



RULES OF EDUCATIONAL PROCESS ORGANIZATION AND CONTROL OF EDUCATIONAL ACHIEVEMENTS

1. The academic period at the university is a trimester, lasting 10 weeks. In one academic year there are 3 trimesters.
2. The academic year includes a period of theoretical studies, intermediate attestation and vacation. The academic year begins on September 1 and ends according to the academic calendar. The academic year starts on September 1 and ends in accordance with the academic calendar.
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4. The period of study at the University is 3 years.
5. For all period of study students accumulate 240 credits, in each academic year on average 80 credits, respectively, in each trimester from 20 to 30 credits.
6. The organization of educational process is carried out on credit technology which is carried out on the basis of a choice and independent planning to students of an individual educational trajectory of training directed on achievement of results of training. The trajectory of training is defined by the student himself.
7. The basic principles of the organization of the educational process, records for the disciplines are determined by the "Rules of the organization of the educational process on credit technology of training of "Astana IT University" LLP.
8. Academic Policy of the University supports academic freedom, which is that in the context of academic and research activities of the PTS and the university students are free to express their own views and opinions.
9. The trajectory of study and the list of disciplines are reflected in the individual curriculum of the student. No changes to the individual curriculum are allowed during the academic year.
10. The individual curriculum is approved by the dean.
11. the individual study plan is formed by a student under the supervision of an edviser, i.e. an academic instructor. The individual curriculum of one academic year includes, on average, 80 credits.

12. The duration of an academic class is one academic hour and corresponds to 50 minutes. When using distance technologies, online classes are organized for 40 minutes. The schedule of classes is made by the Registrar's Office based on the individual curriculum of students.

13. Offset of the mastered academic credits is carried out only when passing the exam for the academic discipline on a positive mark.

14. Each trimester ends with a period of intermediate attestation, respectively, each academic discipline is studied in one trimester and ends with a final control (examination).

15. The intermediate attestation of students is carried out in the form of passing exams, protection of coursework (projects) and reports on professional practice with obligatory issuing of marks and is defined as an examination session.

16. Intermediate attestation (examination session) of students is carried out in accordance with the academic calendar, working curriculum and training programs developed on the basis of SESE.

17. The control of educational achievements of students is carried out on the basis of a point-rating system of an estimation and is regulated by "Rules of the organization and carrying out of intermediate attestation of students of "Astana IT University" LLP.

18. The form of examination for each academic discipline is reflected in the discipline syllabus. The policy of assessment of the results of training is determined by the policy of the course, conditions of assessment are regulated by the "Rules on the system of assessment of students of "Astana IT University" LLP.

19. 19. In case of passing the exam for the grade "unsatisfactory", it is allowed to retake, or to study the discipline again.

20. In the case of receiving the "unsatisfactory" grade corresponding to the mark "FX" on the final control (examination), the student can retake the final control without retake of the discipline/module on a paid basis.

21. The transfer of the final control from the grade corresponding to the mark "FX" is allowed during the intermediate grading period and during the vacation period before the beginning of the next academic period.

22. If a student repeatedly receives a "unsatisfactory" grade corresponding to the mark "FX" on the final control, the student is re-registered for the given discipline, attends all types of classes, performs all types of educational work and retransmits the final control on a paid basis within the summer semester.

23. In case the grade "unsatisfactory" is received, the student is re-registered to the discipline, attends all types of classes, performs all types of educational work and retake the final control on a paid basis during the summer semester.

24. In the case of a third time receiving an "FX" or "F" grade corresponding to the equivalent of "unsatisfactory," the student is expelled from the university for academic failure.

25. Transfer of a positive grade according to the final control with the puEPose of its increase during the same period of intermediate attestation is not allowed.

26. In the case of receiving a "unsatisfactory" grade by the government exam in the discipline "Modern History of Kazakhstan", it is allowed to transfer a positive grade on a paid basis in the next academic period or in the summer semester. The student is again enrolled in this discipline, repeatedly attends all types of academic classes, meets the requirements of current control, receives admission and retake the government exam.

27. It is allowed to retake the positive assessment of the government exam in the discipline "Modern History of Kazakhstan" in order to improve it.

28. The principles of student-centeredness are reflected in all types of academic classes, which include lectures, seminars/workshops, laboratory classes, consultations, practices.

29. Within the framework of lecture classes, which are of topical and fundamental nature, the basis for further learning of educational material by students is formed.

30. Seminar sessions imply the formation of students' skills in using theoretical knowledge in relation to the specifics of the discipline they are studying. Seminar sessions are problematic in nature, allowing students to master the skills of discussion and scientific polemics. An active participant in the seminar session is a student who demonstrates the degree of comprehension of theoretical material.

31. Conducting laboratory classes allows students to form practical skills related to the application of experimental work methods.

32. Extra-curriculum work of students is regulated by training plans and syllabuses, which determine the labor intensiveness and contain methodological recommendations on the organization of self-training.

33. IWS (office hours) are aimed at additional consulting sessions on topics of the academic discipline. IWS is held in accordance with the approved schedule. The forms of consultation organization vary from traditional to interactive. Both chat rooms and forums are used in the remote format.

34. The obligatory stage of mastering the educational program is an internship, professional, educational and pre-diploma. The educational practice is conducted on the basis of the University and it is allowed to organize both on-the-job and off-the-job, and assumes general acquaintance with the specifics of the profession received. Professional and pre-degree internships are conducted on the basis of partner organizations for the practical application of acquired knowledge and skills.

35. The academic volume of the academic year can be increased due to a summer semester lasting at least 6 weeks.

36. The summer semester is organized at the student's initiative to meet the need for additional study and to eliminate academic debt or curriculum differences.

37. Transfer of students from course to course is carried out in accordance with the full mastery of academic credits in the academic year.

38. The student who has not collected at the end of the academic year, taking into account the results of the summer semester, the full amount of credits in accordance with the FTI, remains on the repeated course of study.

39. Financing of a repeated course of study is carried out only at the expense of means of the student.