epidemiological Regulations	a state subordinate regulatory legal act describing requirements for environmental factors that are safe and harmless to humans, the population, and future generations, specifying optimal and safe quantitative parameters to preserve health and ensure normal vital activity. These regulations are aimed at preventing the spread and elimination of infectious and mass non-infectious diseases and poisonings
Student Academic Achievement	the knowledge, abilities, skills, and competencies acquired by students during the learning process, reflecting the achieved level of personal development
Student Service Center (SSC)	a modern creative space where students receive assistance regarding documentation, tuition fees, academic mobility, employment, temporary residency registration, military registration, military department training organization, and academic deficiencies. Additionally, the SSC features a comfortable coworking area for project discussions, class preparation, and leisure, as well as access to psychological counseling within the Social and Psychological Support Department
Transcript	a document containing a list of completed disciplines, modules, and other types of academic work for a corresponding period of study, specifying the credits earned and the grades received
Tutor	a teacher acting as a student's academic consultant regarding the mastery of a specific discipline and (or) module
University Component	a list of academic disciplines and corresponding minimum volumes of academic credits determined independently by the IHPGE for the completion of an educational program
Volunteer	a natural person engaged in volunteer activities
Volunteer Action	an event aimed at addressing a specific socially oriented and publicly beneficial task, carried out by a volunteer organization, individual volunteers, or a group of volunteers
Volunteer Activity	voluntary, socially oriented, and publicly beneficial activity performed on a free-will basis and without remuneration
Volunteer Program (Project)	a systematic complex of measures aimed at addressing socially oriented and publicly beneficial tasks, specifying activities and

	expected results, carried out by a volunteer organization, individual volunteers, or a group of volunteers
Registration for a Discipline (Enrollment)	the formal procedure for registering students for specific academic disciplines

2. ABBREVIATIONS USED

Abbreviation	Full Title
“K.Kulazhanov KazUTB” JSC	K. Kulazhanov Kazakh University of Technology and Business, Joint Stock Company
AA	Academic Affairs
BD	Basic Disciplines
UC	University Component
EW	Educational and Welfare Work
MCC	Medical Consultative Commission
SFL	State and Foreign Languages
DE	Distance Education
DSD	Department of Strategic Development
DDRIT	Department of Digital Development and Information Technologies
UNT	Unified National Testing
IEP	Individual Education Plan
CED	Catalogue of Elective Disciplines
MSHE RK	Ministry of Science and Higher Education of the Republic of Kazakhstan
The Regulations	Academic policy KazUTB-DEP-R-8.3/8.1-2026-01
S&I	Science and Innovation
LRA	Legal and Regulatory Acts
NCSTE	National Center of State Scientific and Technical Expertise
Students	Students of undergraduate (Bachelor's), graduate (Master's), and postgraduate (PhD) programs
CEFR	Common European Framework of Reference for Languages
MC	Mandatory Component
QMSD	Quality Management System Department
GED	General Education Disciplines
EP	Educational Program
OR	Office of the Registrar
ARVI	Acute Respiratory Viral Infection
MD	Major Disciplines
TS	Teaching Staff
WC	Working Curriculum
SIS	Student's Independent Study
TSIS	Teacher-led Student's Independent Study
SER	Sanitary and Epidemiological Regulations
SD	Structural Divisions
DMSA	Department of Marketing and Student Admission
EMSD	Educational and Methodological Support of the Discipline
DICAM	Department of International Cooperation and Academic Mobility
DEP	Department of Educational Programs
DSER	Department of Science and External Relations

3. GENERAL PROVISIONS

3.1 The Academic Policy is a regulatory document developed to:

3.1.1 define the goals and fundamental principles of the educational activities of K. Kulazhanov KAZUTB;

3.1.2 regulate the organization and management of the learning process;

3.1.3 establish the rights and responsibilities of students, faculty, and staff aimed at implementing student-centered learning and enhancing the quality of education;

3.1.4 serve as a guideline for all participants in the educational process at KAZUTB;

3.1.5 ensure the transparency and openness of educational, research, and extracurricular activities.

3.2 The content, form, and functions of educational procedures, as well as their interaction, are regulated and supported by a system of internal regulatory documentation as an integral component of the Academic Policy.

3.3 K. Kulazhanov KAZUTB *requires* that students, faculty, and staff adhere to the principles of academic integrity in all their activities. Any violation of the requirements set forth in the Academic Policy shall constitute grounds for disciplinary action against officials and students in accordance with the applicable legislation of the Republic of Kazakhstan and the internal regulatory documents of JSC "K. Kulazhanov KAZUTB."

3.4 K. Kulazhanov KAZUTB *guarantees* equal opportunities for all students and prohibits discrimination on the basis of special needs, race, nationality, ethnicity, religion, gender, social status, marital status, physical abilities, age, or any other subjective criteria.

3.5 The Academic Framework encompasses all levels of education at K. Kulazhanov KAZUTB, the structure and content of educational programs (major/minor), and the academic calendar governing the duration of study. It also includes policies, regulations, rules, and other regulatory documents developed to support and monitor the educational process at JSC "K. Kulazhanov KAZUTB."

3.6 The Admission Policy at JSC "K. Kulazhanov KAZUTB" is implemented through the allocation of the state educational order and higher education grants funded by the republican or local budgets, as well as through tuition fees paid by students or other sources. All components supporting this process are detailed in the Admissions and Enrollment Policy section.

3.7 The Policy on Planning, Organization, and Implementation of the Educational Process is regulated in accordance with the "Organization of the Educational Process" section, which includes:

3.7.1 Planning and monitoring of the educational process;

3.7.2 Student course registration;

3.7.3 Student academic workload;

3.7.4 Academic mobility;

3.7.5 Design and development of Educational Programs (EP).

3.8 The Assessment and Grading Policy covers assessment criteria, conditions for academic probation, and grounds for dismissal.

3.9 The Graduation and Degree Conferral Policy includes credit requirements, the GPA threshold, final qualification works (theses/projects), and regulations for the transfer of academic credits in cases of student transfer, reinstatement, withdrawal, or academic leave.

3.10 The Academic Integrity and Responsible Use of Artificial Intelligence Policy covers:

3.10.1 Definition of plagiarism;

3.10.2 Academic misconduct;

3.10.3 Procedures for addressing violations and disciplinary sanctions;

3.10.4 The use of AI in academic and research activities.

3.11 The Student Academic Support Policy describes the inclusive education system and support mechanisms for students with special educational needs (SEN).

3.12 The Quality Assurance of Educational Programs (EP) Policy incorporates the PDCA (Plan-Do-Check-Act) cycle and applies this principle to the educational activities of K. Kulazhanov

KAZUTB in accordance with the ESG (Standards and Guidelines for Quality Assurance in the European Higher Education Area).

3.13 The Governance and Responsibilities in Academic Affairs Policy at JSC "K. Kulazhanov KAZUTB" defines the roles of committees, faculties, the Academic Council, and other relevant departments.

4. ADMISSIONS AND ENROLLMENT POLICY

4.1 Admission of applicants to JSC "K. Kulazhanov KAZUTB" is carried out through the allocation of the state educational order and higher education grants funded by the republican or local budgets, as well as through tuition fees paid by the student or other sources.

4.2 Admission is open to individuals holding a certificate of general secondary, technical and vocational, post-secondary, or higher education.

4.3 Admission to master's degree programs, including those under targeted training programs, is conducted on a competitive basis according to the results of a comprehensive test (hereinafter referred to as "CT") or entrance examinations.

4.4 Admission of foreign citizens to study at JSC "K. Kulazhanov KAZUTB" on a fee-paying basis is conducted based on the results of an interview held by the Admissions Committee throughout the calendar year. Enrollment of foreign citizens is carried out in accordance with the academic calendar no later than 5 (five) days before the start of the next academic period.

4.5 Admission to master's degree programs is primarily on a fee-paying basis. The competitive acquisition of state-funded tuition-free postgraduate education is determined by the international treaties of the Republic of Kazakhstan, with the exception of specific scholarship programs for master's studies.

4.6 The admission procedure is based on the principles of openness and transparency. JSC "K. Kulazhanov KAZUTB" is committed to ensuring that all applications are processed in an impartial, fair, and convenient manner for all applicants.

4.7 The admission procedure, entrance requirements (including supplementary ones), and examination protocols are regulated by the document KAZUTB- DMSA-RPA-8.5/8.6-2025-1 "Rules for Admission to the K. Kulazhanov Kazakh University of Technology and Business," developed in accordance with the current Standard Rules for Admission to Educational Organizations Implementing Higher and Postgraduate Education Programs of the Ministry of Science and Higher Education of the Republic of Kazakhstan. The rules for admission to JSC "K. Kulazhanov KAZUTB" for all levels of education (Bachelor's, Master's) are available on the website: www.kaztbu.edu.kz/ru.

4.8 JSC "K. Kulazhanov KAZUTB" admits students regardless of race, national or ethnic origin, gender, age, disability (provided there are no medical contraindications), religion, or gender identity, granting them all rights and privileges afforded to students of JSC "K. Kulazhanov KAZUTB."

4.9 JSC "K. Kulazhanov KAZUTB" implements a policy of open access to educational grants, ensuring transparency in the procedures for their allocation and reallocation.

4.10 Vacant educational grants that become available during the study period shall be reallocated on a competitive basis among fee-paying students within the corresponding groups of educational programs.

4.11 The competitive selection of applicants is based on their academic achievements, the level of attainment of learning outcomes for the educational program, and the absence of academic arrears; this serves as an incentive for high academic performance.

4.12 Information regarding vacant educational grants that have become available following interim assessments is published by the Registrar's Office (RO) on the website of JSC "K. Kulazhanov KAZUTB" (<https://www.kaztbu.edu.kz/ru/>).

4.13 Any student or master's student currently enrolled on a fee-paying basis and possessing academic achievements for the entire period of study is eligible to apply for the competition for vacant educational grants.

4.14 Students who have received "FX" or "F" (unsatisfactory) grades are ineligible to apply for a vacant educational grant.

4.15 The competition is conducted based on the results of the interim assessment using the Grade Point Average (GPA).

4.16 Candidates for vacant educational grants that become available during the course of study are reviewed during the summer and winter breaks on a competitive basis, with results submitted to the Academic Council for a final decision.

4.17 In the event of identical GPA scores, priority is given to students who have received only "A" and "A-" ("Excellent") grades; next are those with "B+", "B", "B-", and "C+" ("Good") grades; followed by those with a mix of grades for the entire period of study.

4.18 In the absence of candidates within a specific group of educational programs, vacant educational grants shall be reallocated within the same field of study or education area.

4.19 In the absence of candidates with "A", "A-" ("Excellent") and "B+", "B", "B-", "C+" ("Good") grades, the Academic Council may recommend students/master's students who have achieved "Satisfactory" grades (provided they have only passing grades in all completed disciplines).

4.20 Based on the decision of the Academic Council, JSC "K. Kulazhanov KAZUTB" shall submit the list of candidates for transfer to vacant educational grants to the authorized body in the field of science and higher education by August 5 and January 25 of the current year for a final decision.

4.21 The Ministry of Science and Higher Education of the Republic of Kazakhstan reviews the submitted documents by educational program groups, forms, and duration of study, taking into account the year of admission, and, upon approval, issues an order to award the vacant higher education grant.

4.22 Based on the order issued by the Ministry of Science and Higher Education of the Republic of Kazakhstan, the National Testing Center (NTC) shall issue a certificate of educational grant award and transmit it to JSC "K. Kulazhanov KAZUTB."

4.23 Upon receipt of the order from the Ministry of Science and Higher Education of the Republic of Kazakhstan regarding the award of vacant grants and the corresponding grant certificate, JSC "K. Kulazhanov KAZUTB" shall issue an administrative order for the student to continue their studies under the educational grant.

5. POLICY ON PLANNING, ORGANIZATION, AND IMPLEMENTATION OF THE EDUCATIONAL PROCESS

5.1 The fundamental requirements for the planning, organization, and monitoring of the educational process for undergraduate and postgraduate programs implemented at JSC "K. Kulazhanov KazUTB", as well as the interaction between all structural subdivisions and officials involved in the instructional process, are established by KazUTB-DEP-R-8.3/8.1-2025-06 "Regulations on the Planning, Organization, and Monitoring of the Educational Process for Educational Programs."

5.2 The organization, planning, and implementation of the educational process at KazUTB JSC are conducted based on the Credit Technology of Education (CTE) and are aimed at ensuring the timely and high-quality fulfillment of curricula and syllabi.

5.3 In accordance with CTE regulations, the format and procedure for the formation and approval of the Catalog of Elective Disciplines (CED) are governed by KazUTB-DEP-RPA-8.3/8.1-2025-14 "Regulations on the Development of the Catalog of Elective Disciplines." The Working Curriculum (WC) is regulated by KazUTB-DEP-R-8.3/8.1-2025-06, and the Individual Study Plan (ISP) is developed independently by students in accordance with KazUTB-OR-RPA-8.3/8.1-2025-07 "Rules for Student Registration for Academic Disciplines."

5.4 The planning and organization of the educational process within a single academic year are based on the Academic Calendar, which is approved by the Rector of KazUTB JSC following a resolution by the Academic Council.

5.5 The academic year comprises periods of theoretical instruction (academic periods) lasting

15 weeks each, mid-term assessments (examination sessions), final certification (for the graduating year), professional internships, a summer semester, and vacation periods.

5.6 A Summer Semester of no less than 6 weeks in duration is organized for all students (excluding the graduating year) to fulfill needs for additional training, eliminate academic deficiencies or curriculum discrepancies, and study disciplines to earn credits toward early graduation. The operation of the summer semester is regulated by KazUTB-OR-RPA-8.3/8.1-2025-09 "Regulations on the Organization and Conduct of the Summer Semester."

5.7 The total academic workload for one academic year corresponds to no less than 60 academic credits or 1,800 academic hours. However, students are permitted to complete a lesser or greater number of academic credits per semester. For specific categories of students, depending on the mode of study and educational technologies employed, the actual timeframe for achieving learning outcomes may vary and shall be determined independently by the higher education institution (HEI).

5.8 Training sessions are conducted in accordance with the schedule. The class schedule for students enrolled in undergraduate and postgraduate educational programs (EP) is developed for each academic period of the school year and is subject to approval by the Vice-Rector for Academic Affairs.

5.9 The class schedule is a formal regulatory document, the fulfillment of which is mandatory for both faculty members and students.

5.10 The formats for intermediate and final assessments are defined by the Educational Program and must be aligned with the designated learning outcomes.

5.11 Pursuant to the requirements of the Student Code of Honor, for undergraduate students, up to 70% of disciplinary examinations shall be scheduled in written form, up to 20% in oral or creative formats, and up to 10% via computer-based testing. For postgraduate students, all examinations are to be conducted in written form.

5.12 Every learning outcome associated with an educational program, module, discipline, or professional internship must have clearly defined assessment criteria and be verified through appropriate evaluation instruments.

5.13 For educational programs incorporating elements of the dual education system, the planning and organization of the educational process—in accordance with the "Rules for the Organization of Dual Education" (KazUTB-DEP-RPA-8.3/8.1-2025-09)—is based on a combination of theoretical instruction and practical industrial training. In such cases, up to 40% of the discipline's curriculum must be mastered directly in a production environment, including at branch departments with the involvement of industry practitioners.

5.14 The ratio of time between contact hours (student-instructor interaction) and Independent Student Work (ISW) for all types of academic activities is determined based on the complexity (credit value) of the discipline as follows:

Discipline Workload		Number of Academic Hours		
academic credits	academic credits	contact hours	IWST	IWS
2	60	30	6	24
3	90	30	6	54
4	120	45	3	72
5	150	45	15	90
6	180	60	12	108
7	210	75	9	126
8	240	75	21	144
8	240	120	24	96
for the module of social and political studies				
9	270	90	18	162
10	300	90	30	180

5.15 The Head of Department bears personal responsibility for ensuring the comprehensive teaching and methodological support of courses (TMSC) prior to the commencement of the academic year. The TMSC includes syllabi, guidelines for classroom instruction, Independent Student Work with the Instructor (ISWI), Independent Student Work (ISW), programs for all types of professional internships, as well as methodological recommendations for the preparation and defense of final qualification works/projects and master's theses/projects.

5.16 The University ensures the availability of a library collection consisting of academic, teaching, and scientific literature in print and/or electronic formats. The library collection must cover 100% of the courses within the educational programs in their respective languages of instruction.

5.17 The library collection of academic literature shall be updated annually by at least 3% across all educational programs.

5.18 The instructor is a pivotal figure in ensuring high-quality education and the acquisition of knowledge, skills, abilities, and competencies by the learners.

5.19. K. Kulazhanov Kazakh University of Technology and Business (KazUTB JSC) defines, publishes, and applies transparent procedures for the recruitment, professional growth, and development of all employees in accordance with the principle of meritocracy.

5.20. The recruitment procedure for faculty members is regulated by the "Regulations on the Competitive Selection for Vacant Positions of Teaching Staff and Employees" (KazUTB- DLHRS-RPA-7.2-2025-15).

5.21. Faculty members of KazUTB JSC shall be committed to student-centered teaching, learning, and assessment.

5.22 To ensure effective teaching, JSC "K. Kulazhanov KAZUTB" provides the educational process with the necessary resources, including:

5.22.1 Availability of lecture halls, computer labs, specialized classrooms, and laboratories equipped with the necessary apparatus and technical teaching aids in accordance with the specifics of the Educational Programs (EP);

5.22.2 Provision of access to high-speed internet (including Wi-Fi zones) in all academic buildings and the Student Residence, and the operation of an Educational Management Information System (EMIS) with up-to-date databases to support the academic process; 5.22.3 Operation of a medical unit within the academic building, based on a medical practice license and a service agreement.

5.23 The "Qualification Characteristics for Pedagogical Staff Positions" (KAZUTB-UOP-PPD-8.3/8.1-2025-26) defines the following faculty positions: Dean of the Faculty, Deputy Dean for Academic Affairs, Deputy Dean for Research, Deputy Dean for Student Affairs, Head of Department, Professor, Research Professor, Professor (candidate for the academic title of "Professor"), Associate Professor, Research Associate Professor, Associate Professor (candidate for the academic title of "Associate Professor" / "Docent"), Senior Lecturer, and Assistant.

5.24 The faculty workload encompasses the aggregate of teaching, research, methodological, and extracurricular duties, including ensuring the quality of educational services in accordance with the requirements set forth in Order No. 2 and (or) Order No. KR DSM-63, fostering professional and personal competencies in students, cultivating morality and respect for cultural values, teaching students research methods and academic writing, adhering to pedagogical ethics, and pursuing continuous professional development. The volume of faculty teaching workload is determined by individual and indicative work plans for each academic year and shall not be less than the volume established by the Regulation on Planning and Accounting of Faculty Teaching Workload (KAZUTB-UOP-PPD-8.3/8.1-2025-05).

5.25 JSC "K. Kulazhanov KAZUTB" ensures that lectures are delivered by faculty members holding a Doctor of Sciences (Dr.Sc.) and/or Candidate of Sciences degree, a Doctor of Philosophy (PhD) degree and/or Professional Doctorate, and academic titles (Associate Professor/Docent, Professor). Furthermore, lectures may be delivered by holders of a Master's degree in relevant fields and/or Senior Lecturers with at least three years of teaching experience or at least five years of practical work experience in their profile, in accordance with the Qualification Characteristics for

Pedagogical Staff Positions (KAZUTB-UOP-PPD-8.3/8.1-2025-26).

5.26 The authorization of faculty members to conduct classes in a foreign language is granted by an order of the Rector, based on international certificates confirming English language proficiency and the results of an examination administered by the English Language Proficiency Assessment Committee.

5.27 The faculty pedagogical workload is determined by the individual work plan of the instructor, which, upon approval, serves as the formal specification of the instructor's job duties for the academic year.

5.28 The volume of the pedagogical workload for full-time faculty is calculated based on a 40-hour work week, regardless of the position held, academic degree, or academic title.

5.29 For each course, the instructor shall develop all necessary teaching and methodological materials, including: a syllabus in accordance with the Rules for Developing a Course Syllabus (KAZUTB-DEP-RPA-8.3/8.1-2025-16), which defines the overall course policy, core topics, course requirements, assessment policy, and assignment submission schedules; assessment instruments to evaluate learning outcomes across all forms of course monitoring; and other teaching materials.

5.30 Faculty teaching workload is planned in academic hours, representing the duration of contact hours between the instructor and students according to the schedule of classroom (or extracurricular) sessions or as specified by a separately approved schedule for other types of academic work. The capacity of teaching streams and academic groups for workload calculation is regulated by the Regulation on Planning and Accounting of Faculty Teaching Workload (KAZUTB-DEP-RPA-8.3/8.1-2025-05).

5.31 JSC "K. Kulazhanov KAZUTB" provides opportunities for faculty career growth and professional development by ensuring the annual development and implementation of a professional development plan. Pursuant to the Regulation on Professional Development (KAZUTB-CC-RPA-7.2-2025-02), professional development in the profile of the taught discipline is a functional requirement.

5.32 Faculty are required to undergo professional development in the profile of their discipline, in accordance with the qualification requirements for educational activities, at least once every three years. Furthermore, faculty participating in the educational process must complete professional development in IT competencies and the use of Artificial Intelligence tools in the educational process (at least 18 hours), as well as training or internships in inclusive education methodologies, at least once every three years.

5.33 Certificates of professional development in the profile of the discipline and in the field of Artificial Intelligence issued by international educational platforms, including Coursera, edX, FutureLearn, and Udacity, are recognized. The total volume of professional development courses must be 72 hours per course.

5.34 JSC "K. Kulazhanov KAZUTB" ensures the systemic integration of the educational process, research, and innovation, creating the necessary organizational, methodological, and financial conditions for the development of student and faculty research initiatives. This policy is implemented in accordance with the following internal documents:

- KAZUTB-DSER-RPA-8.1-2025-03: Regulation on the Student Research Paper Competition;
 - KAZUTB-DSER-RPA-8.1-2025-17: Regulation on the Provision of Internal University Grants for Scientific and Startup Projects;
 - KAZUTB-DEP-RPA-8.5/8.6-2025-48: Regulation on Master's Student Scientific Internships.
- These regulations govern the organization of competitions, selection and financing mechanisms for projects, and the rules for completing and evaluating scientific internships in domestic and foreign organizations.

5.35 The organization, planning, and implementation of the educational process using distance learning technologies at JSC "K. Kulazhanov KAZUTB" are carried out in accordance with the Regulation on the Use of Distance Learning Technologies (KAZUTB-OR-RPA-8.3/8.1-2025-17).

5.36 When organizing the educational process using distance learning, faculty are required to upload all teaching materials in full to the "Platonus" AIS.

5.37 Distance learning courses are conducted primarily in a synchronous format. The ratio of synchronous sessions must constitute at least 20% of the total volume of each course, excluding courses completed via MOOCs.

5.38 No more than 50% of the total number of courses in an educational program may be transferred to distance learning for the entire period of study. The workload and types of academic work in distance learning must remain consistent with the requirements of the established educational program.

5.39 Students may master individual courses of an educational program through informal education, including MOOCs, subject to agreement with the Higher Education Institution (HEI). The results are recognized in accordance with procedures established by the HEI, provided that such credits do not exceed 20% of the total volume of academic credits for the entire period of study.

5.40 Academic mobility

5.40.1 KazUTB JSC encourages students to engage in learning and scientific research for a designated academic period at another Higher Education Institution (HEI), either domestically or abroad, with the mandatory transfer of academic credits for the completed educational and/or research work.

5.40.2 Academic mobility is implemented in the form of educational or research internships.

5.40.3 Academic mobility of KazUTB JSC students is carried out within the framework of inter-university agreements/contracts and joint projects. This includes tripartite agreements between the student, the sending institution, and the receiving institution for both domestic and international academic mobility programs, as well as for incoming students from partner universities.

5.40.4 Deployment for participation in academic mobility under programs funded by the state budget is conducted in accordance with the Order of the Minister of Education and Science of the Republic of Kazakhstan dated November 19, 2008, No. 613 "On Approval of the Rules for Sending Individuals Abroad for Study, Including within the Framework of Academic Mobility."

5.40.5 The implementation of international academic mobility programs at KazUTB JSC is managed by the Department of International Cooperation and Academic Mobility (DICAM) pursuant to KazUTB-DICAM-RPA-8.3/8.1-2025-01, "Regulations on the Academic Mobility of Students, Teaching Staff, and Employees," as well as the rules and requirements of international scholarship programs.

5.40.6 Students have the right to independently select an HEI for study within academic mobility programs (domestically or abroad), determine the list of disciplines to be studied, and submit an application to the DICAM.

5.40.7 The DICAM organizes the work of the Commission for conducting the competitive selection of students to participate in international study programs funded by the state budget.

5.40.8 Upon completion of the academic period at the receiving HEI, students must submit a transcript and an expense report (in cases where study was funded by the republican budget or the HEI's funds) to KazUTB JSC;

5.41 Student course registration policy

5.41.1 Students independently define their learning trajectories aimed at achieving the learning outcomes of the educational program, with the exception of the General Education (GE) cycle disciplines. In doing so, students may select elective disciplines, instructors, and the language of instruction (Kazakh, Russian, or English). They may also choose disciplines not included in the standard curriculum through additional paid educational services, or study specific disciplines (subject to approval by the advisor and the dean) via academic mobility programs at other higher education institutions, including international ones.

5.41.2 Students select the required number of mandatory and elective disciplines (modules), which are subsequently reflected in their Individual Study Plans (ISP).

5.41.3 When defining an individual learning trajectory within the university component and/or the elective component, students select disciplines from the Major and/or Minor programs.

5.41.4 Registration for academic disciplines is conducted online via the "Platonus" Automated Information System (AIS) of KazUTB JSC within the timeframes established by the academic

calendar and in accordance with the registration schedule approved by the Dean of the Faculty.

5.41.5 The student registration process is preceded by an Orientation Week. During this week, the heads of the graduating departments, in collaboration with advisors, organize preliminary consultations regarding the selection of disciplines. Students must be provided with comprehensive information about the disciplines, including brief descriptions, learning outcomes, prerequisites, post-requisites, and course presentations by the faculty.

5.41.6 The level of foreign language proficiency (A1, A2, B1, B2, C1, C2) in accordance with the Common European Framework of Reference for Languages (CEFR) is determined by the Department of State and Foreign Languages.

5.41.7 Based on the selection and registration for disciplines in the Platonus system, the student's ISP for the academic year is automatically generated.

5.41.8 The procedure for registering for disciplines is regulated by KazUTB-OR-RPA-8.3/8.1-2025-01 "Rules for Student Registration for Academic Disciplines.";

5.42 Design and development of educational programs (EP)

5.42.1 JSC "K. Kulazhanov KAZUTB" provides professional training through Bachelor's and Master's degree programs based on State License No. KZ43LAM00000589 dated February 19, 2025, in compliance with the Republic of Kazakhstan Classifier of Fields of Study.

5.42.2 The complete list of educational programs offered by JSC "K. Kulazhanov KAZUTB," which have undergone expert review and are included in the Register of Educational Programs of the National Center for Higher Education Development of the Ministry of Science and Higher Education of the Republic of Kazakhstan, is publicly accessible via the unified information system portal (<https://enic-kazakhstan.kz/ru/>) and on the official website of JSC "K. Kulazhanov KAZUTB" (www.kaztbu.edu.kz).

5.42.3 All educational programs are developed independently by JSC "K. Kulazhanov KAZUTB" based on the State Compulsory Educational Standard (SCES), the National and Sectoral Qualifications Frameworks (NQF, SQF), professional and regional standards, and with consideration of the Dublin Descriptors and the principles of the "Atlas of New Professions."

5.42.4 Educational programs are learning-outcome oriented and are developed by academic committees established by the Rector's order for each Group of Educational Programs (GEP), with the participation of faculty members, employers, students, and other external experts.

5.42.5 Educational programs must align with the strategic priorities of JSC "K. Kulazhanov KAZUTB," focusing on competitiveness, inclusion in top international rankings, and adherence to the University's development strategy.

5.42.6 Educational programs are designed using a modular approach. The content of course cycles (General Education, Basic, Professional) includes the University Component (UC) and the Elective Component (EC).

5.42.7.1 Requirements for Bachelor's educational programs include:

- General Education cycle: presence of Mandatory Component (MC) and University Component (UC) courses;
- Basic and Professional cycles: presence of University Component (UC) and Elective Component (EC) courses, as well as professional internships;
- Postgraduate education cycles: presence of University Component (UC) and Elective Component (EC) courses;
- General Education cycle: 56 academic credits, of which 51 are allocated to Mandatory Component (MC) courses;
- Basic and Professional cycles (including courses and professional internships): at least 176 academic credits; for the "Design" educational program — at least 236 academic credits.

5.42.7.2 The primary criterion for completion of an educational program is the attainment of at least 240 academic credits; for the "Design" educational program — at least 300 academic credits.

5.42.7.3 Master's degree programs (Scientific and Pedagogical track):

- Basic cycle volume: 35 academic credits, of which 20 are allocated to the University Component (UC);

- Professional cycle volume: 53 academic credits within the total volume of the Master's educational program.

5.42.7.4 Master's degree programs (Profile track):

- The Basic cycle volume within the total volume of the Master's educational program is 10 academic credits (for a 1-year study period). Of these, 6 academic credits are allocated to University Component (UC) courses;

- The Professional cycle volume is 29 academic credits (for a 1-year study period) within the total volume of the Master's educational program, which are distributed between the University Component (UC) and Elective Component (EC) by JSC "K. Kulazhanov KAZUTB" independently.

5.42.7.5 The primary criterion for program completion is the attainment of:

- At least 120 academic credits for the entire study period in the Scientific and Pedagogical Master's program, including all types of the Master's student's academic and research activities;

- 60 academic credits for the 1-year Profile Master's program.

5.42.8 The implementation of educational programs at JSC "K. Kulazhanov KAZUTB" is guaranteed by comprehensive resource support, including qualified faculty, up-to-date information and library resources, modern infrastructure, and methodological support for all types of academic activity. A mandatory condition is providing students with access to professional internship bases corresponding to their field of study, as well as full information support for the learning process through the internal digital platforms of JSC "K. Kulazhanov KAZUTB."

5.42.9 The standard duration of Bachelor's degree programs is 3 and/or 4 years, with the exception of the field of study "6B021 Art," for which the duration is 4 and/or 5 years. Reduction of the standard study duration is permitted, provided that JSC "K. Kulazhanov KAZUTB" recognizes previously earned formal and/or non-formal education credits in accordance with internal regulatory acts.

5.42.10 The standard duration of Master's degree programs is:

- Profile track: 1 year;
- Scientific and Pedagogical track: 2 years.

5.42.11 The expert review of educational programs and teaching/methodological literature is based on the principles of transparency, objectivity, and a systematic approach to the organization of expert work.

5.42.12 All educational programs follow a unified approval procedure, including a sequential review process in accordance with KAZUTB-DEP-RPA-8.3/8.1-2025-13, "Regulation on the Procedure for Developing Educational Programs."

5.42.13 When defining their individual learning trajectory, students have the right to select courses within the University Component and/or Elective Component for both their primary educational program (Major) and their additional program (Minor). The Minor program, consisting of 15 academic credits, is aimed at obtaining additional competencies in related or profile fields of study and at meeting the student's personal educational needs; it is implemented in accordance with the internal regulation (KAZUTB-DEP-RPA-8.3/8.1-2025-17).

5.42.14 The implementation of educational programs at JSC "K. Kulazhanov KAZUTB" is ensured by complete teaching and methodological support for all academic disciplines. The processes of formation, structure definition, and updating of Teaching and Methodological Support of Courses (TMSC) are mandatory and are regulated by the internal document (KAZUTB-DEP-RPA-8.3/8.1-2025-15, "Rules for the Formation of Teaching and Methodological Support for a Discipline").

5.42.15 Internal quality assurance standards for educational programs (covering development, implementation, and quality monitoring) in accordance with ECTS requirements are regulated by KAZUTB-UOP-PPD-8.3/8.1-2025-34, "Policy on Internal Quality Assurance of Educational Activities."

5.43 Organization of Professional Internships and Graduate Employment

5.43.1 Professional internship is a mandatory component of the educational program.

5.43.2 Professional internships are classified as follows:

- Bachelor's degree: vocational (industrial) and pre-graduation internships;

- Master's degree (Scientific and Pedagogical track): pedagogical and research internships;
- Master's degree (Profile track): vocational (industrial) internship.

5.43.3 The University develops, approves, and ensures compliance with the rules for organizing and conducting professional internships, as well as the criteria for selecting organizations to serve as internship bases.

5.43.4 In cases where a student pursues both a Major and a Minor educational program, the internship base shall be an organization (enterprise) corresponding to the profile of the Major program.

5.43.5 The form of the internship agreement is determined by the University. The agreement shall define the obligations and responsibilities of the University and the enterprise (institution/organization) acting as the internship base for students.

5.43.6 The types, duration, scope, and content of professional internships are determined based on the specifics of the respective educational program.

5.43.7 Organizations serving as internship bases must correspond to the profile of the educational program. For each field of study, at least two agreements must be concluded with relevant organizations that possess the necessary infrastructure and qualified personnel to supervise the internships.

5.43.8 Requirements for conducting all types of internships (vocational and pre-graduation) are regulated by KAZUTB-CC-RPA-7.2-2025-02, "Rules for Organizing and Conducting Professional Internships and Defining Internship Base Organizations."

5.43.9 The graduate employment rate is a significant indicator of the University's educational efficiency and the quality of its educational programs (EP).

5.43.10 The employment support system at JSC "K. Kulazhanov KAZUTB" includes the following priority areas: establishing long-term contractual partnerships with employers; organizing personal graduate placement and facilitating employment; creating and updating a unified database of students and graduates; and providing information and consulting support, including training, seminars, and job fairs.

5.43.11 Monitoring of graduate employment and professional advancement is carried out by the University based on the following data:

- 5.43.11.1 Documentary evidence from employers (certificates of employment, responses to official inquiries);
- 5.43.11.2 Job referral documents resulting from personal placement;
- 5.43.11.3 Records of mandatory pension contributions (accessed via relevant information systems).

5.43.12 The University provides post-graduation support for graduates for 3 years following their completion of studies. This process involves close cooperation between the Career Center (CC) and the graduating departments to support the graduate's professional development.

5.43.13 The procedures for employment facilitation, the responsibilities of structural units, and reporting forms are regulated by the internal document KAZUTB-CC-RPA-7.2-2025-01, "Regulation on Graduate Employment."

6. ASSESSMENT POLICY AND ACADEMIC PERFORMANCE

6.1 The policy for assessing the academic achievements of students at JSC "K. Kulazhanov KAZUTB" is based on the principles of academic integrity, objectivity, uniformity of requirements, and transparency. Assessment procedures are regulated by the internal document "Policy on Assessment of Learning Outcomes" (KAZUTB- DEP-RPA -8.3/8.1-2025-36).

6.2 The verification of Learning Outcomes at the University is conducted by integrating current assessment, rating control, and interim (final semester) assessment into a unified educational process. This multi-stage system ensures the objective evaluation of the student's developed knowledge and skills against the requirements of the educational programs.

6.3 Assessment of academic achievements is conducted using various control forms (tests, written assignments, projects, case studies) designed to determine the actual level of competency

acquisition. The selected methods must be specified in the course syllabus, remain objective, and align with the expected learning outcomes.

6.4 Methods used to assess student academic achievements must meet the criteria of reliability and validity and must be student-centered in nature.

6.5 The final grade for a course is composed of two components: current and rating control results throughout the semester account for 60%, while the final examination grade (interim assessment) accounts for 40%. This distribution of points prioritizes consistent student performance throughout the entire academic period.

6.6 Assessment of academic achievements across all forms of control—including diagnostic, current, and rating control, as well as interim assessment—is conducted using the credit-rating letter-grading system.

6.7 Student attendance and academic progress (current control) are recorded in an electronic gradebook/journal.

6.8 Academic achievements (knowledge, abilities, skills, and competencies) are assessed on a 100-point scale for each completed assignment, corresponding to the internationally accepted letter-grading system with numerical equivalents. Passing grades, in descending order, range from "A" to "D" (100–50 points), while failing grades are designated as "FX" (25–49 points) and "F" (0–24 points). Grades are also mapped to the traditional grading system. The final result of current academic performance is calculated as the arithmetic mean of all grades obtained throughout the academic period;

6.9 Upon receiving an "FX" (unsatisfactory) grade, the student is permitted to retake the final control (examination) no more than once, in accordance with the academic calendar, without repeating the course program (module);

6.10 In the event of receiving an "F" grade (0–24 points), as well as in the event of receiving an "unsatisfactory" grade upon retaking an "FX" grade, the student must re-enroll in the respective course (module), attend all types of academic sessions, complete all required academic work in accordance with the syllabus, and retake the final assessment;

6.10.1 Current control grades are recorded in the attendance and performance journal within the Platonus system, corresponding to the maximum possible points for the respective academic week as specified in the course syllabus;

6.11 The rating is determined as the arithmetic mean of each type of control, incorporating a weighting coefficient for each specific control type:

Type of training session	Weighting coefficient*
<i>For disciplines involving practical or laboratory work</i>	
Lectures / Practical Sessions / Laboratory Sessions / Studio Classes	0,3
IWS/ IWSST	0,3
Rating control	arithmetic mean value
Total	0,6

6.11.1 The Admission Rating (AR) for the final control is determined as the mean value of the rating controls: $AR = (RC1 + RC2) / 2 \geq 50\%$.

6.11.2 The Final Grade (FG) for the discipline incorporates the Admission Rating (AR) and the Final Control (FC) score: $FG = AR \times 0,6 + FC \times 0,4$;

6.12 The procedure for monitoring and assessing the academic achievements of students across all modes of study is regulated by the "Regulations on Conducting Current Control of Academic Performance and Interim Assessment" KazUTB-OR-RPA-8.3/8.1-2025-13;

6.13 All students of KazUTB JSC must be familiarized with the "Regulations on Conducting Current Control of Academic Performance and Interim Assessment" and the "Student Code of Honor" (KazUTB-PVSR-RPA-8.5/8.6-2025-1), which establish the requirements for student conduct during the final control of academic achievements;

6.14 Academic achievements in languages (Kazakh, Foreign, Russian) are assessed in accordance with the point-rating letter system for foreign language proficiency, based on the level-based model with conversion to ECTS and the traditional scale, pursuant to Appendix 2 of the "Model

Rules for the Activities of Educational Organizations Implementing Higher and (or) Postgraduate Educational Programs," approved by the Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan dated October 30, 2018, No. 595. The levels and descriptions of language proficiency correspond to the Common European Framework of Reference for Languages (CEFR: A1, A2, B1, B2, C1, C2).

7. INTEGRATED GPA ASSESSMENT POLICY

7.1 The Integrated GPA reflects the level of academic achievement attained by a student, the student's aptitude for research activities, and the degree of development of social competencies.

7.2 The policy for assessing students' research skills and social competencies is based on the Integrated GPA indicator, which provides a comprehensive assessment of students' overall development by evaluating academic performance (Grade Point Average), research achievements, and social achievements (research and social competencies).

7.3 To ensure consistency in recording and calculating academic achievements, research skills, and social competencies, workload is measured in academic credits (academic hours), and assessment of all three components of the Integrated GPA is conducted using a unified 100-point grading scale.

7.4 The Grade Point Average (GPA) reflects the student's academic performance (for an academic period, academic year, or the entire period of study) and is calculated in accordance with the established system for recording academic achievements, as provided by the Standard Rules for the Activities of Educational Organizations Implementing Higher and (or) Postgraduate Education Programs, approved by Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018.

7.5 For the assessment of students' research skills and social competencies, JSC "Kazakh University of Technology and Business named after K. Kulazhanov" establishes the types and forms of student activities, the organizational procedures, the criteria for evaluating achievements in research skills and social competencies, the assessment indicators and methodology, the grading scale, and the procedure for awarding points.

7.6 To ensure the accuracy, objectivity, and transparency of the assessment of research skills and social competencies, data collection and verification are carried out through an automated information system. The recording of student achievements beyond traditional academic learning is implemented through a specialized Student_KPI module. Within this module, students independently upload supporting documents, which, after undergoing automated validation and verification, are incorporated into the calculation of the final Integrated GPA (iGPA).

7.7 The Integrated GPA (iGPA) represents the student's overall academic achievements and is calculated as the weighted sum of 0.5 for academic achievements, 0.25 for research achievements, and 0.25 for social competencies.

The final Integrated GPA (iGPA) is calculated using the additive aggregation formula:

$$\text{IGPA} = (\Sigma A \times NA) + (\Sigma R \times NR) + (\Sigma S \times NS)$$

Where:

- ΣA = normalized academic score (0–100);
- ΣR = total research score (0–100);
- ΣS = total social activity score (0–100);
- NA, NR, NS = weighting coefficients (0.5, 0.25, and 0.25, respectively).

7.8 Appeals regarding the Integrated GPA (iGPA)

7.8.1 A student has the right to appeal the final iGPA within five (5) working days after its publication in the University's information system. The grounds for an appeal are limited exclusively to technical verification, including the correctness of the calculation algorithm, the proper application of weighting coefficients, and the completeness of data incorporated from all components (academic disciplines, professional internships, research achievements, and social achievements).

7.8.2 Scores earned by the student for academic disciplines, professional internships, and other activities during the academic period are not subject to review under this procedure. An iGPA appeal shall not constitute a procedure for retaking examinations, defending internship reports, or reassessing

completed academic work.

7.8.3 An appeal application shall be submitted to the Registrar's Office. The verification of data accuracy shall be carried out by the designated committee within two (2) working days from the date of registration of the appeal. Based on the committee's findings, the Registrar's Office shall either make the necessary technical corrections to the student's digital transcript or provide a reasoned decision rejecting the requested amendment.

7.9 The procedures and methodology for assessing student achievements shall be governed by the University's internal regulatory document, "Regulations on the Rating System for Student Performance Assessment", KazUTB-DSR-DP-7.2-2026-24.

8. POLICY ON GRADUATION AND THE AWARDING OF ACADEMIC DEGREES AND QUALIFICATIONS

8.1 The promotion of undergraduate (Bachelor's degree) students from one year of study to the next shall be carried out upon completion of the academic year (including examination periods and the summer semester), provided that the student has achieved the minimum required Grade Point Average (GPA Threshold), as follows:

- For promotion from the 1st to the 2nd year of study — a GPA of not less than 1.3;
- For promotion from the 2nd to the 3rd year of study — a GPA of not less than 1.5;
- For promotion from the 3rd to the 4th year of study — a GPA of not less than 1.7;
- For promotion from the 4th to the 5th year of study — a GPA of not less than 2.0.
- For students enrolled in the research and pedagogical Master's degree programme, the following minimum GPA Threshold shall apply:

For promotion from the 1st to the 2nd year of study — a GPA of not less than 2.1.

8.2 A student who fails to achieve the established transfer GPA by the end of the academic year shall, by the decision of the Attestation Commission, either remain for a repeated year of study to eliminate academic arrears and improve their GPA, or be dismissed due to academic failure.

8.3 Students who do not meet the transfer GPA following the spring interim assessment are provided the opportunity to participate in the summer semester (on a fee-paying basis) to retake courses and reach the required threshold before the start of the new academic period.

8.4 Students who have fulfilled the academic curriculum but have not reached the threshold GPA are not permitted to proceed to final certification. They are granted the right to repeat specific courses (Retake) on a fee-paying basis to improve their GPA.

8.5 When repeating a course (Retake) to improve the GPA, the latest grade received is recorded in the transcript and is used in the calculation of the cumulative GPA.

8.6 Final certification comprises at least 8 academic credits of the total volume of the Higher Education EP and is conducted in the form of:

- Writing and defending a diploma thesis (project);
- Preparing for and passing comprehensive examinations.

8.7 Final certification in the form of writing and defending a diploma thesis (project) is undertaken by students who have demonstrated high academic achievement and interest in research activities during their studies (e.g., participation in conferences, publications, participation in scientific projects). This is based on a formal student application, provided that the total number of such students does not exceed 20% of the graduating class for the respective educational program. The procedure for the completion and defense of the thesis is regulated by the internal document KAZUTB-UOP-PPD-8.3/8.1-2025-20, "Regulation on the Diploma Thesis (Project)."

8.8 All other students undergo final certification in the form of two comprehensive examinations based on KAZUTB-DEP-RPA-8.3/8.1-2025-19, "Regulation on the Organization and Conduct of Comprehensive Examinations," which regulates the procedure and structure of comprehensive examination programs.

8.9 Supervision of diploma theses/projects is conducted by faculty members of the

corresponding profile with at least 3 (three) years of scientific-pedagogical experience, or by professionals working in the field of study with at least 10 (ten) years of work experience.

8.10 Final certification accounts for at least 8 academic credits in the total volume of Master's degree programs (both Scientific-Pedagogical and Profile tracks) and is conducted in the form of writing and defending a Master's thesis/project.

8.11 Scientific supervision by faculty members is provided by those who hold an academic degree and/or an academic degree of Doctor of Philosophy (PhD) or a Professional Doctorate corresponding to the profile of the field of study, with at least 3 (three) years of scientific-pedagogical experience. Additionally, they must be the author of at least 5 (five) scientific articles published within the last 5 (five) years in scientific journals included in the 1st, 2nd, and/or 3rd level of the list of publications, and at least 1 (one) scientific article within the last 5 (five) years in an international peer-reviewed scientific journal with an Impact Factor according to JCR (Journal Citation Reports), or indexed in one of the following databases: Science Citation Index Expanded, Social Science Citation Index, or Arts and Humanities Citation Index within the Web of Science Core Collection, or having a CiteScore percentile of at least 25 in the Scopus database.

8.12 Diploma theses/projects and Master's theses/projects are subject to mandatory plagiarism checking in accordance with KAZUTB-DEP-RPA-8.3/8.1-2025-21, "Rules for Checking Written Works for Plagiarism and Uploading Them to the 'MARK-SQL' AIS," which establishes the procedure and requirements for plagiarism screening for all final qualification works.

8.13. Recognition of Learning Outcomes from Formal and Non-Formal Education:

8.13.1 To ensure the procedure for the recognition of Learning Outcomes (hereinafter — LO) from formal and non-formal education, the composition of the relevant profile Commission is approved by an order of the Rector.

8.13.2 The procedures and mechanisms for the recognition of LO are regulated by the internal normative document KAZUTB-DEP-RPA-8.3/8.1-2025-35, "Regulation on the Procedure for the Recognition of Learning Outcomes from Formal and Non-Formal Education."

8.13.3 The recognition of LO obtained through formal and non-formal education is carried out based on an expert assessment comparing the content and/or planned LO of an external program (course) with the content and/or LO of academic disciplines or modules included in the relevant University educational program.

8.13.4 The conformity assessment is conducted by the Commission by comparing the formulated competencies, LO, total workload (in academic hours and/or credits), learning objectives, and the assessment systems for academic achievements in the compared programs.

8.14 Transfer, Reinstatement, Withdrawal of Students, and Academic Leaves:

8.14.1 Students have the right to transfer, reinstatement, withdrawal, and academic leave. These procedures are regulated by the following internal normative documents: KAZUTB-OR-PPD-8.3/8.1-2025-16, "Regulation on the Transfer, Withdrawal, and Reinstatement of Students," and KAZUTB-OR-RPA-8.3/8.1-2025-14, "Regulation on the Procedure for Granting Academic Leaves to Students."

8.14.2 Student transfers may be conducted from one educational program to another, from one form of study to another, from one Higher Education Institution (HEI) to another, from one language of instruction to another, and from fee-based education to an educational grant.

8.14.3 A mandatory condition for transfer is the completion of the first academic period of the program being pursued, in accordance with the individual study plan.

8.14.3 Transfer and reinstatement procedures are carried out exclusively during the summer and winter breaks. An application and the complete set of required documents must be submitted to the Registrar's Office no later than five working days before the start of the next academic period (semester), in accordance with the approved Academic Calendar.

8.14.4 When transferring a student from another HEI, JSC "K. Kulazhanov KAZUTB" assesses the alignment of the field of study, the profile of the educational program (EP), and academic achievements. Verification of compliance with academic integrity principles is a mandatory criterion; the profile commission shall issue a compliance protocol for the transfer of learning outcomes and

the recognition of credits.

8.14.5 The transfer of students from groups of educational programs requiring creative/artistic aptitude to other groups of educational programs is permitted only upon presentation of a valid Unified National Testing (UNT) certificate. The certificate score must be no lower than the established threshold for the selected field of study, in accordance with the regulatory requirements of the Ministry of Science and Higher Education of the Republic of Kazakhstan (MSHE RK).

8.14.6 When transferring or reinstating from a foreign HEI, the student is required to submit an official transcript (academic record) and a document certifying the completion of the previous level of education. All educational documents issued by foreign organizations are subject to mandatory nostrification (recognition) in the Republic of Kazakhstan in the manner prescribed by legislation.

8.15 Students may be dismissed for the following reasons:

8.15.1 At the student's own initiative: based on a formal personal request (voluntary withdrawal) or in connection with a transfer to another HEI.

8.15.2 Due to academic failure: failure to fulfill the individual study plan, receipt of "unsatisfactory" grades (F, FX), or failure to appear for final certification.

8.15.3 For violation of discipline and regulations: non-compliance with the University Charter, Internal Regulations, Code of Academic Integrity, and/or student dormitory residence rules.

8.15.4 For failure to fulfill obligations and other reasons: failure to comply with the terms of the educational services agreement, failure to return from academic leave within the established timeframe, submission of fraudulent documents concerning previous education, or other cases provided for by the legislation of the Republic of Kazakhstan (including the registration of the student's death).

8.16 Grounds for granting academic leave: Academic leave is granted by Rector's order based on official supporting documents in the following cases:

8.16.1 Health condition (based on the report of the Medical Advisory Commission);

8.16.2 Call-up for military service (based on a summons);

8.16.3 Birth or adoption of a child under the age of three.

8.17 The academic degree shall be conferred, and the University's own diploma shall be awarded, provided that the student has successfully completed the full number of academic credits required by the educational programme and has successfully passed the final assessment (final attestation).

8.18 The decision of the Attestation Commission to award a degree and issue a university-standard diploma is documented in minutes and confirmed by an identification number in the "Platonus" AIS.

8.19 Final certification accounts for at least 8 academic credits of the total volume of the Higher Education EP and is conducted in the form of:

- Writing and defending a diploma thesis/project;

- Preparing for and passing comprehensive examinations.

9. POLICY ON ACADEMIC INTEGRITY AND RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

9.1 This Policy defines the principles, norms, and procedures for ensuring academic integrity and regulates the use of Artificial Intelligence (AI) tools in the educational and scientific activities of JSC "K. Kulazhanov KAZUTB."

9.2 This Policy is developed in accordance with:

9.2.1 The Law of the Republic of Kazakhstan "On Education";

9.2.2 The Model Rules for the Activities of Higher and (or) Postgraduate Educational Organizations;

9.2.3 State Compulsory Educational Standards for Higher and Postgraduate Education (SCES);

9.2.4 Internal regulatory documents.

9.3 This Policy is mandatory for students of all levels (Bachelor's, Master's, Doctoral

programs), as well as for the faculty and staff of JSC "K. Kulazhanov KAZUTB."

9.4 JSC "K. Kulazhanov KAZUTB" adheres to the following principles:

9.4.1 Integrity and independence in the completion of academic work;

9.4.2 Accuracy and reliability of the data presented;

9.4.3 Proper citation and compliance with copyright laws;

9.4.4 Transparency in the use of sources and digital tools;

9.4.5 Inadmissibility of gaining unfair academic advantages.

9.5 Forms of Academic Integrity Violations:

9.5.1 Plagiarism: Presenting the ideas, text, data, or results of others as one's own without proper citation.

9.5.2 Fabrication and falsification of data.

9.5.3 Cheating and the use of unauthorized materials during assessments.

9.5.4 Unauthorized use of Artificial Intelligence (AI) tools.

9.6 The use of AI is permitted provided that the principles of transparency, independence, and academic integrity are observed.

9.7 The use of AI is permitted:

9.7.1 For brainstorming and structuring material;

9.7.2 For language editing of text;

9.7.3 For generating examples, subject to mandatory revision and critical analysis;

9.7.4 For programming and data analysis, provided that the use of AI is documented.

9.8 When using AI, students are required to:

9.8.1 Disclose the use of AI within the text of the work (in a footnote or a "Methodology" section);

9.8.2 Describe the nature of the usage (editing, idea generation, coding, etc.);

9.8.3 Refrain from presenting AI-generated material as their own original work;

9.8.4 Ensure the verification of the accuracy of the information obtained.

9.9 It is prohibited to:

9.9.1 Fully generate written assignments without significant author revision;

9.9.2 Use AI during an examination without authorization;

9.9.3 Generate falsified data or sources;

9.9.4 Circumvent plagiarism detection and originality verification systems.

9.10 Violations are identified by faculty members, the academic control department, or through anti-plagiarism systems.

9.11 Upon the identification of a potential violation, an Academic Integrity Commission shall be established.

9.12 Students have the right to:

9.12.1 Be notified of the alleged violation;

9.12.2 Submit a written explanation;

9.12.3 Attend the commission meeting;

9.12.4 File an appeal.

9.13 The commission's decision shall be documented in minutes and communicated to the involved parties.

9.14 Depending on the severity of the violation, the following sanctions may be applied:

9.14.1 Warning;

9.14.2 Cancellation of the work result;

9.14.3 Grade reduction;

9.14.4 Course repetition;

9.14.5 Academic reprimand;

9.14.6 Dismissal (in case of gross or repeated violations).

9.15 Faculty members are required to:

9.15.1 Inform students about the rules of academic integrity;

9.15.2 Clearly define the permissible use of AI in each course;

- 9.15.3 Apply consistent grading criteria;
- 9.15.4 Document all instances of violations.
- 9.16 Prevention of violations includes:
 - 9.16.1 Conducting awareness and educational activities;
 - 9.16.2 Providing training in academic writing skills;
 - 9.16.3 Developing methodological guidelines for the use of AI;
 - 9.16.4 Implementing digital originality verification systems;
 - 9.16.5 Regularly updating the policy to reflect technological advancements.

9.17 This policy shall be reviewed at least once every three years, or upon changes in the legislation of the Republic of Kazakhstan, or the emergence of new technological risks.

10. ACADEMIC STUDENT SUPPORT POLICY

10.1 The University ensures equal access to quality education and creates a barrier-free environment for students with special educational needs (SEN). The procedures for organizing education, providing benefits, and offering technical support are regulated by document KAZUTB-UOP-PPD-8.3/8.1-2025-08, "Regulation on Inclusive Education."

10.2 To ensure equal conditions for educational services, each academic building includes a special office equipped with learning tools, educational literature, and adapted software.

10.3 Provision of conditions for inclusive education includes:

10.3.1 Creating a material and technical infrastructure and a social support system that correspond to the needs and capabilities of each student.

10.3.2 Adapting educational programs and knowledge assessment methods to the individual capabilities and needs of persons with SEN, ensuring the achievement of learning outcomes without lowering quality requirements.

10.3.3 Fostering an inclusive culture through maintaining ethical interaction and barrier-free communication among all participants in the educational process, excluding any forms of discrimination.

10.3.4 Professional readiness: mandatory training for faculty members to work in inclusive groups through regular professional development.

10.3.5 Creating conditions for faculty and staff to learn inclusive education methodologies and provide psychological-pedagogical support to persons with SEN and disabilities through the professional development system.

10.4 The organization and provision of inclusive education for persons with disabilities and special educational needs in higher and postgraduate educational programs are regulated by KAZUTB-UOP-PPD-8.3/8.1-2025-08, "Regulation on Inclusive Education."

11. EDUCATIONAL PROGRAM QUALITY ASSURANCE POLICY

11.1 JSC "K. Kulazhanov KAZUTB" implements a systematic internal assessment of educational program quality based on regular monitoring of academic performance indicators, the achievement of learning outcomes, feedback from stakeholders, and periodic program review procedures. The results of this analysis are utilized to develop and implement corrective measures aimed at the continuous improvement of the educational process.

11.2 Internal Quality Assurance Procedures are carried out according to the PDCA (Plan-Do-Check-Act) cycle and include:

11.2.1 (Plan): Annual approval of an educational program monitoring plan, which includes:

Annual Monitoring: Verification of the achievement of Learning Outcomes (LO), updating of teaching materials, and analysis of enrollment and graduation statistics.

Program Review: External assessment of educational programs, updating of competencies, and ensuring alignment with the labor market.

11.2.2 (Do): **Data Collection:** Analysis of academic performance (GPA, retention rate, completion rate), student course evaluation surveys, annual faculty performance appraisal, and feedback from employers and alumni.

11.2.3 (Check): **Analytical Assessment:** Annual reporting on the results of achieving set indicators in educational program development plans; identification of risks (low academic performance, non-compliance with learning outcomes); and comparative analysis based on ranking results (benchmarking).

11.2.4 (Act): **Corrective Measures:** Updating of teaching and methodological materials (syllabi, etc.), analysis of the assessment system and implemented measures to improve academic performance, faculty professional development, updating of educational programs, etc.

11.3 Documentation and Transparency: Meeting minutes and the public disclosure of key performance indicators of JSC "K. Kulazhanov KAZUTB."

11.4 JSC "K. Kulazhanov KAZUTB" maintains a policy for the internal quality assurance of educational activities and documented procedures for its Quality Management System (QMS), which define the required level of quality for educational services provided and ensure its achievement.

11.5 Monitoring and evaluation of the quality of educational activities at JSC "K. Kulazhanov KAZUTB" are carried out by the Department of Quality and Accreditation (QAD) through cooperation with international and national accreditation agencies and the implementation of institutional and specialized accreditation measures to enhance the quality of educational programs at JSC "K. Kulazhanov KAZUTB."

12. POLICY ON GOVERNANCE AND ALLOCATION OF RESPONSIBILITIES IN ACADEMIC ACTIVITIES AT «KAZUTB NAMED AFTER K. KULAZHANOV»

12.1 This policy defines the academic governance system, the distribution of authority and responsibilities among structural units in the implementation of educational programs, quality assurance, and academic decision-making.

12.2 This policy aims to ensure transparency in governance processes and adherence to the principles of academic autonomy, accountability, and collegial decision-making.

12.3 The policy applies to all faculties, structural units (SU), committees, collegial bodies, and other stakeholders of JSC "K. Kulazhanov KAZUTB."

12.4 Academic governance is based on the following principles:

12.4.1 Legality and compliance with national regulatory requirements;

12.4.2 Collegiality in decision-making;

12.4.3 Separation of strategic and operational functions;

12.4.4 Transparency and documentation of decisions;

12.4.5 Accountability for the results of educational activities;

12.4.6 Ensuring academic integrity and educational quality.

12.5 The Academic Quality Council is the highest collegial body governing the academic activities of JSC "K. Kulazhanov KAZUTB."

12.6 The competencies of the Academic Quality Council include:

12.6.1 Approval of educational programs and curricula;

12.6.2 Introduction of amendments and updating of academic policy;

12.6.3 Review of internal and external quality assessment results;

12.6.4 Approval of educational program development plans.

12.7 Decisions made by the Academic Quality Council shall be documented in minutes and are mandatory for implementation by all structural units of JSC "K. Kulazhanov KAZUTB."

12.8 Faculties implement educational programs and are responsible for:

12.8.1 Development and updating of curricula;

12.8.2 Ensuring the achievement of learning outcomes;

12.8.3 Distribution of academic workload;

12.8.4 Monitoring of student academic performance;

12.8.5 Organization of interim and final assessments.

12.9 The Dean of the Faculty is responsible for compliance with academic regulations and the implementation of decisions made by the Academic Council.

12.10 Committees:

12.10.1 Academic Quality Commission;

12.10.2 Academic Integrity Committee;

12.10.3 Appeals Commission;

12.10.4 Academic (Program Review) Committees.

12.11 The Department of Educational Programs (DEP) ensures:

12.11.1 Coordination of the educational process;

12.11.2 Maintenance of the registry of educational programs in the EHEIS system;

12.11.3 Monitoring of compliance with changes in regulatory and legislative acts regarding academic issues.

12.12 The Registrar's Office (RO) ensures:

12.12.1 Organization of course registration procedures;

12.12.2 Analysis of student academic performance.

12.13 The Department of Strategic Development (DSD) is responsible for:

12.13.1 Monitoring of educational programs;

12.13.2 Organization of internal audits;

12.13.3 Preparation for accreditation;

12.13.4 Monitoring the implementation of corrective measures.

12.14 Heads of structural units bear personal responsibility for the implementation of the provisions of this Policy.

12.15 Non-compliance with the requirements of this Policy shall be reviewed in accordance with the internal regulatory acts of JSC "K. Kulazhanov KAZUTB."

12.16 This Policy is approved by the decision of the Academic Quality Council and enters into force upon the Rector's personal signature on the title page.

12.17 This Policy shall be reviewed at least once every three years or upon changes in regulatory requirements.

12.18 Oversight of the implementation of this Policy is entrusted to the Vice-Rector for Academic Affairs.

12.19 Distribution of authority among structural units for the implementation and coordination of Academic Policy.

13. POLICY ON ENSURING OPENNESS AND TRANSPARENCY

13.1 The policy for ensuring openness and transparency at KazUTB JSC is aimed at:

13.1.1 Eradicating and preventing corruption in all its forms;

13.1.2 Ensuring information transparency of the university's operational procedures and the accessibility of information on the official website: www.kaztbu.edu.kz;

13.1.3 Facilitating collegial decision-making and the participation of the public and students in the decision-making process;

13.1.4 Maintaining internal documents that regulate the transparency of business processes, made available on the official website www.kaztbu.edu.kz;

13.1.5 Promoting academic integrity;

13.1.6 Widespread promotion of an anti-corruption culture and corporate ethics;

13.1.7 Ensuring transparency in the distribution of grants and publishing relevant information on the official website;

13.1.8 Filling scientific and pedagogical positions (teaching and research staff) on a competitive basis, with vacancy announcements published in the media and on the official website; www.kaztbu.edu.kz;

13.1.9 Organizing discussions and collecting proposals, opinions, and comments regarding departmental documents, initiatives, published reports, and anti-corruption measures;

13.1.10 Ensuring the protection of personnel who report instances of integrity violations

(whistleblower protection);

13.1.11 Providing services, including those in digital/electronic format;

13.1.12 Stimulating the development of student initiatives affecting all spheres of public life as a foundation for the development of student self-governance;

13.1.13 Ensuring the participation of the student community within collegial management bodies (Academic Council, etc.) to increase transparency in the management decision-making process of KazUTB JSC;

13.1.14 Conducting an annual hearing of the Rector's report on the activities of KazUTB JSC before the staff and the public.

13.2 The provision and allocation of dormitory housing for students in need at JSC "K. Kulazhanov KAZUTB" are regulated by document KAZUTB-PVSR-RPA-8.5/8.6-2025-2, "Regulation on the Student Residence Hall," and are administered through the "Electronic Dormitory" module of the Platonus Automated Information System (AIS).

13.3 Financial and budgetary procedures are aimed at increasing the efficiency of KazUTB JSC, ensuring transparency and accessibility; accountability reports and development plan execution reports are published annually on the official internet resource. (<https://www.kaztbu.edu.kz/ru>).

13.4 The distribution of financial resources is regulated by the requirements of the legislation of the Republic of Kazakhstan and adopted standards regarding the number of teaching and administrative staff, wages, and the procurement of goods, tangible assets, works, and services.

Academic Integrity Commission	• Reviews cases of alleged misuse of Artificial Intelligence (AI); • Determines the classification of the violation (minor/serious); • Determines disciplinary measures; • Develops recommendations for the improvement of preventive measures.
Health Center	• Exercises sanitary and medical control over the health status of students and staff; • Conducts preventive medical examinations; • Registers/Records cases of diseases posing an epidemiological risk; • Informs the University administration about the risks of infectious disease outbreaks; • Participates in the implementation of measures to ensure a safe learning environment for inclusive education.

14. PROCESS-RELATED RISKS AND RISK MITIGATION ACTIONS

14.1 Risks associated with:	14.2 Risk mitigation actions:
– the misalignment of Educational Program (EP) content with stakeholder requirements and educational standards; – dissatisfaction of stakeholders (employers, students, faculty, etc.) with the quality of educational services; – insufficient number of highly qualified teaching staff; – inadequate provision of modern literature and limited access to information resources for students; – insufficient material and technical infrastructure; – low level of industry engagement for	– heads of Graduating Departments and Academic Quality Commissions shall ensure that Educational Programs (EP) strictly comply with stakeholder requirements, State Compulsory Educational Standards and established EP guidelines; – heads of Structural Units and Teaching Staff (TS) shall incorporate results from stakeholder satisfaction monitoring (employers, students, faculty, etc.) regarding the quality of educational services when organizing the educational process; – develop a Human Resources Policy aimed at creating incentives for teaching staff to pursue

organizing practical training and the absence of effective practical training programs; – non-compliance of teaching and methodological support with modern requirements; – improper execution of the Student Individual Study Plan (SISP/CЭП); – inadequate communication; - underperforming channels for internal and external exchange of documented information; - infectious disease outbreak.	professional development and establishing the necessary conditions to attract highly qualified educators; – heads of Departments and the Scientific Library shall regularly monitor the availability of modern literature and access to information resources for students, ensuring timely submission of procurement requests for new materials; – regularly monitor the provision of modern material and technical infrastructure for the educational and research processes; ensure timely applications for the acquisition, maintenance, and repair of equipment and software; – ensure the timely distribution of documented information across the institution; – provide access to documented information for all relevant stakeholders; ensure the publication of approved documented information in PDF format on the official university website.
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15. RESPONSIBILITIES AND AUTHORITIES

15.1 Responsibility for organizing the development and implementation of this procedure is assigned to the heads of the respective structural units involved in the educational process.

15.2 Distribution of authorities among structural units and officials for documented information management:

Structural unit	Authorities
Rector	• Exercises general oversight of the implementation of the Academic Policy; • Ensures strategic coordination of academic activities at JSC "KAZUTB"; • Approves internal regulatory documents governing academic processes;
Vice-Rectors by areas of activity	• Coordinate the implementation of the Academic Policy within their designated areas of responsibility; • Ensure the organization of the educational process, including under conditions of restrictive measures (emergencies, quarantine, sanitary-epidemiological restrictions); • Monitor the execution of decisions made by the Academic Council; • Facilitate inter-departmental cooperation.
Deans	• Organize the implementation of the faculty's educational programs (EP) in accordance with the Academic Policy; • Coordinate the development, updating, and advancement of educational programs; • Monitor compliance with academic regulations within the faculty; • Ensure the dissemination of information to students and faculty regarding the implementation of the Academic Policy.
Departments	• Execute the direct organization of the educational process for the assigned Educational Programs (EP); • Develop and revise the content of academic disciplines, syllabi, and teaching and learning materials;

	• Participate in the design and improvement of Educational Programs; • Ensure the implementation of distance learning technologies and digital resources; • Implement measures to ensure the quality of the educational process.
Teaching staff (TS)	• Implement educational programs in accordance with the Academic Policy; • Ensure the achievement of the stated learning outcomes; • Observe the principles of academic integrity; • Apply approved assessment methods and grading criteria; • Inform students about the requirements of the taught disciplines.
Department of educational programs (DEP)	• Plan and organize the educational process; • Develop the academic calendar and schedules of the educational process; • Coordinate the implementation of anti-plagiarism systems and other tools for academic control; • Monitor the compliance of educational activities with the requirements of the Academic Policy; • Ensure the updating and storage of documented information.
Office of the registrar (OR)	• Maintain records of students' academic achievements; • Organize and support course registration procedures; • Coordinate the organization of interim and final assessments; • Generate academic transcripts and reports; • Ensure the accuracy of GPA calculations; • Account for the decisions made by the Academic Integrity Commissions regarding the misuse of AI.
Department of Digitalization	• Coordinates the overall implementation and utilization of Artificial Intelligence tools in educational activities; • Coordinates collaboration between academic and administrative units regarding AI usage; • Monitors compliance with the principles of academic integrity in the application of AI; • Submits issues concerning AI regulation for the consideration of the Academic Council.

16. CONFIDENTIALITY

16.1 The Academic Policy is an internal regulatory document of KazUTB JSC. It shall not be disclosed to third parties, with the exception of experts from certification bodies during certification audits, or partner-consumers, subject to the express permission of the Rector of KazUTB JSC.

F. DSD-7.5-2026-01-04 (mandatory)

19. REVISION RECORD LOG

Amendment number	Change notification number	Page Number(s)				Total number of pages (after amendments)	Date of amendment	Full name of the person responsible for the amendments	Signature of the person making the amendments
		Amended	Replaced	New	Revoked				

F. DSD-7.5-2021-05-05 (mandatory)

20. PERIODIC REVIEW LOG

Date of review	Full name of the reviewer	Signature of the reviewer	Formulation of the remark