



Regulation on academic mobility

1. General regulations

1.1 The present Regulations on academic mobility of "Astana IT University" LLP is developed in accordance with the Law of RK "On Education" from July 27, 2007, the Law of RK "On Science" from 18.02.2011, the Government mandatory standard of higher and postgraduate education (hereinafter - SESE) approved by the order of the MES RK from October 31, 2018 order number 604, Rules for the organization of the educational process on credit technology training approved by order of the MES RK dated April 20, 2011 № 152, as amended and supplemented on October 12, 2018 № 563, the rules of direction for study abroad, including in the framework of academic mobility, approved by order of the Minister of Education and Science of the Republic of Kazakhstan from November 19, 2008 № 613, the Bologna Declaration of 18-19 June 1999, the Academic Policy of the University.

1.2 The Regulation defines organizational and methodological support of the procedure of academic mobility and recognition of periods of study of students, masters, academic and research activities of AITU-researchers in domestic and foreign universities within the framework of academic mobility and implementation of international programs.

1.1 The aims and objectives of the present Regulations correspond to the main principles of the Bologna Declaration.

1.2 Academic mobility is the movement of students, undergraduates and/or university research teachers for a certain academic period (for a semester or academic year) to another higher Kazakhstan or foreign educational institution for training and/or research.

1.3 Academic mobility is one of the most important directions of the international activity of the university and contributes to improving the quality of education provides an opportunity to conduct research in the field of its specialization / direction to improve the effectiveness of research work of students of graduate students and teachers and staff to improve their professional cultural and educational level to improve the management system to establish external and internal integration ties with leading domestic

1.4 Introducing academic mobility contributes:

- bringing domestic educational programs and curricula in line with European standards;
- employment of university graduates in Kazakhstan and abroad.

1.5 The implementation of academic mobility programs for students, undergraduates for the study of individual disciplines in other educational organizations, including abroad and AITU

CPS research is carried out on the basis of bilateral agreement on mutual cooperation in the provision of educational services under the academic mobility programs. 1.6 Method of academic mobility of students, master's students for a certain period of time (for a semester or academic year) to partner universities:

- mastering the disciplines and practices of OP in the amount of at least 24-30 academic credits;

- participation in summer and winter schools (semesters);

- scientific research and internships;

1.7 External (international) academic mobility includes:

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- educational and research activities of teachers-researchers in foreign educational or scientific institutions.

1.8 Internal (national) academic mobility includes:

- training of students in Kazakhstan universities, as a rule, without increasing the normative term of study in this field of training with the subsequent recognition of the period of study.

- educational and research activities of teachers-researchers at leading Kazakhstan higher education institutions.

1.9 Selection of candidates under the academic mobility program is based on the general selection criteria* given in Appendix 1 of the Regulations. (* specific requirements for the EP may be approved taking into account the specifics of the EP).

2. Information support for the academic mobility programme

2.1 Overall guidance on information support for external and internal academic mobility is provided by the University's Department for International Cooperation (DIC).

2.2 HSD informs on the current government of international cooperation by posting relevant information on internal electronic resources - the University website, etc., social networks, information boards, as well as by sending an information message to the e-mail address of the OP coordinator.

2.3 VHF provides placement of information about foreign partner universities and available academic exchange programs in a form accessible to students, teachers and staff of the University.

2.4 Advisory support is provided according to VHI's work plan.

3. Organizational arrangements for academic mobility

3.1 The basic term for academic mobility is a semester or academic year.

3.2 Repeated eligibility to participate in the academic mobility program is granted only if there is a free quota from the partner university and there is no academic debt at the discretion of the EP Coordinator;

3.3 Academic mobility can be funded at the expense of the EP Coordinator:

- 3.3 Funding for academic mobility may be provided from: budgetary (RB) funds;

- international programs (ERASMUS+, DAAD, TEMPUS etc.).
- funds from the University;
- host country funds, including grants from international organizations and private foundations;

3.3 Funding for academic mobility may be provided from: budget (RB) funds; international programmes (ERASMUS+, DAAD, TEMPUS, etc.) of the University; host country funds, including grants from international organizations and private foundations;

- personal funds of participants of the academic mobility programme.

3.4 Overall guidance on academic mobility is provided by the HSD.

3.5 The University's International Relations Office provides overall coordination of the academic mobility processes:

- conclusion of memoranda, contracts and agreements with educational organizations and agencies;

- consulting students, masters, doctoral candidates, lecturers on academic mobility program to foreign and domestic universities;

- timely placement and dissemination of information related to the organization of academic mobility at the University;

- preparation of the whole package of documents for students leaving for other partner universities on exchange programmes (correctness of filling in the relevant documents: agreement, application, etc.);

- monitoring the implementation of all mandatory procedural conditions required for their fulfillment;

- issuance of relevant documents for departing students (before their period of study abroad), and for visiting students, after they have completed their studies at the host faculty;

- monitoring (contingent, comparative analysis, etc.) of Kazakhstani and foreign students participating in academic mobility programs;

3.6 The dean of the university is responsible for:

- the selection of candidates for the academic mobility program on the basis of a personal application in accordance with the general selection criteria and/or selection criteria;

- determination of correspondence of the content of the AITU EP and the host university - identification of the difference of disciplines;

- maintenance of academic consulting (determination of the list of academic disciplines taking into account their labor intensity in ECTS credits);

3.7 The application shall specify: the rationale, purpose of departure, destination, period of study, personal data of the applicant, and proposed sources of funding. The application is accompanied by a transcript (original) and certificate (copies) (IELTS, TOEFL if available) or other certificate (original) of foreign language skills.

3.8 If the candidate is approved, the data are sent to HSD for further formation of the university PR order.

3.9 The office of the University Registrar is responsible for:

- issuing an order on the departure of students participating in academic mobility programs;
- registration of students under academic mobility programs in the Platonus portal according to the FPI.

4. The procedure for re-crediting training courses and credits by ECTS type

4.1 The recognition of the results of studies at a partner university is a mandatory principle of academic mobility.

4.2 Issues of ECTS re-crediting of training courses upon completion of the academic mobility program are the responsibility of the Registrar's office in agreement with the EP Coordinator.

4.3 Ensuring objective criteria for measuring and comparing academic achievements is carried out on the basis of the Guidelines for the use of the European Credit Transfer and Accumulation System (ECTS), on the basis of which ECTS scores are recalculated into a rating letter system for evaluating students' academic achievements.

4.4 The conversion of grades is carried out on the basis of the scale of conversion of grades of the partner university.

4.5 Credit recalculation, received during study abroad according to the Agreement on study and confirmed by the transcript of marks, should be conducted in due time and without any additional assessment of the student's knowledge.

4.6 The recognition of the results of training supposes the recalculation of disciplines corresponding to the results of training of EP (including "unsatisfactory" grades). At the same time the content and competences of modules/disciplines, practice, research work and their labor intensiveness are compared.

4.7 Mastering of the difference of disciplines on EP is carried out in accordance with the internal rules of AITU.

4.8 In case of the difference of periods of study according to the AITU academic calendar and the partner university, registration (late registration) is carried out in accordance with the AITU academic calendar.

4.9 The order on calculation of a grant to students under the government order is carried out on the basis of granting a transcript of the partner university and realization of procedure of re-crediting of the mastered credits on the fact of arrival of the student.

4.10 OR university, in accordance with the order on the arrival of students on academic mobility programs, performs credit reset on the basis of the provided documents.