



### STUDENT SUPPORT SERVICES

**Dean's office:** office number C1-322, telephone 8(7172)64-57-06, e-mail: muslim.sergaziyev@astanait.edu.kz. Carries out planning, organization, monitoring, analysis and perfection of educational, methodical and educational work; organization of educational process on the basis of innovative technologies and methods of training, estimation of educational achievements in the context of student-centered training, teaching and estimation.

**Student Department:** office <sup>1</sup> C1-270, telephone 8(7172) 64-57-07, e-mail: Yerengul.Iskakova@astanait.edu.kz. Carries out the formation and maintenance of personal records of students throughout the student "life cycle". Keeps records of the contingent of students by age, sex, place of residence (region), nationality, terms of payment (for educational grant, grant of IOI, grant of enterprise's, organizations, on a paid basis), social status.

**Office of the Registrar of the University:** office number C1-265, phone 8(7172) 64-57-07, e-mail: aliya.koitanova@astanait.edu.kz. Carries out registration of history of educational achievements of students during the whole period of study. It accompanies the educational process on credit and distance educational technologies.

**Department on work with students:** office No. C2-245, phone 8(7172) 64-57-09, e-mail: almara.yerlanova@astanait.edu.kz. Carries out creation of information-educational and sociocultural environment favorable influencing on formation and development of personality of future specialist. Engaged in providing conditions for the disclosure and self-realization of the creative potential of student youth, organization of student leisure, support for student creative and sports clubs and groups.

**Scientific Library:** office number C1 - telephone 8(7172) 62-57-17, e-mail: Elmira.Merekeyeva@astanait.edu.kz. Provides assistance to the scientific and educational activities of the university. Develops information functions, accumulates third-party and creates its own information resources, provides access to national and world information networks. The main information about the work of the scientific library is available on the Web-site (<https://astanait.edu.kz/library/>), which provides an electronic catalog, bulletin of periodicals and other information necessary for students.

**Department of Academic Activities (DAD):** office number C1-264, phone 8(7172)64-57-07, internal 2020, e-mail: gulvira.akybaeva@astanait.edu.kz. Carries out planning, organization and control of the educational process of the university, implementation of innovative technologies of education.

**Department of Science and Innovation:** office number C2-155, telephone 8(7172)64-57-13, e-mail: Sholpan.Borashova@astanait.edu.kz. The Department carries out planning, coordination and organization of scientific and innovative activity; development of perspective forms of cooperation, including international, with IT-companies and branches of economy for joint solution of scientific problems and use of scientific developments.

**Department of International Cooperation:** office number C1-333, telephone 8(7172) 64-57-08, e-mail: Leila.Salykova@astanait.edu.kz. The main task of the Department is to develop international relations with foreign higher education institutions and scientific organizations, with leading IT companies and other international organizations and associations, as well as to strengthen the internationalization of education.

**Career and Employment Center:** sets the task of forming career skills of students and graduates, as well as promoting employment of graduates. It organizes professional practices for students.

**Competence and Excellence Center (CEC):** Office No. C2-135, telephone 8(7172) 64-57-14, e-mail: sapar.toxanov@astanait.edu.kz. Provides "Digital MBA - EMBA" training for commercial and public sectors, organizes training and certification for educational programs of additional/non-formal education of children and adults in IT-technologies and related spheres.

**Department of Marketing and Public Relations:** office number C2-368, phone 8(7172) 64-57-18, e-mail: Dastan.demeugazyyev@astanait.edu.kz. Develops a marketing strategy. Interacts with mass media, public organizations for timely informing the public about the most important events in Astana IT University activities.

**Quality Assurance Department:** office number C1-328, telephone 8(7172) 64-57-27, e-mail: Adil.Faizullin@astanait.edu.kz. Carries out the formation of internal quality assurance system and quality management system; ensuring the licensing of educational activities.

**General management of the student support service is carried out:**

Omirbayev Serik Maulenovich, Doctor of Economics, Professor, phone: 8(7172)64-57-22, internal 2019 e-mail: serik.omirbayev@astanait.edu.kz.