



Regulations on the organization of external academic mobility for students at the S. Seifullin Kazakh Agro-technical Research University

POVAMO VND 05.5005-2023

Version 1

2023

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"Approved" by order of
Chairman of the Board
No. 382-N dated July 23, 2020
Reissued
by order of the Chairman
of the Board-Rector
No. 342-N dated 21.09.2023

INTERNAL REGULATORY DOCUMENTS

REGULATIONS


ON THE ORGANIZATION OF EXTERNAL ACADEMIC MOBILITY OF STUDENTS AT the S. SEIFULLIN KAZAKH AGROTECHNICAL RESEARCH UNIVERSITY RESEARCH UNIVERSITY

POVAMO VND 05.5005 - 2023

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Foreword

1 DEVELOPED BY the Department of International Cooperation and Academic Mobility in conjunction with the Quality Committee.

Name of the structural unit that developed the POVAMO

2 REVISED by the Quality Committee in accordance with Order No. 342-N of the Chairman of the Board-Rector dated 21.09.2023.

3 APPROVED AND ENFORCED by order of the Chairman

(Official approving the document)

of the Board No. 382-N dated July 23, 2020

(Name, date and number of the approving organizational and administrative document)

4 DEVELOPERS:


- Director of the CRMSiPYAO – Meyramova S.A.
Full name
- Director of DAA – Serekpaev N.A.
Full name
- Head of Quality Control – Aldabergenova S.S.
Full name
- Quality Service Specialist – Zhagalbaeva M.T.
Full name

5 DATE OF FIRST INSPECTION
INSPECTION FREQUENCY

2025


5 years

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1 Scope

These Regulations on the Organization of External Academic Mobility of Students (hereinafter referred to as POVAMO) at the S. Seifullin Kazakh Agrotechnical Research University Research University, developed in accordance with the regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan and is part of the documentation package of the quality management system of the S. Seifullin Kazakh Agrotechnical Research University Research University.

These regulations are a mandatory document for the management and staff of the S. Seifullin Kazakh Agrotechnical Research University Research University and are applied in the planning, organization and implementation of external academic mobility of students.

2 Normative references

POVAMO has been developed taking into account the provisions set forth in the following documents:

Law of the Republic of Kazakhstan No. 319-III3PK of July 27, 2007, "On Education";

Law of the Republic of Kazakhstan No. 407-IV 3PK of February 18, 2011, "On Science";

Model rules for conducting ongoing performance monitoring, interim and final assessment of students, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan No. 94 of March 16, 2011;


Rules for organizing the educational process using credit-based learning technology, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan No. 152 dated April 20, 2011;

Order of the Minister of Education and Science of the Republic of Kazakhstan No. 613 of November 19, 2008, "On the Approval of the Rules for Sending Students to Study Abroad, Including within the Framework of Academic Mobility" (with amendments and additions as of June 3, 2019);

On Amending Order No. 613 of the Minister of Education and Science of the Republic of Kazakhstan dated November 19, 2008, "On Approving the Rules for Sending Students to Study Abroad, Including within the Framework of Academic Mobility" (May 14, 2020);

These Rules (hereinafter referred to as the Rules) have been developed in accordance with subparagraph 41) of Article 5 of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education," subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013, "On Public Services," and define the procedure for sending citizens of the Republic of Kazakhstan to study abroad, including within the framework of academic mobility, as well as the procedure for providing public services;

SO, IRD 01.1011 – 2023 Internal regulatory documents. Organizational standard.

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Rules for the structure, presentation and formatting of documentation. Internal regulatory documents;

DP IRD 01.1006 – 2023 Internal regulatory documents. Documented procedure. Document management;

DP IRD 01.1007 – 2023 Internal regulatory documents. Documented procedure. Quality record management.

3 Terms and definitions

3.1 The following terms and definitions are used in the Regulations on the Organization of External Academic Mobility of Students (hereinafter referred to as POVAMO):

Academic mobility (academic mobility) - the transfer of students for a specific academic period, usually a semester or academic year, to another higher education institution (within the country or abroad) for study, with the mandatory transfer of credits for completed educational programs in accordance with the established procedure to their higher education institution or for continuing their studies at another higher education institution;

Administrator – a subordinate legal entity of the authorized body in the field of education, which accepts documents and organizes the work of the Independent Expert Commission and the Final Commission for the selection of applicants;


Authorized body in the field of education – the central executive body of the Republic of Kazakhstan that provides leadership and inter-sectoral coordination in the field of education;

Public Commission – an advisory body approved by order of the authorized body in the field of education to perform the functions of distributing places by country for each higher education institution of the Republic of Kazakhstan and competitive selection of applicants for study or research abroad within the framework of the academic mobility program;

Public service – one of the forms of implementation of certain public functions, carried out on an individual basis at the request or without the request of service recipients and aimed at realizing their rights, freedoms and legitimate interests, providing them with appropriate material or non-material benefits;

Public service standard – a list of basic requirements for the provision of public services, including characteristics of the process, form, content and result of the provision, as well as other information, taking into account the specifics of the provision of public services;

E-government web portal – an information system that is a single window for access to all consolidated government information, including the regulatory framework and to public services, services for issuing technical conditions for connection to the networks of natural monopolies and services of quasi-public sector entities provided in electronic form (hereinafter referred to as the portal);

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Electronic digital signature – a set of electronic digital symbols created by means of an electronic digital signature and confirming the authenticity of an electronic document, its ownership and the immutability of its content (hereinafter referred to as EDS);

Student's application letter of intent to participate in external academic mobility (application letter) – information about the candidate for participation in external academic mobility, set out in accordance with the established form, intended for use at various stages of selection at KATRU and at the partner university.

Partner university (partner-university) – a foreign university or scientific organization that has entered into an agreement with KATRU to implement joint academic mobility programs;

European Credit Transfer and Accumulation System (ECTS) - a method of assigning credit units (credits) to components of educational programs (disciplines, courses, modules), which are used to compare and transfer credits earned by students (with credits and grades) when changing educational paths, educational institutions and countries of study;

Individual study plan - a study plan formed for each academic year by the student with the help of a teacher based on a standard study plan and a catalog of elective disciplines;

Grade Point Average (GPA) - a weighted average assessment of a student's academic achievement for one academic year in a selected program (the ratio of the sum of credits multiplied by the numerical equivalent of the interim assessment scores for the subjects to the total number of credits for the current period of study);

Credit - a standardized unit of measurement of the volume of academic work of a student and teacher, used in credit-based teaching technology;

Transcript - a document containing a list of subjects completed during the relevant period of study, indicating credits and grades in letters and numbers.

4 Designations and abbreviations

The following abbreviations are used in these Regulations:


–S. Seifullin KATRU– S. Seifullin Kazakh Agrotechnical Research University Research University;

–POVAMO – these Regulations on the organization of external academic mobility of students at the S. Seifullin Kazakh Agrotechnical Research University Research University;

–CRMSiPYAO – Center for the Development of International Cooperation and Multilingual Education at S. Seifullin KATRU;

–Commission – the commission for the selection of candidates for external academic mobility at S. Seifullin KATRU, established by order of the Chairman of the Board of KATRU and operating on the basis of POVAMO;

–PKK – representative of the Quality Committee;

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- QC – Quality Committee;
- DAA – Department of Academic Affairs;
- AD – Administrative Department;
- ND – regulatory documents;
- IRD – Internal Regulatory Documents;
- OPOU – Department of Planning and Organization of the Educational Process.

5 Powers and responsibilities

5.1 When developing, agreeing, approving, registering and implementing the POVAMO, authority and responsibility are distributed as follows:

5.1.1 Department of International Cooperation and Academic Mobility Department:

- is responsible for the structure and content of the POVAMO;
- ensures the development of the POVAMO in accordance with the requirements of the model rules and instructional letters of the Ministry of Education and Science of the Republic of Kazakhstan, as well as the internal procedures of KATRU;
- coordinates POVAMO with the Member of the Board – Vice-Rector for Operational Activities, Member of the Board – Vice-Rector for Scientific and Innovative Activities, Financial Director, Director of the Department of Academic Affairs, Director of the Department of International Cooperation and Academic Mobility, Director of the Legal Service, Chief Manager of the Quality Committee, who note this in the "Coordination Sheet" (Appendix M);

5.1.2 QC:

- for its preparation, approval and implementation;
- draws up the original POVAMO in accordance with the established requirements;
- collects the coordinating signatures;
- prepares an order on the entry into force of this POVAMO, which is approved by the Chairman of the Board-Rector.

5.1.3 Chairman of the Board, Rector:


- approves the POVAMO;
- approves the order on the implementation of the POVAMO.

5.1.4 Heads of structural units ensure that POVAMO is brought to the attention of employees of structural units, with a record of familiarization entered in the Familiarization Sheet (Appendix H).

5.2 When organizing external academic mobility of students in accordance with POVAMO, powers and responsibilities are distributed as follows:

5.2.1 CRMSiPYAO:


- ensures overall coordination of the planning and implementation of external academic mobility at the S. Seifullin KATRU, both abroad and in neighboring countries;

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- provides informational and organizational support to students going to universities in neighboring and distant foreign countries and to structural divisions of the S. Seifullin KATRU on issues of external academic mobility, consular and visa issues;
- organizes the conclusion of a tripartite agreement between the S. Seifullin KATRU, the partner university and participants in external academic mobility going to universities in distant and neighboring foreign countries;
- assists students wishing to enroll in universities in foreign countries and structural divisions of the S. Seifullin KATRU in selecting a partner university, organizing correspondence with it and obtaining an official invitation from a foreign university;
- registers candidates wishing to enter universities in distant foreign countries to participate in external academic mobility and registers those selected by Department Heads;
- develops test assignments and organizes testing to determine the level of English proficiency for candidates wishing to enroll in universities abroad;
- prepares and ensures the approval of the order on the composition of the Commission;
- prepares the necessary materials and draws up the minutes of the Commission's meeting;
- provides instruction on the rules of conduct in countries of residence abroad;
- organizes the booking of airline tickets and the registration of medical insurance for students traveling to universities abroad as part of external academic mobility programs financed by the Ministry of Education and Science of the Republic of Kazakhstan;
- provides participants in external academic mobility programs traveling to universities in distant and neighboring foreign countries with the contact information of the diplomatic mission of the Republic of Kazakhstan closest to their place of stay;
- ensures the storage of original reports of participants in external academic mobility.

5.2.2 Department Heads:

- if necessary, appoint external academic mobility coordinators in the Department, define their powers and responsibilities and establish working procedures, informing the Center for Research and Development of Science and Education about the relevant decisions;
- together with the DAA and faculty advisors, synchronize the working curricula of university (bachelor's) and postgraduate (master's) programs at S. Seifullin KATRU and partner universities for compliance with disciplines;
- together with the DAA and faculty advisors, determine the list of disciplines and the number of credits for disciplines to be mastered by students at partner universities during external academic mobility, approve them by a decision of the Department meeting and send them for approval to the Faculty Council;
- together with the DAA and faculty advisors, draw up an individual schedule for students to complete the difference in disciplines upon completion of external academic

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mobility;

- together with curators, monitor academic performance and stay abroad;
- monitor the timely provision by Department teachers of electronic versions of teaching materials for the difference subjects that students (who have left as part of the external academic mobility program) study using distance learning technologies (DLT).
- organizes safety training for participants in external academic mobility programs who are going to universities in neighboring and distant foreign countries;

5.2.3 Faculty Deans:

- organize the approval of the list of disciplines and the number of credits for disciplines to be studied by students at partner universities during external academic mobility;
- select candidates who wish to enroll in universities in neighboring and distant foreign countries to participate in external academic mobility;
- prepare letters of recommendation for candidates for participation in external academic mobility, indicating their objective characteristics;
- ensure the preparation of an order for departure to study at a foreign partner university;
- organize discussions of reports by participants in external academic mobility.

5.2.4 DAA:

- issue an order for the transfer of credits according to the ECTS system;
- transfer credits earned during academic mobility under the ECTS system and grades;
- analyzes the credits earned and records them in the student's study plan;
- is responsible for ensuring that foreign educational programs correspond to the specialty being studied.


5.2.5 If a student is studying at a military Department and wishes to study abroad as part of external academic mobility, they are required to submit a request for payment of tuition fees at the military Department during the summer semester, or the student has the right to refuse to study at the military Department. If the student does not pay the cost of training at the military Department during the summer semester or does not settle the debt, S. Seifullin KATRU has the right to expel him from the military Department.

5.2.6 Deputy Chairman of the Board for Financial Affairs and Infrastructure Development:

- ensures the development of an estimate of travel expenses for participants in external academic mobility, financed through the Ministry of Education and Science of the Republic of Kazakhstan, within the established norms;
- ensures timely payments of funds within the framework of external academic mobility, financed through the Ministry of Education and Science of the Republic of Kazakhstan.

6 General provisions

The objectives of external academic mobility at the S. Seifullin KATRU are:

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- 1) to integrate students of the S. Seifullin KATRU into the international scientific and educational space;
- 2) to improve the quality of knowledge and the level of training of students;
- 3) ensuring the comparability and recognition of the educational programs of the S. Seifullin KATRU with the programs of foreign universities;
- 4) enhancing the prestige of S. Seifullin KATRU in the educational market.

External academic mobility of students at S. Seifullin KATRU is achieved through the implementation of the following mechanisms:

- students studying individual disciplines or modules of educational programs at a partner university abroad;
- students going abroad for theoretical and practical training at a partner university or other organization.

5) External academic mobility at universities in distant foreign countries may be financed by:

1. funds from the republican budget for students studying under the state educational order;
2. income received by S. Seifullin KATRU from the sale of paid services;
3. grants from employers, social academic and scientific partners, international and domestic foundations and scholarships;
4. students' personal funds.


External academic mobility to universities in neighboring countries is carried out through an equal exchange of students between two partner universities. Tuition and accommodation at the university are free of charge.

6) According to the Rules for sending students to study abroad, including within the framework of academic mobility, Chapter 2. Procedure for sending students to study abroad, including within the framework of academic mobility, Paragraph 3. Procedure for sending students to study abroad within the framework of academic mobility (Order No. 613 of the Minister of Education and Science of the Republic of Kazakhstan dated November 19, 2008, as amended by Order No. 203 dated May 14, 2020) S. Seifullin KATRU independently determines the selection procedure for sending students at the expense of the funds specified in subparagraphs 5) 1., 5) 2., 5) 3. and 5) 4., as well as to universities in neighboring countries, paragraph 6.

7 Requirements for candidates for participation in external academic mobility

7.1 Participants in external academic mobility may be:

- 1 master's students in their first, second, or third trimesters of study, with academic mobility beginning in the second, third or fourth trimesters of study;
- 2 students from the fourth to the ninth trimesters inclusive in four-year programs, with academic mobility beginning in the fifth-sixth to tenth trimesters;

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3 students in the fourth to twelfth trimesters inclusive of five-year programs, with academic mobility beginning in the fifth-sixth to thirteenth trimesters;

4 Students participating in external mobility with universities in neighboring and distant foreign countries may begin classes in the fourth and fifth trimesters.

7.2 Candidates for external academic mobility must meet the following requirements:

1) High academic performance - current performance at the end of the academic period preceding external academic mobility, or, if the results of the specified academic period have not been summarized during the selection period, for the previous academic period:

– when sent for external academic mobility at the expense of the republican budget - GPA not lower than 3.33;

– when sent on external academic mobility at the expense of students' personal funds or other sources provided for in clause 6.5 - GPA not lower than 3.00;

2) for partner universities with English as the language of instruction – a result of computer testing to determine the level of English proficiency under the S. Seifullin KATRU program of at least 70% correct answers;

3) For external academic mobility to partner universities in neighboring countries, a language test is not required, but a letter of motivation and recommendation from The Head of the Department must be submitted additionally.

7.3 Candidates who have valid international certificates from one of the following systems are exempt from taking the English language proficiency test:

– IELTS – at least 6.0;

– TOEFL – at least 550.

7.4 When sending candidates to partner universities where Russian is the language of instruction, a valid international certificate or English language proficiency test is not required.

7.5 For countries with a different language of instruction, a prerequisite for external academic mobility is a recognized international certificate with a foreign language proficiency level of at least "good," including one of the following systems:

1 DELF – no lower than B2;

2 TCF – B1, B2;


3 DAF – B2, C1;

4 certificates of a similar level in other foreign languages.

Copies of the relevant international certificates should be submitted to the Center for Research, Mobility and International Cooperation.

7.6 If the partner university imposes additional requirements on candidates for external academic mobility, such requirements will also be taken into account during the selection process.

7.7 In the case of external academic mobility funded by grants from employers, social academic and scientific partners, international and domestic foundations and scholarships, the requirements set by the organizations providing the funding will also

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be taken into account.

8 Organization of external academic mobility for students

8.1 Referrals for study at foreign partner universities within the framework of external academic mobility are made on the basis of:

1 international agreements (international programs, memoranda and agreements on cooperation, exchange and scholarship programs);

2 agreements between S. Seifullin KATRU and partner universities.

8.2 The number of credits for students studying at partner universities during external academic mobility should be:

– at least 20 ECTS credits and at least 20 credits in Asia and the USA for bachelor's degrees;

– at least 20 ECTS credits and at least 20 credits in Asia and the USA for master's programs

8.3 External academic mobility will be implemented in the following order:

1) informing about the start of the selection of candidates for participation in external academic mobility on the university website, notice board and other means of disseminating information;

2) independent registration of those candidates who meet the requirements specified in all subparagraphs of paragraph 7 for participation in external academic mobility;

3) computer testing of candidates to determine their level of English proficiency, with the exception of candidates who have international certificates in accordance with subparagraphs 7.3 and 7.5 of the POVAMO and testing of candidates who wish to enter universities in neighboring countries for external academic mobility, conducted by Department Heads.

4) a diagnostic test to identify individual personality traits: information about the student's stress resistance, adaptability, conflictiveness and tolerance in order to identify possible risks during their study and residence abroad;

5) adoption by the KATRU Commission of a decision on sending students on external academic mobility, which is formalized by a protocol approved by the chair and secretary of the KATRU Commission;

6) sending students on external academic mobility to foreign partner universities;


7) report by participants in external academic mobility;

8) students submitting the difference in disciplines resulting from participation in external academic mobility.

8.4 Information on the start of the selection of candidates for participation in external academic mobility is sent by the CRMSiPYAO to the Deans of Faculties and Heads of Departments by e-mail, as well as by sending a memo on paper or through the electronic document management system.

The information will specify:

1) conditions for participation in external academic mobility;

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2) the dates and location of events within the framework of the selection of candidates for

participation in external academic mobility, including:

- consultations on the conditions for participation in external academic mobility;
- testing to determine the level of English language proficiency for distant foreign countries;

- Commission meeting;

- announcement of selection results;

3) deadlines and form of the student's application to participate in external academic mobility;

4) list of required documents, deadlines and form of submission;

5) contact information of the responsible executive of the Center for Research and Academic Mobility for the registration of candidates for participation in external academic mobility;

6) link to the POVAMO posting on the website of the S. Seifullin KATRU;

Information about the start of the selection process for candidates to participate in external academic mobility is also posted on the website of the S. Seifullin KATRU;

8.5 Department Heads and/or persons responsible for international cooperation at the faculty will ensure that students are informed about the start of the selection of candidates for participation in external academic mobility within three working days from the date of receipt of information about the start of the selection of candidates from the Center for Research and Development of International Relations and Academic Mobility.


Information is provided by posting an announcement on the Department's bulletin board, through curators, teachers and other available means.

8.6 For those wishing to enroll in universities abroad to participate in external academic mobility:

8.6.1 Candidates will declare their intention to participate to the CRMSiPYAO within the period specified in the information on the start of candidate selection, but not earlier than ten and not later than twenty working days from the date of receipt of the specified information by the Departments. Candidates wishing to enroll in universities in neighboring countries to participate in external academic mobility will declare their intention to participate to the Heads of Departments within the period specified in the information on the start of candidate selection.

The student's statement of intent to participate in external academic mobility (application letter) will be drawn up in accordance with Appendix A and sent to the responsible executive of the CRMSiPYAO in accordance with the method specified in the information on the start of candidate selection.

8.6.2 The responsible employee of the CRMSiPYAO will ensure the registration of students' letters of intent to participate in external academic mobility (application letter) and will compile a list of candidates for participation in testing to determine their level of English proficiency.

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If candidates have valid (not expired) international certificates in accordance with paragraphs 7.3 and 7.5 of the POVAMO, such candidates () automatically proceed to the second round of selection.

8.6.3 The CRMSiPYAO, together with the Department of Foreign Languages and the Department of Information Technology, will organize computer-based testing to determine the level of English proficiency in specially equipped computer classrooms.

8.6.4 Computer testing of candidates to determine their level of English proficiency is carried out using specialized computer programs.

The test questions are based on at least three to five original foreign sources, correspond to the "Advanced" level in terms of complexity and form a database of 700 questions that is updated annually.

When conducting computer testing, 30 questions are selected for each candidate from the task database using a random sampling method.

The time allowed for answering each question should not exceed ninety seconds (1.5 minutes), with a total of no more than 45 minutes for all questions.

Candidates who score at least 70 points (% correct answers) on the test are admitted to an interview with the KATRU Commission.

8.6.5 No later than five working days from the date of publication of the results of the English language proficiency test, candidates admitted to an interview with the KATRU Commission will take a diagnostic test to identify individual personality traits.


The diagnostic test is developed by specialists from the psychological support service for students at S. Seifullin KATRU in order to identify possible risks associated with the individual characteristics of the student during their stay abroad as part of academic mobility. The test is developed on the basis of standard, generally accepted methods for the relevant purpose.

The results of the diagnostic test are communicated to the members of the KATRU Commission confidentially, prior to the interview and are used by them when deciding whether to send the candidate on external academic mobility.

The period between the diagnostic testing to identify individual personality traits and the meeting of the KATRU Commission will not be less than ten working days.

8.6.6 The composition of the KATRU Commission is formed by order of the Chairman of the Board of S. Seifullin KATRU and must include:

- (1) the Chairman of the Board – Chairman of the Commission;
- (2) Deputy Chairman of the Board for Science, Innovation and International Relations – Deputy Chairman of the Commission;
- (3) Director of the CRMSiPYAO;
- (4) Director or Deputy Director of DAA;
- (5) 7 Deans of Faculties;
- (6) 1 German language teacher from the Department of Foreign Languages;
- (7) 1 French language teacher from the Department of Foreign Languages.
- (8) Secretary of the Commission – employee of the CRMSiPYAO

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8.6.7 No later than three working days before the meeting of the KATRU Commission, candidates will submit to the CRMSiPYAO:

1) a transcript for the academic period preceding external academic mobility, or, if the results of the specified academic period cannot be summarized during the selection period, for the previous academic period;

2) a letter of recommendation signed by the Dean of the Faculty with an objective description of the candidate for external academic mobility;

3) for master's students - a letter of consent from the supervisor of the master's thesis for the candidate's participation in external academic mobility, confirming that the external academic mobility program corresponds to the individual work plan of the master's student and the topic of the master's thesis.

8.6.8 The selection of applicants is carried out by the Selection Committee in accordance with the Criteria for the selection of applicants for study abroad within the framework of international treaties/agreements and academic mobility (hereinafter referred to as the Criteria for the selection of applicants), specified in **Appendix M** to these Rules. The Applicant Selection Committee reviews the documents submitted by applicants and, by open vote, compiles the main and reserve lists of students participating in academic mobility in accordance with **Appendix H** to these Rules and in accordance with the points awarded under the Applicant Selection Criteria specified in **Appendix M** to these Rules.

When selecting candidates for academic mobility programs, the following groups will be given preference in the event of equal scores: 1) students with a high level of language proficiency; 2) orphans or students without parental care; 3) persons with disabilities since childhood or persons with disabilities; 4) students from large families; 5) students from multilingual study groups.


If the scores are equal among the above criteria, all applicants are eligible for academic mobility training abroad;

If an applicant from the main list refuses to go on a study trip, they will be replaced according to the order of the reserve list. A written statement of refusal is written in any form.

8.6.9 Based on the results of the interview, the KATRU Commission will decide on the referral of students for external academic mobility. Candidates who have successfully passed the selection process will become participants in external academic mobility on terms agreed with the partner university.

The meeting of the Commission for the selection of applicants will be recorded in the form of minutes in any form by the secretary of the Commission. During the meeting of the Commission for the selection of applicants, audio and video recordings will be made in the form of online broadcasts on the official Internet resources of universities or on social networks.

The minutes, audio and video recordings of the meetings of the Candidate Selection Committee will be stored in the university's archives for at least one year from the date of completion of the competition.

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8.6.10 Within three working days of the date of the Commission meeting, the CRMSP will publish the results of the candidate selection on the website of the

S. Seifullin KATRU, as well as on the notice boards in the academic buildings of the 7 faculties.

Copies of the Commission's minutes will be sent to the Dean's Offices of the 7 faculties via electronic document management.

8.6.11 The CRMSPYA, together with the faculties, determines the list of partner universities for each specialty of the students with whom a cooperation agreement in the field of education and science has been concluded.

The organization of external academic mobility is carried out on the basis of a tripartite agreement in accordance with Appendix B, concluded between KATRU S. Seifullin, the partner university and the participant in external academic mobility. If necessary, an additional agreement is concluded between the universities in the form established by the partner university, which is agreed upon by the Heads of the DAA, CRMSiPYAO and the Department and signed by the Deputy Chairman of the Board for Strategic Planning, Science and International Relations.

The draft agreement is developed by the Center for Research, Management and Innovation and contains a training plan (schedule), course names, partner university credits, training period and total cost of training. The agreement is drawn up in triplicate and registered in accordance with the established procedure.

Before signing, the draft agreement is approved by the lawyer, The Head of the Department, the Dean of the Faculty, the financial director and the responsible executive of the DAA.


8.6.12 After the agreement has been signed by all parties, the partner university prepares a letter of invitation addressed to the participant in external academic mobility.

Based on the letter of invitation, participants in external academic mobility, together with the Department, prepare an individual study plan.

The individual study plan is subject to approval by the DAA.

8.6.13 After approval of the individual study plan, based on the application, written consent of the parents for the student to travel abroad, notarized and a motivation letter from the participant in external academic mobility, the Dean of the Faculty will, no later than ten working days before the students' departure to the university-partner will submit a memorandum to the Chairman of the Board on the referral to external academic mobility, indicating the surname, name and patronymic of the participants in external academic mobility, the name of the partner university and the period of stay abroad.

The memo will be accompanied by the applications of the participants in external academic mobility, copies of their identity documents and 20-digit bank accounts (for external mobility within the framework of funding by the Ministry of Education and Science of the Republic of Kazakhstan) and a draft order on departure for study at a foreign partner university. The Academic Affairs Department prepares the order. The dean's offices prepare the draft order and the Academic Affairs Department registers the

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order (Appendix I).

If the student is studying at a military Department, the draft order is agreed with The Head of the Military Department and the order specifies the procedure for the participant in external academic mobility to make up for missed military training classes and the conditions for paying Military Department teachers for additional class hours.

8.6.14 After signing, a copy of the order for departure to study at a foreign partner university is provided to the participant of external academic mobility for obtaining a visa at the diplomatic mission of the country of study.

Also, for the purpose of obtaining a visa, the CRMSiPYA issues the participant in external academic mobility a certificate from the place of study on the official letterhead of the S. Seifullin KATRU. If necessary, the CRMSiPYA sends the personal files of participants in external academic mobility to foreign diplomatic missions, partner universities, or other foreign educational organizations with which negotiations on the organization of external academic mobility are being conducted.

8.6.15 The dates for sending participants in external academic mobility to study at a foreign partner university are determined individually, in accordance with the start of the academic period at the partner university.

8.6.16 Based on the order to travel to study at a foreign partner university, within the framework of republican funding, the DF draws up an individual cost estimate and makes an advance payment to the bank card account of the participant in external academic mobility.

8.6.17 Upon completion of all the above organizational procedures, no later than ten (10) days before departure abroad, the participant in external academic mobility will provide the coordinator of the Center for Research and Development of International Programs with a complete set of documents, including:

1 a student's statement of intent to participate in external academic mobility (application letter) in accordance with Appendix A (for distant foreign countries), Appendix L (for nearby foreign countries), or in the form established by the partner university;

2 a statement addressed to the Chairman of the Board regarding study abroad, with visas from The Head of the Department, Dean of the Faculty, Head of the DAA, scientific supervisor – for master's students, assistant to the Chairman of the Board for press, Director of the CRMSiPYAO, Deputy chairman of the Board for science,

innovation and international relations;


3 a copy of the individual study plan;

4 a motivation letter in English and Kazakh/Russian in any form, no more than 250 words;

5 document on education (transcript) – a notarized color copy (bachelor's transcript, master's degree, specialist diploma, transcript of current academic performance);

6 if available, a copy of an international certificate in accordance with paragraphs 7.3 and 7.5 of POVAMO;

7 a letter of recommendation signed by the Dean of the Faculty with an objective description of the student;

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8 certificates, diplomas, letters of appreciation (if available for the specialization, notarized and translated into the state language or Russian);

9 a copy of the foreign passport – a notarized color copy of the foreign passport (not required for the Russian Federation);

10 a copy of your identity card;

11 medical certificate (Form 082u) for those traveling abroad;

12 document confirming medical insurance (not required for the Russian Federation);

13 written consent of parents, guardians, legal representatives for the student to travel abroad, certified by a notary;

14 copies of birth certificates of four or more minor children living together or a copy of the court decision on adoption, address certificates for all minor children living together, to confirm that the student's family has many children;

15 a document confirming the absence of the student's parents (for students who are orphans or students left without parental care (if available));

16 a disability certificate in the form approved by Order of the Minister of Health and Social Development of the Republic of Kazakhstan No. 44 of January 30, 2015, "On Approval of the Rules for Conducting Medical and Social Examination" (registered in the Register of State Registration of Regulatory Legal Acts under No. 10589);

17 a copy of the order to study at a foreign partner university;

18 a 20-digit bank account number for students traveling at the expense of republican funding;

19 if necessary, a CV in Euro pass format (Appendix C) or in the format established by the partner university;

20 for master's students – a letter of consent from the academic supervisor (see clause 8.12).

8.6.18 Upon return, the participant in external academic mobility will submit the following list of documents to various structural units within two (2) weeks:

1) to the Department – a report;

2) to the Center for Research and Academic Mobility – a copy of the report and an academic transcript;

3) to the DAA – a transcript (Appendix G), on the basis of which ECTS credits are transferred in accordance with the disciplines studied during the period of external academic mobility;


4) to the Finance Unit – an advance report in accordance with clause 10.3 of the POVAMO for those traveling at the expense of republican funding;

The report will be prepared on paper, in Times New Roman font, size 14, no more than 20 pages in A4 format and will contain:

– brief information about the partner university where external academic mobility took place;

– the main results of external academic mobility;

– an overview of the educational programs studied;

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- an assessment of the implementation of the individual study plan;
- proposals from the participant of external academic mobility on the use of the partner university's experience in the practice of the S. Seifullin KATRU;
- photo and video report on the training at the foreign university, recorded on a disc.

A copy of the report may be submitted upon request to other interested structural divisions of the S. Seifullin KATRU.

In addition, the participant (or several participants) in external academic mobility will, within one month of their return, organize a presentation of the report for employees and students of the S. Seifullin KATRU in the form of a seminar.

The seminar will be organized by the Department to which the participant in external academic mobility belongs.

Information about the date, time and place of the seminar will be prepared by the Department to which the participant in external academic mobility belongs. The information will be posted on the website of the S. Seifullin KATRU, on the faculty notice board and sent to the CRMSiPYAO.

The CRMSiPYAO will inform other faculties by sending a corresponding official memo.

8.7 For those wishing to enroll in universities in neighboring countries to participate in external academic mobility:

8.7.1 Candidates wishing to enroll in universities in neighboring countries to participate in external academic mobility will declare their intention to participate to the Heads of Departments within the time frame specified in the information on the start of candidate selection, but not earlier than ten and not later than twenty working days from the date of receipt of the specified information by the Departments.

8.7.2 Department Heads select candidates based on testing or interviews.


8.7.3 Department Heads will provide a list of selected candidates and their questionnaires for citizens of the Republic of Kazakhstan traveling abroad, in accordance with Appendix N, to the responsible executor of the Center for Academic Mobility and International Relations within the period specified in the information on the start of candidate selection.

8.7.4 If the total list of candidates from all Departments exceeds the permissible number of students who can be sent to participate in academic mobility, the KATRU Commission will be convened and will select candidates from the proposed list.

8.7.5 No later than five working days from the date of publication of the selection results, the selected candidates will take a diagnostic test to identify individual personality traits in accordance with **clause 8.6.5** above.

8.7.6 The composition of the KATRU Commission is formed by order of the Deputy Chairman of the Board for Science, Innovation and International Relations:

(1) Deputy Chairman of the Board for Science, Innovation and International Relations – Chairman of the Commission;

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- (2) Director of the Center for Research and Development of Science and Innovation;
- (3) Director or Deputy Director of the DAA;
- (4) 7 Deans of Faculties;
- (5) 1 German language teacher from the Department of Foreign Languages;
- (6) 1 French language teacher from the Department of Foreign Languages.

Secretary of the Commission – employee of the Center for Research and Methodology of Social and Political Sciences.

8.7.7 No later than three working days before the Commission meeting, if there are more candidates than the maximum number allowed, the candidate will submit to the CENTER FOR THE DEVELOPMENT OF INTERNATIONAL COOPERATION AND MULTILINGUAL EDUCATION a list of documents in accordance with **clause 8.6.17** above (**subclauses 1, 4, 6, 7, 8, 14, 15, 16**).

8.7.8 During the selection process, the Commission evaluates the candidate according to the criteria specified above in **clause 8.6.8**.


8.7.9 Based on the results of the interview, the KATRU Commission will decide on the referral of students for external academic mobility. The entire subsequent procedure for passing the competition and completing the paperwork, requirements and other issues related to external academic mobility are described in detail in **sections 8.6.9 through 8.6.15, 8.6.17 through 8.6.18**.

8.8 Based on a tripartite agreement on the external academic mobility program, the disciplines specified in the agreement are studied using DOT. The KATRU teacher administers the exam in the discipline upon the student's arrival at the university based on the referral issued by the Office for Academic Scheduling and Certification. The Department of Knowledge Assessment and Certification issues referrals for taking the exam in accordance with the list of subjects specified in the above agreement.

8.9 If a student participating in an external academic mobility program provides a transcript upon returning to KATRU that does not contain letter or numerical grades in accordance with the letter grading system, the Department will conduct an interview with the student and, based on its results, determine the numerical value of the grades for the discipline as a percentage, then submit the completed appendix in the form of a table with a list of disciplines and grades for the corresponding subjects with the protocol to the Office for Academic Scheduling and Certification for entering the specified grades into the AIS "Platonus". The above actions are shown in the process map (Appendix G).

8.10 If, upon returning to KATRU, a student participating in an external academic mobility program submits a transcript that differs from KATRU's Academic Curriculum in terms of course names or number of credits, the difference (including credits) is submitted by the student upon arrival based on a referral issued by the Office for Academic Scheduling and Certification.

The referral is issued according to an individual schedule specified in the dean's office order. After the exam, the Department sends an extract from the meeting minutes (taking into account the grades in the transcript and referral) to the Office for Academic

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Scheduling and Certification. The extract indicates the final name of the discipline and the final grade, which are entered into the AIS "Platonus" transcript by the academic mobility coordinator of the Office for Academic Scheduling and Certification.

9 Procedure for transferring credits according to the ECTS type

9.1 The workload of one Kazakhstani credit of theoretical training, taking into account classroom hours and independent work by the student, is

- (1) in a bachelor's program - 45 hours;
- (2) in a specialized master's program - 60 hours;
- (3) in scientific and pedagogical master's programs - 75 hours.

9.2 To ensure the external academic mobility of students and the recognition of educational programs (all levels and forms of higher and postgraduate education) in the European educational space, Kazakhstan credits are converted into ECTS credits.

9.3 The conversion of Republic of Kazakhstan credits into ECTS credits and vice versa is carried out on the basis of conversion coefficients. One ECTS credit is equal to 30 academic hours. In addition to classroom work, the total workload includes the following types of independent study work by the student:

- 1 essays, abstracts, coursework (projects);
- 2 laboratory work;
- 3 preparation for various types of current, intermediate and final assessments;
- 4 gathering materials and writing a thesis (project), master's dissertation.

ECTS estimates the total workload for one academic year at 60 credits (students earn 30 credits per semester and 20 credits per trimester). The academic year lasts 30 weeks, with an additional 6 weeks set aside for final exams.


9.4 The workload of a discipline in the educational program of the Republic of Kazakhstan in ECTS credits for bachelor's degrees is calculated by multiplying its workload in credits by a conversion factor of 1.5-1.8, rounded to whole numbers, according to established rules. The workload of course projects (assignments) is included in the total workload of the discipline.

9.5 Credits for other types of academic work are converted using the following conversion coefficients:

- 1) practice:
 - educational - within the range of 0.5 to 0.6;
 - pedagogical - within the range of 1.0 to 1.2;
 - production - within the range of 2.5 to 3;
 - research - between 4.0 and 4.8;
- 2) Scientific research, experimental work of a master's student - from 4 to 4.8;
- 3) Final assessment of the student - from 3.2 to 4.5.

9.6 Credits are awarded to students only after they have successfully passed the final assessment for a given discipline.

9.7 The ECTS grading scale includes five positive grades (from "A" to "E"), a

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"FX" grade, which can be corrected and an "F" grade without credits.

The Republic of Kazakhstan's knowledge assessment system, based on a point-rating letter system for assessing students' academic achievements, includes ten positive grades (from "A" to "D"), which provide for the awarding of credits and one unsatisfactory grade "F" without the awarding of credits.

9.8 Each academic period ends with a period of interim assessment of students, who take final exams in all disciplines, professional practices, NIRM/D, EIRM/D.

9.9 Forms of examination: computer testing (when organizing the educational process using DOT – in the AIS "Platonus", with proctoring), written exam (when organizing the educational process using DOT – using web conferences, for example, ZOOM, CISCO, WEBEX, etc., with proctoring). For language disciplines (foreign, Kazakh, Russian), other forms may be used (listening comprehension, etc.).

9.10 When organizing the educational process using DOT, the state exam in the discipline "Modern History of Kazakhstan" may be conducted in the form of computer testing - in the AIS "Platonus" and in the form of a written exam with proctoring using web conferences (e.g., ZOOM, CISCO WEBEX, etc.).

9.11 The exam schedule is drawn up in electronic form and posted on the university's educational portal.

9.12 Examiners are appointed to conduct the written exam from among the leading teachers who have qualifications corresponding to the profile of the given academic discipline and, as a rule, have not conducted classes in the given academic group/stream. When organizing the educational process using distance learning, it is recommended that a teacher participate in the written exam to identify students and act as a proctor.

9.13 Testing will be scheduled in accordance with the exam schedule.

9.14 When organizing the educational process using DOT, the midterm exam in the form of a written exam based on tickets is conducted using an online random number generator (for example: <https://randstuff.ru/number/>). The selection and use of random number generator programs are carried out on the recommendation/agreement of the IT Department.


The examiner fills out the "Student Ticket Number Generation Results Sheet" and sends the text of the selected ticket to each student personally, using any means of communication (including ZOOM chat, CISCO WEBEX, etc.):

- chat in a web conference - personally to each student as a file (preliminary check of ticket sending and delivery);

- WhatsApp - if there is a group chat, with a verified phone number and the student's full name and patronymic - personally to each student as a file;

- other verified means of communication for sending files (tickets).

The student is given 15-20 minutes to prepare their answer to the ticket. After completing the answer, the student sends the prepared file (electronic version of the file or scanned version (photo) via chat (ZOOM, CISCO WEBEX, etc.) or to the email address specified by the teacher. The student presents on the ticket questions and answers the examiner's questions.

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9.15 Exam results are entered into the AIS exam and rating sheet. Once the final assessment grade has been awarded, no adjustments or changes to the current assessment grades are permitted.

9.16 If a student receives an "unsatisfactory" grade on the final assessment (exam), corresponding to the grade "FX," the student has the opportunity to retake the final assessment. When organizing the educational process using DOT, ORIAO specialists monitor exam results on a daily basis. Based on the monitoring, ORIAS specialists automatically grant access to reschedule the test/assign a grade in the electronic journal to students who received an FX grade (25%-49%).

If students receive an FX (25%-49%) on the exam, the teacher/examiner is required to check the electronic journal for access to reschedule the test/assign a grade in the electronic journal. Students are required to monitor their grades in the electronic journal.

9.17 If a student receives an "unsatisfactory" grade, corresponding to the letter "F," they must re-enroll in the course/module, complete the entire program, complete all assignments, obtain admission to the final assessment in accordance with the established procedure and pass the final assessment (exam). Re-enrollment in a course/module is only possible on a paid basis.


9.18 Students who disagree with the final assessment result must submit an appeal no later than the next working day after the exam.

9.19 Students who did not attend the exam session for objective reasons (confirmed by documents) have the right to extend the exam session according to an individual schedule.

9.20 Students who have completed the course program in full but have not achieved the minimum transfer score are given the opportunity to retake individual courses on a paid basis during the summer semester and retake the exams in order to improve their grade point average (GPA).

9.21 The summer semester is an integral part of the educational process and is organized by the DAA at the initiative of students to meet the needs for additional training, elimination of academic debt or differences in curricula, study academic subjects and earn credits at other educational institutions with mandatory transfer to their higher and/or postgraduate educational institution, improve their grade point average (GPA) and complete a related or additional educational program, including as part of a dual degree program.

9.22 Students who have outstanding debts in a prerequisite subject (a subject and/or module and other types of academic work containing the knowledge, skills, abilities and competencies necessary for mastering the subject and/or module being studied) will make up for the debt in the summer semester before the start of the academic period in which the discipline is studied - post-requisite (disciplines and/or modules and other types of academic work, the study of which requires knowledge, skills, abilities and competencies acquired upon completion of the discipline and/or modules).

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9.23 The conversion of ECTS grades into a letter-based grading system for academic achievement and vice versa is carried out in accordance with Appendix D and E.

9.24 ECTS credits are converted into credits of the Republic of Kazakhstan by dividing ECTS credits by a conversion coefficient depending on the content of 1 credit – 1 ECTS for each discipline (Appendix G).

10 Financial organization of external academic mobility to universities in foreign countries within the framework of republican financing

10.1 Within five working days from the date of receipt of the order to travel to study at a foreign partner university, the DF will draw up and approve a travel expense estimate for each student, including: accommodation, tuition, medical insurance, visa, round-trip airfare and other expenses, in accordance with the standards established by the Ministry of Education and Science of the Republic of Kazakhstan.

10.2 Travel expenses will be paid to students' card accounts in accordance with the established procedure. All other expenses related to participation in external academic mobility will be covered by the participant in external academic mobility.

10.3 Upon returning from external academic mobility, the student will submit an advance report within three working days, attaching supporting documents:


- an invoice for accommodation with a fiscal receipt;
- a rental agreement, if available;
- a statement of work performed, signed by an authorized representative of the partner university and the deputy chair of the KATRU Board for the organization of the creation of an agricultural research university and international cooperation;
- round-trip train tickets (if traveling by rail, in accordance with the Regulations on Limits and Standards of NCJSC «KATRU S. Seifullin» POLN VND 10010.304 – 2013);
- boarding pass, supporting document, copy of passport (if traveling by plane);
- supporting document confirming that the student has completed the external academic mobility program.

10.4 During the period of study, the student retains their scholarship (based on the results of the session).

10.5 If a student is sent on external academic mobility at their own expense, S. Seifullin KATRU reimburses them for part of the costs in an amount not exceeding forty-five percent of the cost of training for the corresponding year.

In addition, S. Seifullin KATRU will reimburse all necessary expenses related to the student's completion of the difference in disciplines resulting from external academic mobility.

11 Procedure for making changes

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11.1 Amendments to the Regulations will be made only with the permission of the Member of the Board of Directors - Vice-Rector for Operational activities and will be documented with his (their) signature. Sheets removed from the amended version of the regulations will be stored with the document authorizing the amendments.

11.2 Amendments and approvals to the Regulations will be made in accordance with the requirements of DP VND 01.1006-2023 in clause 8.4.1.


11.3 Changes to the regulations will be made by the senior manager of the CC with a mandatory note in the "Change Registration Sheet» (Appendix O).

12 Storage and distribution

12.1 The Head of the Developing Department is responsible for transferring the approved regulations (original) to the CC for storage.

12.2 The CC is responsible for storing and distributing the regulations to POVAMO Departments.

12.3 POVAMO are registered in electronic format in the WORKSPACE electronic document management system and distributed to all Departments.

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Appendix A
(reference)

F.05.5005-01

The application letter of the student about intention to take part in external academic mobility

Academic year 20___/20_____

Field of study: *the name of specialty at Partner University¹*

This application should be completed in BLACK in order to be easily copied and/or telefaxed

Sending institution

Name and full address: NCJSC "S. Seifullin Kazakh Agrotechnical Research University", Republic of Kazakhstan, 010011, Nur-Sultan, 62, Zhenis Ave.

Department coordinator – full name, telephone, fax, e-mail

1. *Full name, position, tel., fax, e-mail of DAA coordinator*

2. *Full name, position, tel., fax, e-mail of Department coordinator*

University coordinator – full name, telephone, fax, e-mail

Full name, position, tel., fax, e-mail of IC&MEDC coordinator

Student's personal data (filled in by the student individually)

Last name:		First name:	
Date of birth (dd.mm.yy):			
Gender:	<i>male / female</i>	Nationality:	Republic of Kazakhstan
Place of birth:			
Current address:		Permanent address (if different):	
Passport details:		No	
Issued by	<i>organization</i>	<i>date</i>	Valid until: <i>dd.mm. yy</i>

¹ Hereinafter: explanations regarding the required content of the relevant sections are given *in italics*. When filling in the form, the text in *italics* is replaced with the relevant content.



Contact details:			
tel.:		mobile:	e-mail:

List of institutions which will receive this application form:

Institution	Country	Period of study		Duration of stay (months)	Number of expected ECTS credits
		from	To		

Student's full name			
Sending institution	NCJSC "S. Seifullin Kazakh Agro-technical Research University"	Country:	Republic of Kazakhstan

Appendix A (continued)

Briefly state the reasons why you wish to study abroad (at least 50 words)?

Language competence

Native language			
Language of instruction at home institution (if different)			
Other languages	I am currently studying this language	I have sufficient knowledge to follow lectures	I would have sufficient knowledge to follow lectures if I had some extra preparation



	yes	no	yes	no	yes	no
<i>English</i>						
<i>French</i>						


Work experience related to current study (if relevant)

Work experience (position)	Company/organization	Working period	Country

Previous and current study

Diploma/degree for which you are currently studying		
Number of years of higher education prior to departure abroad (number of completed academic years)		
Have you already been studying abroad?	Yes	no
The name of institution (country)?		
Period of study?		
<p>The attached <u>Transcript of records</u> includes full details of previous and current higher education study. Details not known at the time of application will be provided at a later stage.</p>		

Do you wish to cover expenses towards the additional costs of your study period abroad in case if the amount of payment for study exceeds the established norms of KATRU?	yes	no
Receiving institution (name and full address)		
We hereby acknowledge receipt of the application, the proposed learning agreement and the candidate's Transcript of Records.		
The above-mentioned student is	<input type="checkbox"/> provisionally accepted at our institution	
	<input type="checkbox"/> not accepted at our institution	

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Department coordinator – full name, telephone, fax, e-mail	
University coordinator – full name, telephone, fax, e-mail	

Appendix B
(reference)

F.05.5005-02

**AGREEMENT
ON ACADEMIC MOBILITY STUDYING PROGRAMS**

.....**University** represented by acting in compliance with the Regulations, hereinafter referred to as the "Host University" and **NCJSC «S.Seifullin Kazakh Agrotechnical University»** represented by **Ismail Tokbergenov**, Vice Chairman of the Board for Science, Innovation Activity and International Affairs, acting under order No. 583 dated 19.07.2017, hereinafter referred to as the "Home University" and, citizen of Kazakhstan hereinafter referred to as the "student", hereinafter jointly referred to as the "parties" and individually as a "party" have signed the present Agreement.

1. SUBJECT OF THE AGREEMENT

1.1 Host University assumes the responsibility for:


1.1.1. Organizing mobility for studies for the student in the specialization “.....” in compliance with the state compulsory standards, for a period of(six)months (.... -...). At the end of the mobility period, a Transcript of Records will be issued for the following courses:

Subject in KATRU	Credit, ECTS	Subject at University	Credit, ECTS
.....
Total	...	Total

1.1.2 providing the student with opportunities for educational services according to the curriculum of the Host University;

2. RIGHTS AND RESPONSIBILITIES

2.1. The Host University assumes responsibility for:

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2.1.1 accepting for semester for a period of (....) months and enrolling her for the appropriate courses (mentioned above) provided by the Host University on condition of full payment of the appointed fee;

2.1.2 acquainting the student with the Regulations of the Host University at the conclusion of the present Agreement, with the license to conduct educational activities, internal regulations and other normative legal acts, regulating the admissions to the Host University as well as the basic document governing the educational process;

2.1.3 providing the specialist training in compliance with the requirements of compulsory state educational standards of Germany;

2.1.4. determining the amount of the student's academic load and schedule with intervals in accordance with existing regulations and providing healthy, safe conditions for the student's studies;

2.1.5. ensuring free access to and use of the information resources of the Host University library, providing textbooks, educational, methodological and teaching aids;

2.1.6 providing the student with the opportunities to use computers to perform tasks within the curriculum and under conditions stated by separate documents approved by The Head of the Host University;

2.1.7 in the event of Agreement termination, returning the pre-paid fee to the student if it covered the entire period of training. The cost for the period of studies completed from the issuance of the order of payment will be deducted;

2.1.8 providing the student with opportunities for voluntary participation in scientific, cultural and sports activities of the Host University and in international scientific, cultural and sports activities;

2.1.9 issuing the Transcript of records with information about the study program, names and duration of study courses and/or undertaken traineeship, assessment for learning (at the national grading scale and ECTS), number of ECTS credits awarded after successful completion of the study period.

2.2 The Host University is entitled to:


2.2.1 require the student to honorably and properly perform the duties specified in this Agreement and the internal regulations of the Host University and to respect educational discipline and show a proper and respectful attitude toward the faculty, staff and students of the Host University;

2.2.2 apply disciplinary measures to the student in case of violation of educational discipline, terms of the present Agreement or internal Regulations of the Host University;

2.2.3 demand solicitous attitude from Student to the property of the Host University, following the rules of using computer and other equipment. In the case of material damage by the student's actions to claim the compensation of expenditure incurred for its reconstruction in the manner prescribed by the laws of the Republic of Kazakhstan;

2.2.4 terminate the Agreement if the student stops studying at will or has been dismissed and in other cases involving violation of the Regulations of the Host University;

2.3. The Home University undertakes the responsibilities for:

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2.3.1 sending for semester in specialization “....” for a period of (....) months and paying full tuition fee as set

Appendix B (continued)

by the Home University;

2.3.2 appointing the coordinator of academic mobility from the staff of the international cooperation Department (division) and/or the Admissions Office;

2.3.3 appointing coordinator to assist the student in completing the list of subjects for the study and filling the application;

2.3.4 helping the student to prepare the individual curriculum and consulting it with the faculty and/or Department dean's office on the basis of the acceptance letter from the Home University;

2.3.5 sending an application to the Host University, indicating the purpose of arrival, destination, time, course and language of training, Student’s specialization and expected sources of funding;

2.4. The Home University is entitled to:

2.4.1 require the student to honorably and properly perform their duties in compliance with this Agreement, the internal regulations of the Host University and follow educational discipline, showing a proper and respectful attitude towards the faculty staff, employees and students of the Host University;

2.4.2 apply disciplinary measures to the student in case of violation of educational discipline, terms of this Agreement, or internal Regulations of the Host University;

2.4.3 demand solicitous attitude from the student to the property of the Host University, following the rules of using computer and other equipment. To claim, according to the laws of the Republic of Kazakhstan, the compensation of expenditure incurred by possible damage made by the student.

2.4.4 encourage and reward the student for his educational, scientific and creative achievements;

2.4.5 provide personal facilities for studying related to the order of payment;

2.4.6 dismiss the student in case of failure to perform his obligations considered in the present Agreement;


2.4.7 terminate the Agreement if the student stops studying of his own volition, has been dismissed and in other cases involving violation of the Regulations of the Host University;

2.5. The student assumes the responsibilities for:

2.5.1 acquiring knowledge, capacity and practical skills in compliance with compulsory educational standards, participation in classes and practical training sessions;

2.5.2 informing the Host University either directly or through relatives in case of absence during classes for justified reasons;

2.5.3 notifying the University and presenting supporting documents in case the student is undergoing outpatient or inpatient treatment;

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2.5.4 following and implementing the orders and instructions of the Host University Rector, Regulations, internal Regulations and terms of the present Agreement;

2.5.5 taking care of the property of the Host University and for effectively using it, participating in the creation of appropriate conditions for learning and living in a hostel;

2.5.6 following the rules of military records;

2.5.7 treating with respect the faculty staff, employees and students of the Host University;

2.5.8 notifying the Host University about the change of residence within five (5) days from the date of the change.

2.6. The student has the right to:

2.6.1 obtain additional services above the state educational standard for an additional charge;

2.6.2 free access to and use of educational and methodological literature resources based on libraries and reading rooms;

2.6.3 participate in student government organizations;

2.6.4 study according to an individual curriculum;

2.6.5 freely express personal opinions and beliefs;

2.6.6 respect his own human dignity;

2.6.7 obtain a place in a hostel if available under conditions stated by separate provisions approved by The Head of the Host University.

3. FEES AND PAYMENT TERMS FOR EDUCATIONAL SERVICES

3.1.1 The total payment for accommodation is ... will be paid by the student's home university.

3.1.2 A change in the amount of tuition fees is made once (1) per year, according to the rates (price list) approved by the authorized body in the field of education;

3.1.3 The form of payment is transfer of the relevant fees to the account of the Host University. Payment terms for Students:

- 100 percent before arrival at the host university.

The dates indicated in this paragraph will be determined in accordance with the curriculum of the Host University;


3.1.4 All courses outside the individual curriculum, etc., are paid for separately by the student, according to the rates (price list) approved by the authorized body in the field of education;

3.1.5 If the amount of tuition fees for education changes, the appropriate Annex will be signed.

4. AGREEMENT TERMINATION AND PARTIES' RESPONSIBILITIES

4.1.1 In case of non-payment for the training, the student will not be admitted for the session and will be expelled from the Host University. The debt for training will be recovered in compliance with the legislation of the Republic of Kazakhstan;

4.1.2 The parties will assume the responsibility established by the laws of the Republic of Kazakhstan for non-performance or improper performance of their obligations

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under this Agreement.

5. ORDER OF DISPUTE RESOLUTION

5.1.1 disagreements and arguments arising in the process of the present Agreement implementation will be resolved directly by the Parties in order to develop mutually acceptable solutions;

5.1.2 Issues that are not resolved by the parties through negotiations or mutually developed acceptable solutions will be resolved in accordance with the laws of the Republic of Kazakhstan.

6. AGREEMENT TERM, ORDER OF CONDITION CHANGES AND TERMINATION


6.1.1 The present Agreement will come into force from the date of its signing by both Parties and will be valid until its execution. In case of signing a new Agreement, the conditions established at the time of signing a new Agreement are kept in force;

6.1.2 The terms of this Agreement may be amended and supplemented by signing a new Addendum.

6.1.3 The contractual relationship between the Parties will terminate upon publication of the relevant dismissal order by the Host University.

6.1.4 all other matters unsettled in the present Agreement will be resolved in compliance with the procedure established by the legislation of the Republic of Kazakhstan;

6.1.5 This Agreement is made in six (6) identical copies in English and Kazakh, 2 copies for the student, 2 for the Home University and 2 for the Host University.

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6.1.6 IN CASE OF DOUBT, THE BINDING VERSION OF THE AGREEMENT IS THE TEXT IN ENGLISH.

Requisites

Saken Seifullin Kazakh Agrotechnical Research University Bank: NCJSC HALYK BANK, Branch in Nur-Sultan BIN 070 740 004 377 BIC: JSRBKZKAUniversity
--	-----------------

Legal addresses of the Parties:

Host University: University Giessen Address: Mailing address: International Office Address:	Home University Saken Seifullin Kazakh Agrotechnical Research University Address: 010000, Kazakhstan, Nur-Sultan, Zhenis Ave., 62. tel.: (7-7172) 317547 fax: (7-7172) 316072 E-mail: agun.KATRU@gmail.com	Student Passport No..... Date of expiry:
Signature Seal	Vice Chairman of the Board Ismail Tokbergenov Signature Seal	Signature



Appendix B (for reference)

F.05.5005-03

Curriculum Vitae

PERSONAL INFORMATION Assem Sametova

Pobeda avenue, 62, 010000 Astana

123@mail.ru

STUDIES APPLIED FOR Slovak Agricultural University in Nitra, Slovakia

WORK EXPERIENCE

EDUCATION AND TRAINING

Bachelor of Science

S.Seifullin Kazakh Agrotechnical University, Astana

PERSONAL SKILLS

Mother tongue(s) Kazakh, Russian

Other language(s)

English

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C1	C1	C1	C1	C1
IELTS-8.0				

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
Common European Framework of Reference for Languages

Communication skills good communication skills gained through my experience abroad

Organisational / managerial skills

Job-related skills

Computer skills good command of office suite



**Appendix D
(For reference)**

F.05.5005-04

Transcript of studies

<p>Name of the referring university.....</p> <p>Faculty/Department.....</p> <p>ECTS institutional coordinator.....</p> <p>Name of the sending institution</p> <p>Tel.....Fax.....</p> <p>E-mail.....</p>	
<p>Student's surname.....</p> <p>Student's first name.....</p> <p>Date and place of birth.....</p> <p>Gender:</p> <p>Date of education document:</p> <p>Number of educational document.....</p>	
<p>Name of host university.....</p> <p>Name of the host university</p> <p>Faculty/Department.....</p>	



ECTS	institutional	coordinator
..... Tel. Fax E-mail		

Course code (1)	Course title	Course duration (2)	National assessment (3)	ECTS credit (4)	ECTS credits (5)
	Continued on separate page			Total:	

Explanations for (1), (2), (3), (4) and (5) on the next page.

Diploma/degree

awarded

Date

Signature of the First Deputy Chairman of the Board/Dean*

University seal

*** Invalid without signatures and official seal of the university**



Appendix G (continued)

(1) Course code

According to IP/CC ECTS

(2) Course duration

Y – 1 year
1S – 1 semester 2S – 2 semesters
1T – 1 trimester 2T – 2 trimesters

(3) Description of the institutional assessment system

.....
.....
.....
.....
.....
.....
.....
.....

(4) ECTS grading system

(5) ECTS credits

1 full academic year – 60 credits
1 semester – 30 credits
1 trimester – 20 credits

ECTS level	% of students	Explanations
A	1	Excellent
B	25	Very good
C	30	Good
D	25	Satisfactory
E	10	Fair
FX	-	Unsatisfactory
F	-	Unsatisfactory



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Appendix D
(reference)

F.05.5005-05

Table for converting ECTS grades to a point-based letter grading system for assessing student academic achievement

ECTS grade	Letter grade	Numerical equivalent of points	Percentage content	Traditional grading system
A	A	4.0	10	Excellent
B	B+	3.33	85	Good
C	B	3.0	80	
D	C	2.0	65	Satisfactory
E	D	1.0	50	
FX, F	F	0	0	Unsatisfactory

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Appendix E
(reference)

F.05.5005-06

Table for converting scores from the point-based letter grading system to ECTS grades

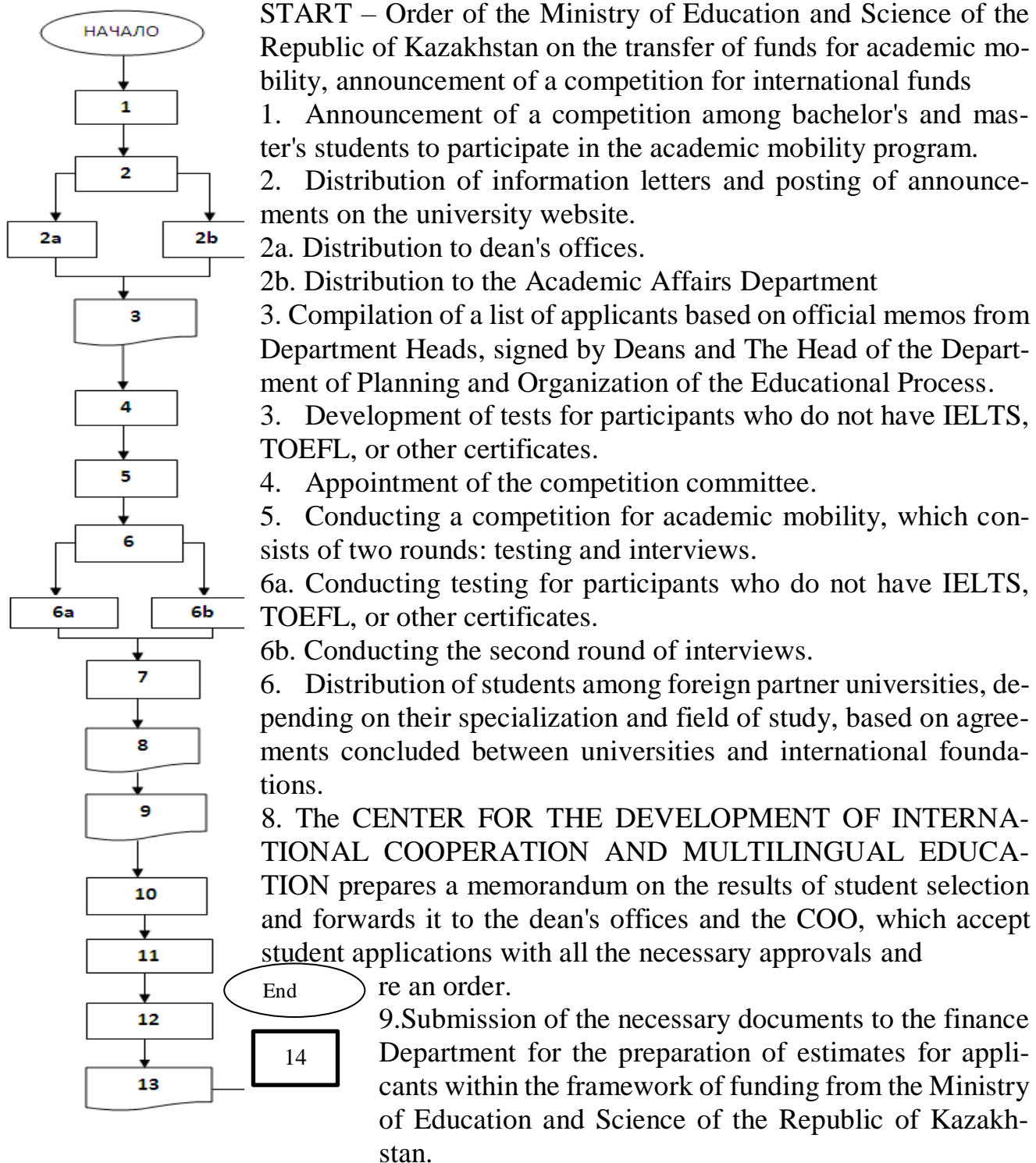
Letter grade	Numerical equivalent of points	Percentage content	Traditional system grade	ECTS grade
A	4	95	Excellent	A
A-	3.67	90-94		
B	3.33	85-89	Good	B
B	3.0	80-84	Good	C
B-	2.67	75-79		
C	2.33	70-74	Satisfactory	
C	2.0	65	Satisfactory	D
C-	1.67	60-64		
D	1.33	55		
D	1.0	50-54	Satisfactory	E
F	0	0-49	Unsatisfactory	FX, F




Appendix G (reference)

F.05.5005-06

Process map for organizing external academic mobility of students Actions



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7. Assistance in completing the documents requested by the partner university.
8. Synchronization of disciplines with Department Heads that students will study at a foreign partner university for coordination with the DAA.
9. Assisting students in obtaining visas, booking airline tickets and purchasing medical insurance, negotiating with foreign partner universities on the conditions for accepting our students.
10. Conclusion of a trilateral agreement for academic mobility between universities and students.
11. Correspondence and consultation with students during the semester. Provision of EUMKD to students, use of DOT.13. Acceptance of reports (including transcripts) from students after their arrival.
14. Submitting quarterly reports on this program to the Ministry of Education and Science of the Republic of Kazakhstan and to the relevant international fund authorities.



Continuation of Appendix G (reference)

Table for converting ECTS credits into credits of the Republic of Kazakhstan at a ratio of 1:1

ECTS credits	Republic of Kazakhstan credits
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15

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Appendix H (reference)

F.05.5005-07

Form for sending a student on external academic mobility

On sending students for external academic mobility

Republic of Kazakhstan Ministry of Education and Science No. 613 dated 19 September 2008 and 613 of the Minister of Education and Science of the Republic of Kazakhstan dated 19 December 2008 and Order No. 014 of the Minister of Education and Science of the Republic of Kazakhstan dated 3 No. 28 of the Minister of Education and Science of the Republic of Kazakhstan dated March 3, 2014 and in accordance with the budgetary allocation for 2014, the academic scholarship program and the allocation of funds for the implementation of the program.


I AGREE:

1. State budget funds for the _____ faculty of _____
 (Faculty name, major code, major)
 program, the student's name _____
 (bachelor's degree, master's degree) (student's name)
 _____, _____ University 20__-20__ (accepting country)
 (accepting university name)
 in the academic year 20__ 20__
 (the period of study according to the external academic program: year, month, day)
 will be admitted to study in accordance with the academic program.

2. Faculty Deans, Department Heads and the director of the Academic Affairs Department, N.A. Serepkaev, will ensure that the academic program is implemented in full.

3. Students enrolled in academic programs will be provided with a copy of the academic program in accordance with the established procedure.

4. The Finance Department will, in accordance with the academic scholarship program,

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Appendix I (continued)

prepare a preliminary estimate.

5. D.B. Kurmangaliyeva, Head of the Department of Mechanical Engineering, will be responsible for the implementation of the technology according to the technical specifications.

6. S.O. Qitaybekova, head of the Department of mechanical engineering, is responsible for the implementation of the program and its quality control. Qytaybekova.

7. Monitoring the implementation of the decision The Head of the Baskarmatand The Head of the Innovation and Service Department, Ismail Tasanbuly Tokbergenov, will be responsible for monitoring the implementation of the order.

Negizdeme: _____ faculty dean _____ service letter, student's request.

Head of the Department: A. Kurishbaev

Prepared by: COO



Appendix K (mandatory)

Questionnaire for citizens of the Republic of Kazakhstan traveling abroad for study

Photo 3* 4

11	Surname, first name, patronymic (If any) (hereinafter referred to as FIO)	
22	Date of birth	
33	Place of birth (village, district, city, region, country)	
44	Permanent address residence, telephone number	
55	Actual address of residence, phone number, email address	
66	Name of secondary education institution secondary education	
77	Average score on general secondary education, year of graduation	
88	Names of other educational institutions you have graduated from, years of study, average score, specialization	



99	Have you studied abroad? Where (country)? Period of study. Name of educational institution, study program	
110	Study abroad (exchange program, host institution, educational programs of a foreign country or organizations, sponsors, own funds)	
111	What scientific works and inventions (attach copies of arti- cles, teaching materials, author's certificates, abstracts, diplo- mas)	

12. Information about immediate family members (parents, brothers, sisters, spouse, children, guardians, and/or legal representatives):

Degree of kinship	Full name, date, month, year of birth	Place of employment (school), position, work phone number	Home address, postal code, tele- phone number, city code
Father			
Mother			
Brothers			
Sisters			




Spouse			
Children			
Guardians and/or legal representatives			

13. Employment (including study at technical and vocational schools, higher education institutions, military service, part-time work)

Date		Position with indication of organization	Address
Admission	Graduation		

114	List the languages you know (indicate your level of , e.g., fluent, good, can read and communicate, can read and translate with a dictionary)	
115	Have you taken foreign language proficiency tests before? If yes, how many points did you score?	
116	Identity document details: number issued by date of issue	
117	Name of the country where you are going to study	

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118	Specialty in which you would like to study abroad	
-----	---	--

Note:

The application form must be completed in block letters. The application form and all accompanying documents must be bound in a folder. The following information must be indicated on the cover of the folder: full name, permanent address, telephone number, name of educational institution, specialty, course and for teaching and research staff – field of research and dissertation topic.

Signature _____ Date _____

I _____,

(Full surname, first name, patronymic (if any))

applicant for participation in the competition for study abroad under agreements and contracts concluded between the governments or agencies of the Republic of Kazakhstan and foreign countries, confirm that all information provided by me in this application form is complete and accurate.

(applicant's signature)

I am familiar with the requirements of the Rules for sending students to study abroad, including within the framework of academic mobility, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan No. 613 of November 19, 2008 (registered in the Register of State Registration of Normative Legal Acts under No. 5499).

I agree to the transfer of my personal data to members of the Independent Expert Commission and the Final Commission for the selection of applicants for study abroad, official representatives of the government and agencies of foreign countries, state bodies and other interested organizations, as well as by posting the results of the competition on the official website of JSC "Center for International Programs".

Please write the text in italics below in your own handwriting: "This application has been completed by me in my own handwriting and each page of the personal sheet has been initialed.



I have read and agree to the above terms and conditions (confirmed by my personal signature)."

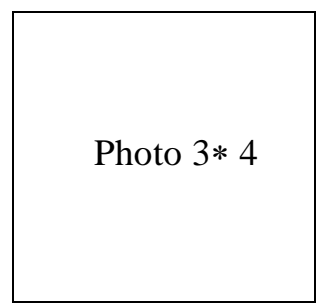
Signature _____ Date _____

I agree to the use by JSC "Center for International Programs" of personal data and other information constituting a legally protected secret contained in information systems and (or) in this questionnaire.

Signature _____ Date _____

**Appendix L
(mandatory)**

Student's statement



Academic year 20.../20...

Field of study:

This form must be filled out in black ink for better transmission when sent by fax

Sending university
 Name and full address:

 Full name of Department coordinator, telephone, fax, e-mail

 Full name of the university coordinator, phone, fax, e-mail

Student's personal details
(to be filled in by the student)

**Appendix L
 (continued)**

Surname: First name:
 Date of birth:
 Gender:



Citizenship:
 Place of birth:
 Permanent address (if different):
 Current address:

 Valid until Tel.:

 Tel.:

List of universities receiving this application (in order of preference):

Higher education institution	Country	Study period from/to		Duration of stay (months)	No. of expected credits
1
2
3

Full name of the student:

 Sending university:

 Country:

Briefly explain your reasons for wanting to study abroad

**Appendix L
(continued)**

Language skills

Native language:Language of instruction at your university (if different):



Other languages	Currently studying currently		I have sufficient skills to study		Will have sufficient skills if I undergo additional training	
	yes	no	yes	no	yes	None
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work experience related to teaching (if any)

Work experience	Company/organization	Date	Country
.....
.....

Previous and current education

Diploma/degree you are currently studying for
.....
.....

Number of years of higher education before going abroad:
.....

Have you been abroad? yes no

If yes, where and at which university?
.....


A full transcript with details of all previous and current studies is attached. Information that is not available at the time of application may be provided later.

Would you like to apply for a mobility grant to cover the additional costs associated with studying abroad?
Yes No

Host institution

We acknowledge receipt of your application, proposed study program and transcript.


Specified student <input type="checkbox"/>	Accepted for study at our university Not accepted for study at our university
---	--

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Signature of Department coordinator Date:	<input type="checkbox"/> Signature of the university coordinator Date:
---	--

Appendix L (continued)

To the Rules for referral for study abroad, including within the framework of academic mobility

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Criteria for selecting applicants for study abroad under international treaties/agreements and academic mobility

Level of foreign language proficiency


IELTS equivalent	TOEFL score equivalent	HSK score equivalent	Assigned Score
9.0	118-120	6	5
8.0-8.5	110-117	5	4
7.0-7.5	94-109	4	3
6.0-6.5	60-93	3	2
5.0-5.5	35-59	2	1

Academic performance for the Bachelor's program

Document	Average score	Assigned grade
Transcript of current academic performance	4.0	5
	3.67	4
	3.33	3
	3.0	2
	2.67	1
	5.0	
	4.5	
Diploma of secondary specialized education	4	
	5.0 5	5
	4.5 4	4
	4 3	3

For admission to the Master's, Residency and Doctoral programs

Document	Average score	Assigned score
diploma of bachelor's/master's degree/certificate of completion of internship	4.0	5
	3.67	4
	3.33	3
	3.0	2
Specialist diploma	5.0	5
	4.5	4
	4.0	3
Transcript of current academic performance	4.0	5
	3.67	4
	3.33	3
	3.0	2
	2.67	1

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Presence of incentive awards (national and international levels)

Diploma - 5

Certificate - 4


Letter of appreciation - 3

Certificate - 2

Appendix L (continued)

To the Rules for sending students to study abroad,
including within the framework of academic mobility

Main and reserve lists of applicants for study abroad

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under international treaties/agreements

No	Applicant's surname, first name and patronymic	Study program	Specialization	Priority	Total number of points

Main and reserve lists of students participating in academic mobility

No	Name of higher education institution	Applicant's surname, first name and patronymic	Passport number and expiration date	Country	Study program	Specialization	Advantage	Number of points

**Appendix M
(mandatory)**

F.01.1011-01

Approval sheet

