



Regulations on the Organization of Internal Academic Mobility of Students at the Non-Commercial Joint-Stock Company "S. Seifullin Kazakh Agrotechnical Research University"	Version 2:
	y.2023
IAMR IRD 02.2042-2023	Pp. 1 — 27

“Approved” by the Order of
the Chairman of the Board
No. 395-N dated August 3,
2020
Reissued by the Order of the
Chairman of the Board –
Rector
No. 342-N dated September
21, 2023

INTERNAL REGULATORY DOCUMENTS

REGULATION


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

IAMR IRD 02.2042-2023

Ex. _____

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ASTANA 2023

	Regulations on the Organization of Internal Academic Mobility of Students at the Non-Commercial Joint-Stock Company "S. Seifullin Kazakh Agrotechnical Research University"	Version 2:
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Preface

1. Developed and Submitted by the Department for Academic Affairs

(Name of the structural unit that developed the regulatory document)

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

3. **APPROVED AND PUT INTO EFFECT** by Order of the Chairman of the Board No.395-N dated 03.08.2020.

(name, date and number of the approving administrative document)

4. DEVELOPERS:

Director of the Department for
Academic Affairs – N.A. Serekpaev
(Position, full name)

Director of the Center for Educational
Organization – G.K. Zhussupova
(Position, full name)

Head of the Quality Service – S.S.
Aldabergenova
(Position, full name)

Specialist of the Quality service –
Zh.A. Mukhamedzhanova
(Position, full name)

5. DEADLINE FOR THE FIRST INSPECTION: 2025
INSPECTION FREQUENCY: every 5 years

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1. Scope of Application

This Regulation defines the key concepts, procedures, rules and conditions for the implementation of internal academic mobility of students. The present Regulation “On the Organization of Internal Academic Mobility at S. Seifullin Kazakh Agrotechnical Research University” (hereinafter referred to as RIAM) is mandatory for use by the University staff in their work.

2. Normative References

This Regulation refers to the following normative documents:

Law of the Republic of Kazakhstan “On Education” dated July 27, 2007;

Order “On Approval of the Rules for the Organization of the Educational Process under the Credit-Based Learning Technology” dated April 20, 2011 No. 152;

Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan “On Approval of State Compulsory Educational Standards of All Levels of Education” dated July 20, 2022 No. 2;

Order of the Ministry of Education and Science of the Republic of Kazakhstan “On Approval of the Model Rules of Activity of Educational Organizations of Relevant Types” dated October 30, 2018 No. 595;

INRD 01.1011 – 2023 Internal Regulatory Documents. Organization Standard. General Requirements for the Structure, Presentation and Formatting of Documentation of Internal Regulatory Documents;

DP INRD 01.1006 – 2023 Internal Regulatory Documents. Documented Procedure. Documentation Management;

DP INRD 01.1007 – 2023 Internal Regulatory Documents. Documented Procedure. Quality Records Management.

3. Terms and Definitions


3.1. The following terms and definitions are used in RIAM:

Academic Mobility – the movement of students for a specified academic period (including academic or industrial internship) for the purpose of studying or conducting research, with mandatory credit transfer of completed educational programs in accordance with established procedures at their home university, or at another university;

Partner University – a university or research organization that has entered into an agreement with KATRU for the implementation of joint academic mobility programs.

Grade Point Average (GPA) – the weighted average assessment of a student’s academic achievements for one academic year under the chosen program (the ratio of the sum of the products of credits and the numerical equivalent of interim assessment grades in disciplines to the total number of credits for the current study period).

University Coordinator – the responsible person for organizing and promoting academic mobility at the university. Appointed by order of the Chairman of the Board–Rector.

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Faculty Coordinator – the responsible person for organizing and promoting academic mobility at the faculty. Appointed by order of the Chairman of the Board.

Credit – a standardized unit of measurement of the volume of academic work performed by a student and a teacher, applied within the credit-based learning system.

Transcript – a document containing the list of completed disciplines for the relevant study period, indicating the number of credits and grades in both letter and numerical format.

4. Abbreviations and Acronyms

The following abbreviations are used in these Regulations:

- **NCJSC “S. Seifullin Kazakh Agrotechnical Research University”** – Non-Commercial Joint Stock Company “S. Seifullin Kazakh Agrotechnical Research University;
- **SCES** – State Compulsory Educational Standard;
- **RIAM** – Regulation on the Organization of Internal Academic Mobility of Students at S. Seifullin Kazakh Agrotechnical Research University;
- **QCC Representative** – Representative of the Quality Control Committee;
- **QC** – Quality Committee;
- **INRD** – Internal Normative (Regulatory) Documents;
- **DAA** – Department for Academic Affairs;
- **RO** – Registrar’s Office;
- **FPS** – Faculty and Teaching Staff;
- **ISP** – Individual Study Plan;
- **DET** – Distance Education Technologies;
- **WEP** – Working (Curriculum) Educational Plan;
- **AIS "Platonus"** – Automated Information System "Platonus";
- **UMKD** – Educational and Methodological Complex of Disciplines;
- **COO** – Student Service Center.

5. Responsibility and Authority

5.1 Responsibility for the implementation and management of the processes specified in these Regulations rests with the Director of the Department for Academic Affairs (hereinafter – DAA).

5.2 Responsibility and authority for the development of the Regulation, its approval, registration and entry into force are distributed as follows:

- Responsibility for the content, structure and implementation of the Regulation rests with the Director of the DAA;
- The decision on the final revision of the draft Regulation is made by the representative of the Quality Committee (hereinafter – QC);
- The QC prepares the order for its enactment, which is approved by the Chairman of the Board–Rector.

5.3 Responsibility for informing all employees involved in the process of awarding vacant educational grants released during the course of higher education lies with their immediate supervisor. A record of acknowledgment must be documented in the



"Acknowledgment Sheet" (Appendix Z).

5.4 The DAA shall carry out:

- General management of activities to ensure internal academic mobility at the NCJSC "S. Seifullin KATRU";
- Approval of the work plan and activities on internal academic mobility at the NCJSC "S. Seifullin KATRU";
- Registration of the order on students' departure within the framework of academic mobility, as well as registration of the order on students' admission within the framework of academic mobility.

5.5 University Coordinator:

A) Outgoing Academic Mobility:

- Coordinates the work on internal academic mobility of the university;
- Coordinates and monitors the work of faculty coordinators;
- Organizes the conclusion of cooperation agreements between universities, compiles and accepts the student's information package and then sends the required documents to the host university;
- Exercises control over the procedure of recognition of learning outcomes upon the student's return to the university;
- Enters grades into the AIS "Platonus" based on the transcript submitted by the student and the extract from the department meeting on course synchronization;
- Keeps records and issues referrals for examinations in courses studied through distance learning technologies (DLT) based on dean's office orders/extracts from department meetings;
- Exercises control over the timely submission of documents (applications, agreements, tripartite contracts).

B) Incoming Academic Mobility:


- Accepts documents from students under incoming academic mobility;
- Keeps records and issues referrals for examinations to students arriving under incoming academic mobility;
- Issues transcripts to students under incoming academic mobility;

5.6 SSC:

- After the approval of the final list of candidates for academic mobility, prepares a draft order on students' departure to another university in the country (based on the student's application, clause 6.1 of these Regulations) (Appendix E).

5.7 Faculty Coordinator: *далее пересмотреть есть не совпадение*

- Provide consultation to students and faculty members on academic mobility issues;
- Carry out information and awareness-raising activities among students about opportunities to study under internal academic mobility programs, organize meetings with students and provide comprehensive assistance in choosing a university from among partner institutions;
- In cooperation with the head of the department, determine the list of disciplines (IUP) to be studied at the partner university;

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- Together with the university coordinator, monitor the readiness of the information package;

- Maintain regular communication with students participating in outgoing academic mobility regarding their academic performance, living conditions and implementation of the IUP and provide assistance in resolving any problems related to the courses studied at the host university (using various means of communication, including email);

- In cooperation with the heads of departments, ensure the transfer of credits earned by the student at the partner university within the framework of the academic mobility program.

5.8 Heads of Departments:

- Request the RUPs (working curricula) from the host university for synchronization purposes;

- Carry out synchronization of the working curricula of undergraduate and postgraduate (master's) programs between S. Seifullin KATRU and universities of Kazakhstan to ensure the equivalence of disciplines for sending students under academic mobility;

- Review and approve at the department the list and scope (12–20) of credits of disciplines (IUP) to be taken by students at another university within the framework of internal academic mobility;

- Review and approve the list of candidates for participation in internal academic mobility programs;

- Prepare an extract from the department meeting minutes, indicating the list of students participating in the academic mobility program; the disciplines studied at the partner university; the disciplines studied through distance learning technologies (DLT); as well as the disciplines to be substituted according to the synchronization with those studied at the partner university (with the number of credits for each discipline specified);

- Together with the faculty coordinators and students, draft the Learning Agreement (Appendix B);

- Ensure timely and high-quality submission by the department's faculty of the electronic version of the teaching and methodological complex of disciplines (TMCD) for courses studied using distance learning technologies (DLT);

- Together with the faculty coordinator, upon the student's return from the partner university, carry out credit transfer for the courses completed at the partner university and prepare an extract from the department meeting minutes indicating:

- List of courses that are recognized at NCJSC "S. Seifullin KATRU" through synchronization;


- List of courses that have been completed using distance learning technologies (DLT).

They are responsible for the implementation of academic mobility and for monitoring the fulfillment of the individual study plan.

5.9 Student:

- when preparing to depart to the partner university, compiles an information package jointly with the faculty coordinator;

- upon arrival at NJSC "S. Seifullin Kazakh Agrotechnical Research University", submits a transcript with grades for the courses completed at the partner university;

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- undertakes to complete assignments in accordance with the syllabus (UMKD), on time, within the deadlines established by the academic calendar of NJSC “S. Seifullin Kazakh Agrotechnical Research University”, to submit current controls (TC) and upon return from the partner university, to take an examination in accordance with the application signed by the Director of the Department for Academic Affairs (DAA);
- must eliminate all academic arrears resulting from untimely submission of current controls, including those in courses studied through distance learning technologies (DLT);
- bears personal responsibility for the data provided to NJSC “S. Seifullin Kazakh Agrotechnical Research University”;
- may withdraw from participation in the academic mobility program only for a valid reason (upon submission of supporting documentation).

6 General Provisions

The **inputs** of the process are cooperation agreements between universities of the Republic of Kazakhstan and the order on internal academic mobility of students; the **output** is the transcript.

6.1.1. To participate in the outgoing internal academic mobility program, the student submits an application addressed to the Chairman of the Board-Rector. The application is approved in the following order:

- university coordinator
- chief manager of the Student Service Center (SSC)
- Director of the Department for Academic Affairs (DAA)

After the student’s application is signed at the Student Service Center (SSC), a draft order for the student’s departure to another university under the internal academic mobility program is prepared.

6.1.2. List of mandatory documents in the information package:


- University order on academic mobility (copy);
- **“Student Application”** in the prescribed form (Appendix A);
- **“Learning Agreement”** in the prescribed form (Appendix B);
- Tripartite agreement between the sending university, the receiving university, and the student.

- The student’s Individual Study Plan (ISP) for academic mobility, prepared by the Head of the Department together with the Faculty Coordinator;

- The student’s transcript for the previous semester;
- Chest X-ray (fluorography);
- Notarized parental (guardian’s) consent;
- Four photos, size 3×4.

6.1.3 The “Study Agreement” is the main document regulating the student’s education under the academic mobility program and is completed in the state and Russian languages.

The “Study Agreement” and the student’s Individual Study Plan (ISP) are identical in terms of the list of courses. In the event of changes in the student’s ISP at the host university, the Faculty Coordinator of the host university makes the changes on an additional page of the

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agreement, signed and stamped by the host university. The ISP is then revised by the sending university and resent to the host university.

The agreement is signed by three parties: the student, the official representative of the sending university and the official representative of the host institution. This document guarantees that the student arriving at the host university has the opportunity to study the planned courses/modules of the educational program and to receive credits for the courses successfully completed.

6.1.4 Payment for education under the internal academic mobility program to the host university is made by the sending university or the student by transferring funds to the host university's bank account. Payment for living expenses (including travel, dormitory accommodation, meals and personal expenses) is the responsibility of the student. In the case of mutual exchange, no payment for education is required and offsetting is carried out between both parties.

6.1.5 If a student participating in the academic mobility program wishes to undertake an internship at the host university within the framework of the academic mobility program, an additional agreement is drawn up to the contract, specifying the number of credits, the internship period and the form of payment (in case there is no mutual exchange).


6.1.6 If a student submits a transcript (for a valid reason) after the lists of candidates for the scholarship have been submitted, the scholarship is granted in full by order of the Student Service Center (SSC) after the grades are recorded in the "Platonus" AIS.

6.1.7. If a student is enrolled in the military department and wishes to participate in the internal academic mobility program, they must submit an application for payment of tuition fees at the military department during the summer semester, or the student has the right to opt out of the military department. If the student does not pay the tuition fees at the military department during the summer semester or fails to settle the debt, the Non-Commercial Joint Stock Company "Saken Seifullin Kazakh Agrotechnical Research University" (KATRU) has the right to expel the student from the military department.

7 Procedure for Recognizing Courses from the Transcript

7.1 The final document confirming a student's enrollment in the mobility program is the transcript of study, which is completed in the state, Russian, and English languages using the form in Appendix G. The transcript of study includes information about the program of study (course code), course title, duration of study (year, semester, trimester), grade (on the national scale and on the ECTS scale), and the number of ECTS credits awarded.

7.2 If a student participating in the internal academic mobility program, upon returning to the Non-Commercial Joint Stock Company "Saken Seifullin Kazakh Agrotechnical Research University" (KATRU), submits a transcript that contains discrepancies with KATRU's curriculum in course titles and/or the number of credits, the difference in credits must be completed upon return based on a referral issued by the Student Service Center (SSC). The referral is issued according to the individual schedule specified in the dean's order. After passing the exam, the department submits the protocol extract to the SSC, indicating the final course title and final grade, which are entered into the "Platonus" AIS transcript by the SSC Academic Mobility Coordinator.

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7.3 In the event that a student studies a course at the host university that is not included in the curriculum of the Non-Commercial Joint Stock Company “Saken Seifullin Kazakh Agrotechnical Research University” (KATRU), the course is recognized as completed. It is recorded in the transcript by the host university and then entered into the “Platonus” AIS based on the protocol extract from the department meeting (recognition of completed courses).

7.4 If a student fails to complete the difference courses (using distance learning technologies) during the outgoing academic mobility period, these courses are considered outstanding and must be completed in an additional summer semester on a paid basis.

The above-mentioned actions are illustrated in the process map (Appendix D).

8. Incoming Internal Academic Mobility

8.1 Students arriving under the internal academic mobility program are not entered into the “Platonus” AIS; grades for coursework are recorded by the instructor in a paper grade sheet and exams are conducted according to the referral issued by the Student Service Center (SSC). Exam tests are provided by instructors in paper form. Referrals are prepared and issued based on the Study Agreement/Individual Study Plan signed by the host and sending universities.

8.2 Payment for education is made by the student or the sending university in accordance with a three-party agreement prior to the start of the academic period.

8.3 Students arriving under the internal academic mobility program are not entered into the “Platonus” AIS; grades for coursework are recorded by the instructor in a paper grade sheet and exams are conducted according to the referral issued by the SSC. Exam tests are provided by instructors in paper form. Referrals are prepared and issued based on the Study Agreement/Individual Study Plan signed by the host and sending universities.

8.4 Early examinations are conducted based on the student’s application, signed by the university coordinator, the chief manager of the SSC and the Director of the Department for Academic Affairs (DAA).

8.5. In the event of changes in course titles or the number of credits, the sending university must revise the student’s Individual Study Plan (ISP); changes to the agreement are recorded on the reverse side in the “Changes” section.

8.6. Upon completion of the studies, the student receives a transcript indicating the list of courses completed at the Non-Commercial Joint Stock Company “Saken Seifullin Kazakh Agrotechnical Research University” (KATRU) and the number of credits earned according to the student’s ISP and Study Agreement.

8.7. In the event of a student’s absence from an exam, the referral and transcript indicate “absent,” and the course is considered not completed. Further retake is determined by the sending university.

8.8. Students arriving under the internal academic mobility program are provided with a dormitory place by the Department of Educational Work on a paid basis (except for students with benefits). Students are required to familiarize themselves with the dormitory rules and undergo a medical examination (if required).

8.9 Curators conduct an orientation for students arriving under the incoming internal academic mobility program at Saken Seifullin Kazakh Agrotechnical Research University (KATRU) who reside in the dormitory, explaining the dormitory rules. They are also



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responsible for the students' behavior in the dormitory (MI VND 110.11-2015).

9. Distance Academic Mobility

The decision on a student's participation in distance academic mobility is made by the dean of the faculty based on the student's personal application.

9.1. Upon the Dean's positive decision regarding the student's participation in distance academic mobility, the coordinator, together with the advisor of the main faculty, prepares the student's Individual Study Plan (ISP), application and Study Agreement.

9.2. The draft order for the student's participation in distance academic mobility is prepared by the Academic Mobility Manager of the Student Service Center (SSC).

9.3. The faculty advisor assigns the courses that the student will study remotely.

9.4. Grades for courses studied remotely by the student are entered into the "Platonus" AIS by the Academic Mobility Manager based on the transcript provided by the student.

9.5. When arranging participation in distance academic mobility, no changes are made to the student's contract.

9.6. If a transcript confirming the study results is available, the student has the right to request inclusion of the courses studied under distance academic mobility in their study plan for future academic periods.

10 Organization of the Summer Semester

10.1 To attract students from other universities to participate in the summer semester, the university's Academic Mobility Coordinator sends informational letters to other universities and publishes information about the courses offered in the summer semester on the university website.

10.2 Registration of students from other universities for the summer semester is carried out within the framework of the academic mobility program based on a university order.


10.3 The draft order is prepared by the Student Service Center (SSC) upon submission of the student's personal application; payment receipts for summer semester courses; the cooperation agreement between universities; or, if no cooperation agreement exists between the universities, the Study Agreement between the Non-Commercial Joint Stock Company "Saken Seifullin Kazakh Agrotechnical Research University" (KATRU) and the student.

11 Organization of the Financial Component

In the planning and organization of academic mobility, the following regulatory documents are used:

11.1 The agreement concluded between the universities and the student, which specifies the study plan (schedule), service period, total cost and calculation, determined by multiplying the number of credits by the cost of one credit. The cost of one credit is taken as the amount established (approved) in the prescribed manner by the sending university.

11.2 Organization of outgoing mobility on a contractual basis:

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1) In the case of payment by the university – in accordance with the Law of the Republic of Kazakhstan “On Public Procurement”;

2) In the case of payment by the student – in accordance with a three-party agreement, which additionally specifies the number of credits (to be completed by the student at the host university), the cost of one credit at the host university, the corresponding total amount, payment deadlines and the duration of study.

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

12 Procedure for Making Amendments

12.1 The development, preparation, coordination and approval of amendments must be carried out in accordance with DP VND 01-1006-2023 and recorded in the “Amendments Registration Sheet” (Appendix I).

12.2 The decision to make amendments to the VND is made by the Board Member – Vice-Rector for Operational Activities. Amendments to the VND are made by the Quality Committee (QC) based on official memos, orders of the Chairman of the Board-Rector and decisions of collegial bodies (Academic Council, Board, etc.).

13 Coordination, Storage and Distribution

13.1 The distribution of this regulation is carried out by the Quality Committee (QC).

13.2 Coordination of this regulation is carried out with the Board Member – Vice-Rector for Academic Affairs, Board Member – Vice-Rector for Student Affairs, Board Member – Vice-Rector for Operational Activities, Chief Financial Officer, Director of the Department for Academic Affairs (DAA), Director of the Department of Educational and Social Work and Head of the Legal Service and is recorded in the “Coordination Sheet” (Appendix Zh).

13.3 The head of each unit is responsible for ensuring that the staff of the unit are familiarized with the document.

13.4 Copies of this regulation are distributed to the following addresses: all university units via the electronic document management system.



Continuation of Appendix A

List of Universities Receiving This Application (in Order of Preference):

University	Study Period From – To		Duration of Stay (Months)	Expected ECTS Credits
1.....
2.....
3.....

Student's Full Name:
.....

Sending University:
.....

Briefly explain your motivation fo
.....
.....

Language Skills

Native Language: Language of Instruction at Your University (if different):						
Other Languages	Currently Studying		Have sufficient skills to study		Will have sufficient skills if I complete additional training	
	Yes	No	Yes	No	Yes	No
.....						
.....						



Work experience related to your studies (if any)

Work Experience	Company/Organization	Date	Country
.....
.....

Continuation of Appendix A

Previous and Current Education

Diploma/Degree Currently Pursued
.....
.....

Number of Years of Higher Education Completed Before Going Abroad:
.....

Have you been abroad? Yes No
If yes, where and at which
.....

**A full transcript detailing all previous and current studies is attached.
Information unavailable at the time of application may be provided later.**

Do you wish to apply for a mobility grant to cover additional study-related expenses?
Yes No

Host University
We acknowledge the receipt of the application, proposed study program, and transcript.

The Specified Student Accepted for Study at Our
University
Not Accepted for Study at Our

Signature of Department

.....

Date

Date
.....



.....
Date: Date:

Receiving University:

We confirm that the changes to the originally proposed study program have been approved.

Signature of Department Coordinator | Signature of University Coordinator
.....

Date: Date:

Appendix C (Reference)

02.2042-03

Типовая структура информационного пакета/каталога курсов по ECTS

INFORMATION About the Institute	6.8 General Information about the University <ul style="list-style-type: none">• Name and Address of the University• Academic Calendar• University Administration• General Overview of the University• List of Offered Study Programs (including tuition fees)• Admission and Enrollment Procedures (Rules)
INFORMATION on Study Programs (Course Catalog)	6.9 General Description of Study Programs <ul style="list-style-type: none">• Awarded Degrees/Qualifications• Levels (Cycles) of Study• Admission Requirements for the Program• Educational and Professional Objectives of the Program / Opportunities for Further Studies• Program Structure with Credit Allocation (60 ECTS Credits per Year)• Final Examinations (if applicable)• Full Names of Lecturers for Each Course
	6.10 Description of Individual Courses (Courses/Units) <ul style="list-style-type: none">• Course/Subject/Unit Title• Course Code• Type of Course• Course/Subject Level• Year of Study• Semester• Number of Credits• Full Name of Lecturer/Professor• Course Objectives (Expected Learning Outcomes and Competencies Acquired)• Prerequisites• Course/Subject Content• Recommended Literature• Assessment Methods/Forms• Language of Instruction• Requirements for Studying the Program (Level)
Additional Information for Students	<ul style="list-style-type: none">• Accommodation / Housing• Meals• Medical Services• Services/Infrastructure for Students with Special Needs, Insurance




	<ul style="list-style-type: none"> • Financial Assistance for Students • Student Office / Office of Student Affairs • Learning Facilities (Material and Academic Resources) • International Programs / Internships / Exchange Programs • Sports Facilities / Opportunities for Physical Activities • Student Recreation Facilities • Student Associations
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Appendix D (Reference)
Transcript of Records

02.2042-04

University of Origin: Faculty/Department: Institutional ECTS Coordinator: Phone: Fax: Email:
Student's Surname: Student's First Name: Date and Place of Birth: Gender: Date of Degree/Diploma: Degree/Diploma Number:
Name of Host University: Faculty/Department: Institutional ECTS Coordinator: Phone: Fax: Email:

Course Code (1)	Course Title	Course Duration (2)	National Grade (3)	ECTS Grade (4)	ECTS Credits (5)

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

Degree/Diploma Awarded:

Date | Signature of Vice-Rector for Academic Affairs / Dean*

**Continuation of Appendix D
University Seal**

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

(1) Course Code

According to the Individual Program / ECTS Course Catalog

(2) Course Duration

Y – 1 year

1S – 1 semester 2S – 2 semesters

1T – 1 trimester 2T – 2 trimesters

(3) Description of the Institutional Grading 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	10	Excellent
B	25	Very Good
C	30	Good
D	25	Satisfactory
E	10	Sufficient
FX	-	Fail
F	-	Fail



Appendix E (Reference)

02.2042-05

Process Map for Organizing Internal Academic Mobility of Students

Actions

1. The Student Service Center (SSC) sends informational invitation letters to other universities regarding opportunities within the internal academic mobility program.

2 Request to departments for the number of students participating in the program.

3 Student collects the information package.

4a. Submission of an application to the Rector expressing the intention to participate in the internal academic mobility program. SSC prepares a draft order for student mobility to another university in the country. The order is registered by the Department for Academic Affairs (DAA).

4b. Completion of the application in 3 copies.

Preparation of the Individual Study Plan (ISP) in 2 copies.

5. ISP is signed by the Faculty Dean.

6. Conclusion of the contract in 3 copies and the Study Agreement in 2 copies for the mobility program.

7a. Transfer of the document package to the student.

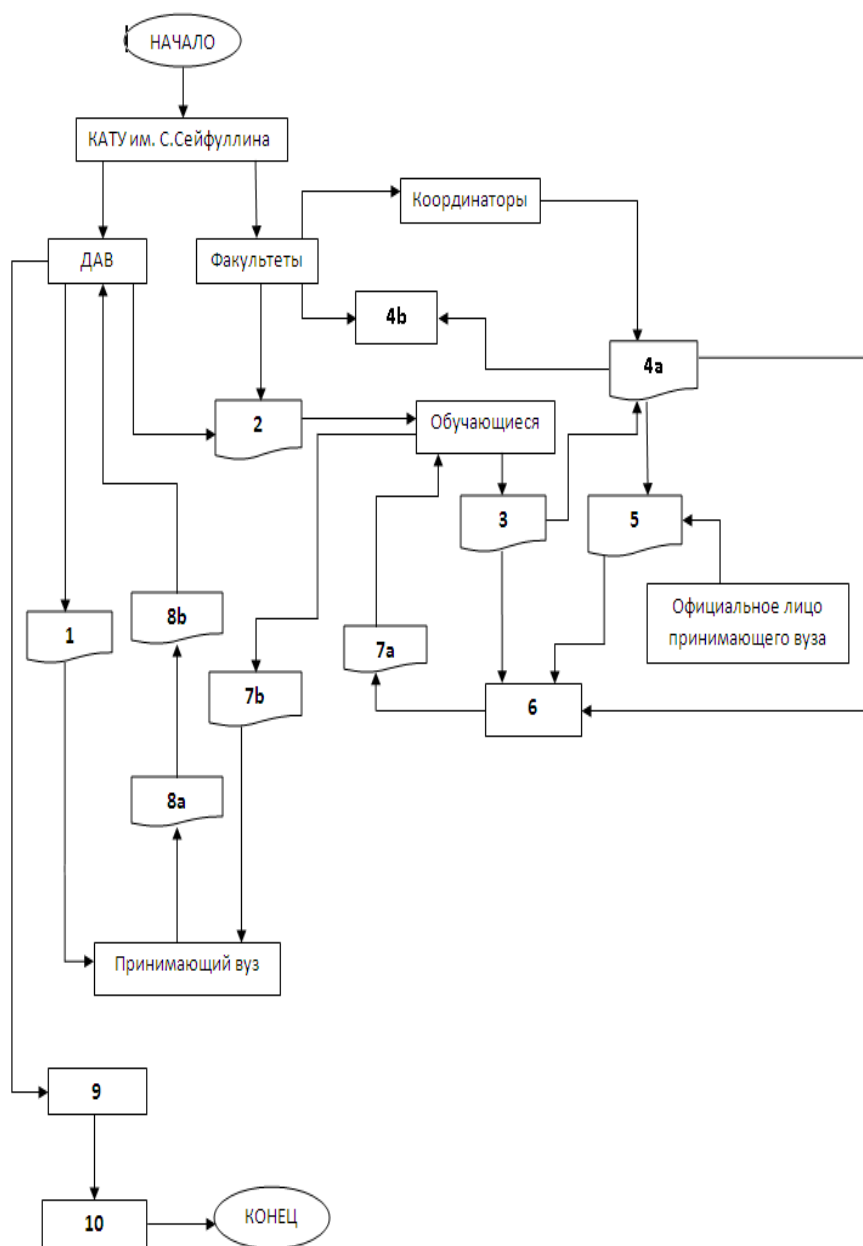
7b. Student departs to the host university with the document package.


8a. Return of the student with the document package (application, Study Agreement in 1 copy; ISP, contract in 2 copies; transcript) to the home university.

8b. Submission of the document package (application, Study Agreement, ISP, contract in 1 copy and transcript).

9 Procedure for recognition of learning outcomes.

10 Officially certified learning outcomes.



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Appendix F (Reference)

02.2042-06

Template for the Order of Student Assignment for Internal Academic Mobility

Regarding Assignment for Study within the Framework of Academic Mobility

The student listed below from the Faculty of Agronomy is to be sent for one semester of study at the following universities within the framework of academic mobility.

university						
Student's Full Name	Student's IIN (Individual Identification Number)	Specialization	Type of Payment	Course	Group	Division / Department

Basis: Request of A.S. Imankhan, signed by the First Vice-Chairman of the Board, A.M. Abdirov.

Chairman of the Board	
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Prepared by:

