



Dear Suleyman Demirel University students!

We understand that it is very important to continue our mission of searching for high-quality education during this transitional period. However, the crisis does not eliminate the need to plan for the future.

The main task that everyone faces today is to get a decent education in their chosen specialty and become a professional in their field. Due to the epidemic situation in the country, we must conduct the educational process in both offline and online formats. Despite all the difficulties, you must continue to move towards your goal in a clear direction that leads you to the best future. Today it is so important to comply with all sanitary standards that have already become a crucial part of everyday life, as well as to make a right choice on vaccination playing a significant role for your health. The well-being of every student is important to us.

I wish you great success!

Best regards,
SDU Rector
Alimzhan IGENBAYEV

STUDENT HANDBOOK & PLANNER 2022-2023

STUDENT INFORMATION Name: Student ID: Program: Current address: City/Town: Tel. (Home): Tel.(Mobile): E-mail: **EMERGENCY CONTACT** Contact Name: Relationship to Student: Address: Tel.(Home): Tel.(Work): Tel. (Mobile):

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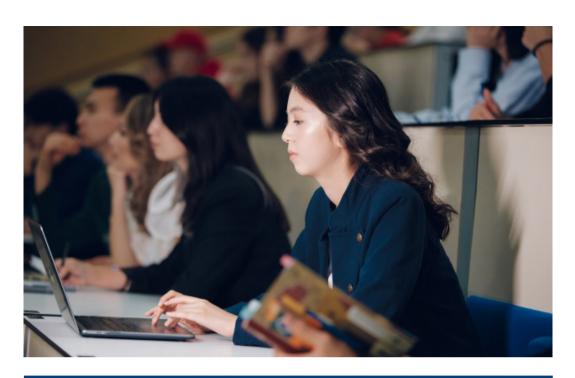
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FALL SEMESTER PREPARATION	
Working days of the admission committee (accepting applications for the internal grants and discounts)	01.06.2022 - 25.08.2022
Pre-sessional English language courses for applicants (CEC)	20.06.2022-23.08.2022
Admission of applications and subject matching papers for internal and external transfers / renewal via bpm.sdu.edu.kz	11.07.2022-19.08.2022
Conducting examinations for NIS applicants and graduates of the 12-year school 2 times	26.08.2022
The Order on transferred students from Educational Programs and other universities / returned students for the 2022-2023 academic year (SSC)	22.08.2022- 26.08.2022
The Order on application for the academic year 2022-2023 (SSC)	25.08.2022

FALL SEMESTER	
Acceptance of applications from 2nd-4th year students, 2nd year master's, 2nd-3rd year doctoral students for semester or partial tuition	01.08.2022-12.08.2022
fees Registration period (my.sdu.edu.kz) for the academic year 2022-2023 for 2nd-4th year students (including shortened EPs), 2nd year master's and 2nd-3rd year doctoral students (opening of quotas and adding other EPs) (course registration for students Bach/Mast/PhD)	15.08.2022-26.08.2022 ¹ (10 days)
Registration period (my.sdu.edu.kz) for the Fall semester 2022-2023 academic year for 1st year undergraduate/master's and doctoral students, transferred and re-entry students (quota and addition of other EPs) (course registration)	01.09.2022-07.09.2022
Day of Knowledge	01.09.2022
Classes start	05.09.2022
Survey for freshmen	05.09.2022-16.09.2022
Language courses for students with an inadequate level of English (CEC)	01.09.2022-09.12.2022
Additional subject opening on the pms.sdu.edu.kz portal for students, masters and doctoral students (extra request/meet)	08.09.2022-12.09.2022 (3 days)
Extra registration (add/drop) period for 1st-4th year students, 1st-2nd-year master's students, 1st-3rd year Phd students, transferred and returned reinstated (quota and addition of other OPs) /Rejection of items, re-registration (extra registration/ add/drop/ for students Bach/MA/PhD)	13.09.2022-16.09.2022 (4 days)
The Order to award scholarships to 2nd, 3rd, 4th year students, Master's and Doctoral students based on the results of the summer semester 2021-2022 academic year, as well as to enrolled students in the new academic year (September-January, SSC)	16.09.2022
Early course withdrawal period	19.09.2022-07.10.2022 (for 4 th year students) 19.09.2022-21.10.2022 (for 1 st , 2 nd , and 3 rd year students)
Late course withdrawal period	10.10.2022-11.11.2022 (for 4 th year students) 24.10.2022-09.12.2022 (for 1 st , 2 nd , and 3 rd year students)
Registration period (my.sdu.edu.kz) for fall semester courses of 2022-2023 academic year for undergraduate, graduate and doctoral students on a fee basis (add) (opening of quotas and addition of other EPs) (course registration for students Bach/Mast/PhD)	19.09.2022-30.09.2022
Survey for alumni	31.10.2022-11.11.2022
Expulsion from university of students that have not been registered for two semesters in a row	10.10.2022-14.10.2022
Proposals of faculties / schools for the approval of scientific supervisors of thesis / projects of 4th year students, dissertations / projects of 1st year master and 1st year Phd students (approved by the Scientific Council in October) (stage 1)	03.10.2022-14.10.2022

Proposals of faculties for approval of the composition of the commission and chairpersons of the final certification for bachelor, master and Phd programs (approved by the Scientific Council in October)	03.10.2022-14.10.2022
Winter enrollment on Master's and PhD programs (SSC)	01.11.2022-13.01.2023
The day Of the First President	01.12.2022
Course and Teaching Evaluation Survey/Interview	28.11.2022-09.12.2022
The Independence Day	16-17.12.2022
Grading of Pre-final period to pms.sdu.edu.kz (Academic staff) (week 13-15)	28.11.2022-15.12.2022
Classes End	15.12.2022
Winter Final Examinations (10 days)	20.12.2022 -30.12.2022
Final grade submission in pms.sdu.edu.kz	20.12.2022-06.01.2023
Winter holidays	30.12.2021-15.01.2023
New Year	01-02.01.2023
Christmas	07.01.2023
Final Grade Appeal Period (Rule: a student is able to appeal to the commission of the corresponding school/faculty within 1 working day after the grade of examination is released on pms.sdu.edu.kz. Appeal commission announces results of application within 3 working days)	Appeals can be submitted between: 12.12.2022-03.01.2023
Submission of the results of the appeals (Final grades) dated to 10.01.2023 into the pms.sdu.edu.kz	10.01.2023-11.01.2023
Application via my.sdu.edu.kz (Grade List) to retake of the exam (FX) (payment must be made in advance) add/drop	09.01.2023-12.01.2023
Examination Scheduling (FX)	13.01.2023-16.01.2023
Period of FX examinations	17.01.2023-19.01.2023
Period of uploading grades of FX examination	17.01.2023-20.01.2023
FX examination Appeal Period (Rule: a student is able to appeal to the commission of the corresponding school/faculty within 1 working day after the grade of examination is released on pms.sdu.edu.kz. Appeal commission announces results of application within 3 working days)	
Period of uploading appeal grades of FX examination on pms.sdu.edu.kz	17.01.2023-24.01.2023
Identification of students who have received an AW grade of 3 (three) times, who have not registered for the Fall semester; registered, but received unsatisfactorily in more than 70% of the total ECTS of that semester (SSC-grant to the Administrative Board)	25.01.2023



WINTER FINAL ATTESTATION	
Application period for Winter Final Attestation	11.07.2022-19.08.2022
Winter Final Attestation	26.12.2022 -30.12.2022
Winter Final Attestation Grades submission on pms.sdu.edu.kz	26.12.2022-04.01.2023
SPRING SEMESTER PREPARATION	
Proposals of faculty/school for approval of topics and scientific supervisors of the 4th year students Diploma Thesis/1st year Master's and 1st year PhD students' dissertation (approvement on the Scientific Council in January) (stage 2)	03.01.2023-13.01.2023
Making amendments to the topics and scientific supervisors of thesis / projects at all levels (approvement on the Scientific Council, January)	03.01.2023-13.01.2023
Application Period for internal-external transfer programs between Higher Educational Institutions	03.01.2023-13.01.2023
SPRING SEMESTER	
Acceptance of applications from students to pay for a semester or for tuition in parts	20.12.2022-06.01.2023
Registration period (my.sdu.edu.kz) for the academic year 2022-2023 for 2nd-4th year students (including shortened EPs), 2nd year master's and 2nd-3rd year doctoral students (opening of quotas and adding other EPs) (course registration for students Bach/Mast/PhD)	10.01.2023-18.01.2023 ²
Classes start	23.01.2023
Issuance of ID cards and assignment of the status of studying to master's and doctoral students enrolled and transferred in winter	18.01.2023-20.01.2023

Additional registration (my.sdu.edu.kz) for 1st - 4th year students, for 1st - 2nd year master's (including those accepted in the winter), 1st - 3rd year doctoral students (including those accepted in the winter), transferred and recovered (quota and addition of other EP) / Refusal of subjects, re-registration (extra registration/ add/drop/ for students Bachelor's/ Master's/PhD)	23.01.2023-27.01.2023
Registration (my.sdu.edu.kz) of master's and doctoral students enrolled during the winter application (quota and addition of other EP). Refusal of subjects, re-registration (registration/ add/drop)	23.01.2023-27.01.2023
Extra registration (my.sdu.edu.kz) of master's and doctoral students enrolled during the winter application (quota and addition of other EP). Refusal of subjects, re-registration (extra registration/ add/drop)	30.01.2023-03.02.2023
Proposals of faculties/schools for the approval of scientific supervisors of thesis/projects of 4th year students, dissertations / projects of 1st year master and 1st year PhD students (approved by the Academic Council in October) (stage 3)	01.02.2023-17.02.2023
Proposals of faculties/schools for approval of topics and supervisors of dissertations of the 1st year master's and doctoral students (approval at the Academic Council in February)	01.02.2023-17.02.2023
Making amendments to the composition of the commission and chairmen of the final certification for bachelor's, master's and doctoral programs (approval at the Academic Council in February)	01.02.2023-17.02.2023
Early course withdrawal period	30.01.2023-24.02.2023 (for 4 th year students) 30.01.2023-10.03.2023 (for 1 st – 3 rd year students)
Late course withdrawal period	27.02.2023-07.04.2023 (for 4 th year students) 13.03.2023-05.05.2023 (for 1 st – 3 rd year students)
Registration period (my.sdu.edu.kz) for spring semester courses of 2022-2023 academic year for undergraduate, graduate and doctoral students on a fee basis (add) (opening of quotas and addition of other EPs) (course registration for students Bach/Mast/PhD)	30.01.2023-10.02.2023
International Women Day	08.03.2023
Nauryz	21-23.03.2023
Spring Break (1 week)	20-26.03.2023
Annual satisfaction survey/interview	03.04.2023-14.04.2023
Approval of the list of peer reviewers for the Master's program (Academic Council, April)	03.04.2023-21.04.2023
Grading of Pre-final period to pms.sdu.edu.kz (Academic staff) (week 13-15)	24.04.2023-12.05.2023
Preparation of the spring Final Exam schedule (faculties)	03.04.2023-27.04.2023

Course and Teaching Evaluation Survey/Interview	24.04.2023-12.05.2023
Unity Day	01.05.2023
Defender of Fatherland Day	07.05.2023
Victory Day	09.05.2023
Classes End	12.05.2023
Spring Final Examination (Bachelors/Masters/PhD) (10 days)	15.05.2023-26.05.2023
Final grades submission in pms.sdu.edu.kz	15.05.2023-02.06.2023
Submission of the results of research (experimental / practical research) works (attestation) of master's / doctoral students in pms.sdu.edu.kz	15.05.2023-23.06.2023
Final Grade Appeal Period (Rule: a student is able to appeal to the commission of the corresponding school/faculty within 1 working day after the grade of examination is released on pms.sdu.edu.kz. Appeal commission announces results of application within 3 working days)	Appeals can be submitted between: 15.05.2023 -06.06.2023
Submission of the results of the appeals (Final grades) dated to 06.06.2023 into the pms.sdu.edu.kz	06.06.2023-07.06.2023
Summer holidays	26.05.2023-31.08.2023
Application via my.sdu.edu.kz (Grade List) to retake of the exam (FX) (payment must be made in advance) add/drop	05.06.2023-07.06.2023
Examination Scheduling (FX)	08.06.2023-09.06.2023
Period of FX examinations	12.06.2023-14.06.2023
Period of uploading grades of FX examination	12.06.2023-15.06.2023
FX examination Appeal Period (Rule: a student is able to appeal to the commission of the corresponding school/faculty within 1 working day after the grade of examination is released on pms.sdu.edu.kz. Appeal commission announces results of application within 3 working days)	Appeals can be submitted between: 12.06.2023-16.06.2023
Period of uploading appeal grades of FX examination on pms.sdu.edu.kz	12.06.2023-19.06.2023



FINAL ATTESTATION	
Opening the final attestation in the portal (request/meet)	15.05.2023-19.05.2023
Approval of schedule for pre-defense of diploma thesis (project)/Master's dissertation/project (department/school)	19.05.2023
Getting feedback from an external reviewer: (1-2nd year (profile, scientific and pedagogical direction))	22.05.2023-02.06.2023
Offers to send students for defense of diploma thesis (project)/Master's dissertation/project	20.06.2023
Defense of Thesis (project)/ Comprehensive examination for Bachelor's students/ Defense of dissertation/project for Master's students	21.06.2023-29.06.2023
Grade submission of diploma defense/ comprehensive examination for Bachelor's students/Master's dissertation/project defense to the pms. sdu.edu.kz	21.06.2023-30.06.2023
Proposals of faculties on the expulsion of 4^{th} year students and 1^{st} , 2^{nd} year master's based on the results of the winter attestation	03.07.2023-05.07.2023
Awarding diplomas to graduating senior Bachelor's and graduating 1 st , 2 nd year Master's students (SSC)	14.07.2023
Graduate Exit Survey	06.06.2023-17.06.2023
OTAGAGE EATE OUT VEV	00.00.2023-17.00.2023
SUMMER SEMESTER	00.00.2023-17.00.2023
SUMMER SEMESTER	15.05.2023-05.06.2023
SUMMER SEMESTER Summer semester tuition fee period Application period (Wish list) for the opening of the course registration process Opening of the course registration process for summer semester of 2022-2023 academic year into pms.sdu.edu.kz (request/meet)	15.05.2023-05.06.2023
Summer semester tuition fee period Application period (Wish list) for the opening of the course registration process Opening of the course registration process for summer semester of 2022-2023 academic year into pms.sdu.edu.kz (request/meet) Setting schedule of classes for the summer semester of the 2022-2023 academic year (faculties)	15.05.2023-05.06.2023 17.05.2023-06.06.2023
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Suleyman Demirel University (hereafter - SDU) is a private university institution established on a not- for- profit basis and the ownership is vested in a Trust. SDU has strongly stated ambitions to develop leading edge international education and to provide graduates with skills and mobility relevant to the global economy. The University has created conditions for ensuring the availability and quality of education that meets the requirements of international and national legislation, for continuous training of the teaching staff, and improving the efficiency of University management. The teaching staff of the University carries out research in various fields of knowledge. The activities of the SDU are aimed at the development and implementation of educational, research and scientific programs in such a way as to provide students with all the necessary skills for both professional growth and personal development. Respect for the intellectual potential and dignity of the student as an individual is paramount.

There are 4 faculties in SDU: SDU Business School, Faculty of Engineering and Natural Sciences, Faculty of Education and Humanities, Faculty of Law and Social Sciences, including Centre for Multidisciplinary Education.

IF YOU HAVE ANY QUESTIONS, YOU CAN CONTACT ADVISORS FOR THE 1 ST , 2 ND , 3 RD AND 4 TH YEAR STUDENTS			
SDU Business School Faculty of Engineering Faculty of Education and and Natural Sciences Humanities Social Sciences			
BS@sdu.edu.kz +7 (727) 307 95 65 (602)	ENS@sdu.edu.kz +7 (727) 307 95 65 (502)	EH@sdu.edu.kz +7 (727) 307 95 65 (402)	LSS@sdu.edu.kz +7 (727) 307 95 65 (302)



Financial Matters

PAYMENTS

All payments are accepted only via Bank or thought online non-cash transactions. There are several ways to do it: bank transactions, homebank or kaspi.kz applications, or throught website online payment. Commissions differ depending on the way of payment and individual Bank terms. Kazakhstani students' payments are accepted in KZT, and all international students are paying in USD according to the charged amount which is indicated in the portal of the University. Payment day is the day when the money went to the university account, not the day when money is sent. Usually, it is the next business day after the payment is completed, except payments made abroad. If money is sent from abroad then it takes longer (needs to be clarified from the country). The tuition fee is transferred to MYSDU portal in two days after the payment operation.

DISCOUNTS

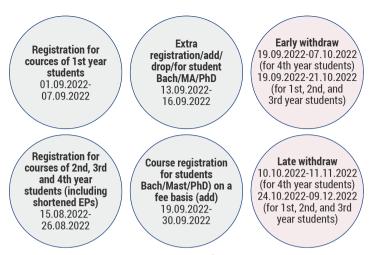
To promote opportunities for talented students, the University presents a range of discounts. Please take in consideration that discounts are given only for main tuition (240 ECTS for bachelor) and are not applicable for extracurricular educational payments or services like retakes, upgrades, language courses, staying at student houses etc.

Contact information: accounting@sdu.edu.kz +7 (727) 307 95 65 (108)

BANK DETAILS OF SDU UNIVERSITY

SDU UNIVERSITY	Student house
Учреждение Университет имени Сулеймана Демиреля БИН 960240000550 БИК HSBKKZKX Номер счета: КZ626017131000023797 KZT АО «Народный Банк Казахстана» КНП 861 КБЕ 18	ТОО "Dorm-Service"; БИН 110440021346 Генеральный директор Дуйсенов Ш.Ж. Кбе 17, КНП – 872 АО «Народный Банк Казахстана» БИК HSBKKZKX KZ626017131000016522 KZT KZ436018771000196911 USD 040900 г.Каскелен, ул.Абылай хана, 1/1 Тел.бух +7/727/ 307 95 65 (вн.703) Ресепшн қыздар +7 702 958 79 11 Ресепшн ұлдар +7 702 958 79 10



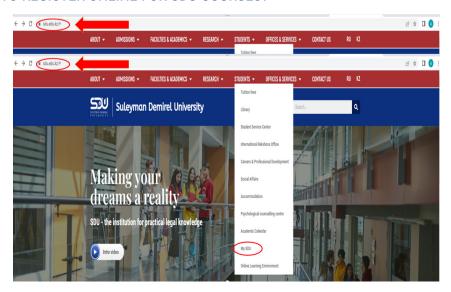


You can check the registration dates for spring/summer semester on the website. Each student has got its own system calendar on the portal.

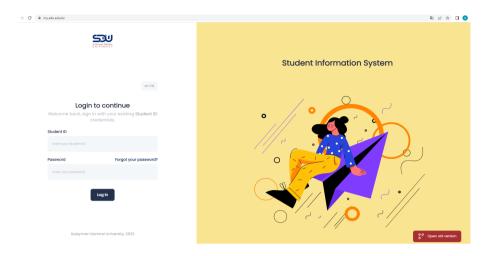
Course Registration

Each student is required to go through a course registration process on MYSDU portal. Deadlines for the course registrations are outlined in an Academic Calendar which is located in MYSDU portal and SDU website. Every semester a student takes between 20-40 ECTS credits, it is recommended to take 30 ECTS credits. Prerequisite courses are identified prior to the enrollment process. Faculties/School are/ is responsible for preparing a required list of the prerequisites and the deadlines for them. Prerequisites incur a charge. The number of ECTS credits should not exceed 20

HOW TO REGISTER ONLINE FOR SDU COURSES?



Every SDU University Student has access to its own Student Portal. Enter your ID, password (is the same as your ID) and press Log in.



Note: Password is the same as your ID! Change password as soon as possible to protect your Personal Information! (Student Portal- personal Info- Change password)

MY SDU Portal

MYSDU portal is Suleyman Demirel student information system, and is the system of record for course enrollments. MYSDU portal is used to maintain student records, manage course enrollment, and schedule classes. Using the MYSDU Portal, students can access information about their academic program, enroll in classes, view course history, view their student accounts and update their personal information. Please note that academic credit will not be given for coursework unless an enrollment record exists in MYSDU PORTAL.

Login & Password

MYSDU portal login and password are sent to the student email. If the password is blocked there are two ways you to make an inquiry:

- 1. Send a scan of student ID card to SSC@sdu.edu.kz. The subject line of the email should be "MYSDU portal password".
- 2. Send a request via https://helpdesk.sdu.edu.kz. Student account (Google, WiFi) menu My Profile Key information about the student is provided in the MYSDU portal. It is essential to update the information in case of any changes. Changes are made only after advisor's approval. Personal information is strictly confidential and only SSC experts and academic advisors are able to access it in the MYSDU portal.

To change the name/surname for informed reasons, the student must send a written application and a copy of the original document to SSC@sdu.edu.kz.



Grading is the process of applying standardized measurements of varying levels of achievement in a course. GPA is calculated by using the number of grade points a student earns in a given period of time

Notes:		
* :Repeatedcourse	GA : Grade Average in Percent	GPA : Grade point average (out of 4.0)
** :Transferedcourse	SA : Semester Average in Percent	SPA : Semester point average (out of 4.0)

Grade			
InPercent	Alphabetic	InPoints	Traditional
95 - 100	· A	4	Excellent
90 - 94	A-	3.67	Excellent
85 - 89	B+	3.33	
80 - 84	<u>B</u>	3	Good
75 - 79	B-	2.67	Good
70 - 74	C+	2.33	
65 - 69	С	2	
60 - 64	C-	1.67	Satisfactory
55 - 59	D+	1.33	Satisfactory
50 - 54	D	1	
25 - 49	FX	0	
0 - 24	F	0	Unsatisfactory
0 - 24	FC	0	,

C + (good) was commissioned in accordance with the order of the MES of the Republic of Kazakhstan No. 563 of October 12, 2018.

Courses that are excluded from GPA calculation have following grades: P - Pass (50%-100%); NP - Not Pass (0%-49%).

Furmulae for calculating grand and semester grade indicators:

GPA = Sum of (Point * Credit) / Sum of Credits

SPA = Sum of (Point * Credit) in semester / Sum of Credits in semester

GA = Sum of (Grade * Credit) / Sum of Credits

SA = Sum of (Grade * Credit) in semester / Sum of Credits in semester



Student service Centre (SSC) works to provide services related to academic records of the student.

Student Walk-in hours:

Monday - Friday: 9:00 pm - 18:00 pm

Saturday - Sunday: days off

Contact Information

e-mail:	SSC@sdu.edu.kz
Tel. Phone	+7 (727) 307 95 65 (int.333,335)

Advising Desk

First you should get consulted in Advising Desk, an expert will give the information you need.

Consultation time: 10:00 - 17:00

Receiving references time: 14:00 - 16:00

SDU student mail Login

Your email credentials will be provided by the SSC. Once you login to an email it will ask you to reset your password. If an email password is blocked there are two ways to make an inquiry:

→ Send a scan of a student ID card to <u>SSC@sdu.edu.kz</u>. The subject line of the email should be "resetting email"

Student ID card

- ightarrow A student ID card is issued free of charge to the student admitted to the 1st year of study.
 - → In case of loss, a student is required to pay 2000 KZT fee
 - \rightarrow You have to fill in the form in the computers next to Advising Desk.
 - → When it's ready, you'll get a notification on your email.
 - → Finally, you can get it on Advising Desk.
 - → Your ID card will be issued by the SSC

Parking permit

The permission for parking at the University area is issued by the Security Department.

Contacts for additional/detailed information: 8 727 307 95 65 (int.217,218) 8 776 808 00 13



Rules and Regulations

Policies required for academic studies are placed at MYSDU portal under the Rules and Regulations menu item

Curriculum

Curriculum are available to students in the MYSDU portal for an overview. Information about other educational programs is also accessible for students at MYSDU portal.

Accounting Info

MYSDU portal system allows students to monitor the payment information: calculate and manage overpayments or debts. To make an inquiry about tuition and payment please email accounting@sdu.edu.kz



The International Relations office coordinates, supervises, and manages all international activities at the University. The office regularly updates its commitments according to the strategy of SDU Student Exchange Program

- ightarrow Ministry Funded Programs of Top Managers, Visiting Professors, and Students
 - → Erasmus+ Program of Staff and Students
 - → Erasmus+ Projects
 - → Joint Degree Programs
 - → International Collaborations
 - → U.S.-Kazakhstan University Partnerships Grants Program

International Partners

- → Collegium Civitas, Poland
- → Oklahoma State University, USA
- → Adam Mickiewicz University, Poland
- → The University of Applied Sciences Schmalkalden, Germany
- → Hof University of Applied Sciences, Germany
- → Kaunas University of Technology, Lithuania
- → Siauliai University, Lithuania
- → Management and Science University, Malaysia
- → Turiba University, Latvia
- → SolBrigde International School of Business, South Korea
- ightarrow Ulsan National Institute of Science and Technology, South Korea
- → Hankuk University of foreign studies, South Korea
- ightarrow Eastern Mediterranean University, Cyprus ightarrow Czech Technical University in Prague, Czech Republic
 - → Sookmyung Women's University, South Korea
 - \rightarrow Umea University, Swede

Academic Mobility

According to the academic mobility program, students have an opportunity to study at foreign partner universities for 1 semester. This program allows students to study at foreign universities on the tuition fee of SDU. There are several exceptions, however. Foreign exchange programs provide students with an opportunity to study in a different country and environment experiencing the history and culture of another country. To be eligible for the academic mobility program, students need to:

- \rightarrow be 18 years old or above;
- \rightarrow be the 2nd or 3rd year student;
- \rightarrow have high GPA;
- → Speak English fluently;
- → have no criminal records

Passport and Visa

The passport registration procedure for international student who arrived to study at the SDU: After crossing the customs border at Almaty airport or custom control at the borders of Kazakhstan, a student must visit the International Relations Office (E110) within 1 working day to submit all necessary documents to the Visa Coordinator or his assistant.

Necessary documents:

- \rightarrow passport;
- → migration card given by the Officers from the Customs.

Students arriving on a student visa receive a notification from the Migration Office within 1 working day. Students arriving without a student visa will be registered within 2 working days. In case of violation of the deadlines, non-compliance with legality and the standards of applying to Visa Coordinator or his assistant, the student warns that in case of repeated violations the student is sent to the disciplinary council, and by decision of the council, the student is expelled from the university. In accordance with the law of the Republic of Kazakhstan, and Article 517 of the Administrative Code of the Republic of Kazakhstan, students, who violated the period of stay, are fined from 15 to 20 MCI, which will be fully paid by the student, as well as arrest up to 10 days and deportation are possible.



Scientific Library aims to arrange access to the library resources and services that meet readers' academic, research, personal and professional needs. Students and academic staff are introduced to the usage of the library services and resources during the orientation sessions organized by librarians. The orientation session will be offered in both online and offline formats. The recorded videos of the orientation and other library sessions are uploaded on the library's YouTube channel. The SDU Scientific Library provides the following online and offline services:

- →Online Databases
- → Recommend a title
- → Library Guides
- → Ask-a-librarian services
- → InterLibrary Loan Services
- \rightarrow Book a space
- → An appointment with the Librarian
- → Subject Librarians
- → Moodle course

The additional information and guidance on scientific library facilities and resources can be found on the library website library.sdu.edu.kz

Book usage rules

User	Number of books	Usage term	Extension
Undergraduates	5	21	-
Graduates	10	21	-

Students can borrow and return books by visiting the library during the operating hours. Due to COVID-19, users must keep social distance and hygiene measures

Online catalogue and electronic resources

Library provides access to academic resources and scientific materials. Currently, the library has subscriptions to the EBSCOhost Academic Collection and through the national license, access to Elsevier, SpringerLink, Web of Science databases. In addition, the open access educational resources are represented on the library website. Users have remote access to the electronic resources by logging in to the library website using the SDU ID number.



The library online training sessions

Library provides the following training for the users with the aim to support the research activity and to enhance the information literacy level

- · Information literacy program
- Accessing library databases
- · Exploring open access databases
- Introduction to research
- Search strategy
- · Citation tools
- Citation styles
- APA style
- Plagiarism
- · Literature review
- · What is the Repository

Further information on online training is available on the library website

Online consultations

The following online services are provided to the users in order to assist with the library related issues:

- ♦ Online chat
- ♦ Library email
- ◊ Phone
- ♦ Individual consultations
- ♦ Research help
- ♦ Frequently asked questions (FAQ)

Additionally, the designated subject librarian is assigned to each faculty, with the aim to assist users with their teaching and research process. Information about the subject librarians of each faculty is available on the library website.

The communication channels SDU

Scientific Library provides information on resources and services on the library website, and social network channels such as Instagram, Telegram and YouTube. Users can subscribe to the preferred social channel and stay tuned with the library news and updates. The contact information:

♦ Website: library.sdu.edu.kz♦ Email: library@sdu.edu.kz

♦ Telegram: https://t.me/sdu_library

♦ Instagram: @sdu_library



Student House strives to create a friendly, lively and scholarly atmosphere for exceptional student experience at Campus

Student House

administration working hours

Monday - Saturday: 9:00 am - 6:00 pm

Sunday: day off

Contact Information e-mail: dormservicegirls@sdu.edu.kz

Tel. +7 (727) 307 95 65 (int. 802)

Phone:

Mobile phone: for boys 87025862263. for girls 87755292726

Internal rules

There is a curfew time:

For boys: 6:00 am to 10:00 pm.

For girls 6:00 am to 10:00 pm

The light goes off at 23:00

*Assistants are assigned to every twenty students to ensure their safety.

Services and opportunities

Student House is located on the territory of the Smart Campus in the immediate vicinity of the university building (30 meters). There are a football field, volleyball and basketball courts near the Student House, which were made for students and guests. 24-hour security works to ensure the safety of all students and visitors.

Available facilities:

- \rightarrow Shower
- \rightarrow Toilets
- → Dining room (kitchen furniture, refrigerator, kettle, fi Itered water, dishes)
 - → Free Wi-Fi
 - → Chess tables
- → Ironing rooms on each floor Student Room includes:
- \rightarrow 4 beds (bedding is provided and changed every 2 weeks)
 - \rightarrow 2 writing desks
 - $\rightarrow \text{3 storage cupboards}$
 - → Bookshelves Each block has:
 - \rightarrow a canteen

- \rightarrow first aid room Available Services included into the price:
 - → Reception for new residents
 - → Canteen
 - → First medical aid room
 - \rightarrow Laundry
- → Payment terminals to recharge accounts
 - \rightarrow Gym
 - \rightarrow Billiards
 - \rightarrow Table tennis
 - → Mini-cinema
 - → Playstations



IX.Medical Service

To stay HEALTHY during the COVID-19 pandemic SDU strongly recommends students:

- \neg Wear reusable cloth face coverings, or masks, while in public.
- \neg Practice social distancing, respiratory hygiene, frequent hand washing, and avoid touching surfaces as though you could make others sick.
 - ¬ Clean and disinfect surfaces often.
 - ¬ Eat healthy foods: take care of your immune system
- \neg Engage in physical activities: walking, jogging and other exercises are essential

While at Campus If you experience a life-threatening emergency, call 103. For the first-aid and essential medical service at campus please contact +7 727 307 9565 (248) +7 747 716 60 75

Service time:

Monday to Friday 9: 00-18: 00

Students can get assigned to a district polyclinic, to undergo diagnostic examination or medical care at Karasay Central Regional Hospital. General Practitioner Dariga Yermekbayeva darikha.yermekbayeva@sdu.edu.kz

X.SOCIAL LIFE

Student social life at SDU is dynamic and vibrant with a wide range of opportunities to develop students' leadership skills. SDU Social Department helps students to find these opportunities as well as organizes main university social events. Students are always free to consult with, give feedback or volunteer to join the social events

Student Government

The student government is a highest body of student self-government that strives for the interests of students. In addition, the Student government implements socially significant initiatives of students, takes part in educational processes, organizes recreation and sports games in the student environment. The student government has two collegial bodies: the Student Council and the student League.



1	KING'S SPEECH	kingsspeech@sdu.edu.kz
2	PANDUP	pandup@sdu.edu.kz
3	VISION	vision@sdu.edu.kz
4	IT Club	itClub@sdu.edu.kz
5	MUSIC Club	musicClub@sdu.edu.kz
6	ART Club	artClub@sdu.edu.kz
7	Bakers Dozen Club	bakersdozenClub@sdu.edu.kz
8	Education Club	educationClub@sdu.edu.kz
9	Event Club	eventClub@sdu.edu.kz
10	Language Club	languageClub@sdu.edu.kz
11	Mountains King	mountainsking@sdu.edu.kz
12	MM Dance Club	mmdanceClub@sdu.edu.kz
13	Motion Club	motionClub@sdu.edu.kz
14	Orlean Club	<u>orleanClub@sdu.edu.kz</u>
15	Rude Bate Club	rudebateClub@sdu.edu.kz
16	Red crescent Club	redcresentClub@sdu.edu.kz
17	Sport Club	SportClub@sdu.edu.kz
18	Zhasa Club	zhasaClub@sdu.edu.kz
19	Academic	academic@sdu.edu.kz
20	Volunteers Club	volunteersClub@sdu.edu.kz
21	Shapagat	shapagatclub@sdu.edu.kz
22	AIS	aisclubsdu@gmail.com
23	Kazakh Debate	kzdebateclub@sdu.edu.kz
24	International DC	debateclub@sdu.edu.kz
25	Shabyt club	shabytclub@sdu.edu.kz
26	Magzhan club	magzhanclub@sdu.edu.kz
27	IQ Club	sanaiqclub@sdu.edu.kz
28	Zamana	zamanaclub@sdu.edu.kz
29	Enactus	enactusclub@sdu.edu.kz
30	UNESCO club SDU	unescoclub@sdu.edu.kz

EVENTS

- · SDU fest
- SDU`s Idol
- Miss SDU
- Welcome party
- Kindness fair
- SDU Film Festival
- SDU Debate Cup
- · Brain Ring

- SDU Awards
- SDU Nauryz
- KBH
- New year for children
- Graduation Ceremony

GLOSSARY

Attendance

Starting with the first day of classes, each student is responsibly for all course work and must make satisfactory arrangements regarding any absence. Faculty members maintain a complete and accurate record on a student attendance and attendance may be a part of your grade.

Academic Dishonesty

Allegations which include, but not limited to cheating on a test, plagiarism, and collusion. Punitive actions and sanctions may be imposed.

Academic Year

From August to July, including Fall, Spring semesters and Summer sessions.

Add and drop

Add and drop period is originally designed to add and drop courses for students who are already registered. (The exact dates are stated on the academic calendar)

Advisor

A person that guides the student throughout their academic career and advises the student on educational, career and transfer planning. Provides assistance on scheduling and selection of courses, registration, creating individualized success plan and academic progress.

Appeals

A student request for reconsideration or review of a decision made affecting financial aid suspension, grade change, disciplinary action, etc.

Comp-labs

Computer laboratories, space which provides computer service for use by the students: access to the internet, prining machine and etc.

Commencement

A welcome party for Freshman students organized by the student organization off campus.

Curriculum

Set of courses or program of study outlined in a degree plan, or lessons taught in a course.

Course and Teaching Evaluation

One of the tools for Course and Teaching Evaluation is a survey conducted among the students at SDU. The survey is conducted at the end of each semester via Survey Monkey. The feedback received from learners is used to monitor the quality of the provided educational services, to improve the course, and to evaluate the quality of teaching.

Dean

An administrator of the college.

Deadline

Time limit for completion of an assignment, by which it must be finished and submitted. No papers are usually accepted after the deadline.

Elective

A course that is chosen by a student from a number of optional subjects or courses in a curriculu

Faculty

College and university faculty are ranked (lowest to highest) as adjunct, lecturer, instructor, assistant professor, associate

professor or full professor. If you do not remember name of the instructor, call everyone Professor.

Fail

Receiving less than passing points, results "F" grade

Finals

Final examinations. End-of-semester course examinations in each subject, about 2-1/2 hours duration

Financial Aid

Various forms of financial assistance for students including grants, scholarships, student loans, and work-study.

Freshman

A student with less than 30 credits earned

GPA

Numerical grade average calculated on completed courses. The minimum required GPA is 2.0

Late Registration

Begins after add/drop period, limited course options are available at this stage. Applications for late registration will be approved by the instructor

Major

An area of concentration in a particular field of study. Usually, students specialize in their majors during their junior and senior years at college.

Office-hours

When student can reach the instructor for any issues concerning the courses. Office hours are stated in the syllabus.

Plagiarism

In SDU plagiarism generally means copying and submitting for course credit a sentence, paragraph, or article, without identifying or crediting the source. Plagiarism usually results in a failing grade.

Retake (Repeat) of a Course

If a student receives a failing grade (F) in a course. Student may retake the course. A student who has completed a course with a passing grade may elect to repeat the course in order to improve the grade.

Semester

A standard academic term of approximately 15 weeks of instructions with one week of study breaks in Fall and spring semesters.

Syllabus

An overview of the assignments and activities to be included in a course; a contract between the student and instructor

TA

Teaching Assistant

Term paper

Is a paper written by students over an academic term

Withdrawing from a Course (Drop)

Voluntary or involuntary official withdrawal from a course.

Essential Contacts

Rector's Office	101
SDU Business School	BS@sdu.edu.kz +7 (727) 307 95 65 (602)
Faculty of Education and Humanities Sciences	EH@sdu.edu.kz +7 (727) 307 95 65 (402)
Faculty of Engineering and Natural Sciences	ENS@sdu.edu.kz +7 (727) 307 95 65 (502)
Faculty of Law and Social Sciences	LSS@sdu.edu.kz +7 (727) 307 95 65 (302)
Centre for Multidisciplinary Education	MDE@sdu.edu.kz +7 (727) 307 95 65 (452)
Student Service Center	SSC@sdu.edu.kz +7 (727) 307 95 65 (333, 335)
Centre for Distance Learning	cdl@sdu.edu.kz +7 (727) 307 95 65
Scientifi c Library	library@sdu.edu.kz +7 (727) 307 95 65 (186.185.184)
Quality Assurance Department	qa@sdu.edu.kz +7 (727) 307 95 65
International Relations Office	iro@sdu.edu.kz +7 (727) 307 95 65 (129)
Psychological Counselling Centre	zhansaya.akhmetsadyk@sdu.edu.kz +7 (727) 307 95 65 (246)
Financial Matters	accounting@sdu.edu.kz +7 (727) 307 95 65 (108)
Technopark	technopark@sdu.edu.kz 8 727 307 95 65
Safety guidelines	8 727 307 95 65 (198) 8 776 808 00 13
Medical service	darikha.yermekbayeva@sdu.edu.kz +7 727 307 9565 (609)
Student House	dormservice@mail.ru +7 (727) 307 95 65 (802)
Educational and Methodical Center	E 216, Inclusive Education Expert

