

REGULATIONS ON THE ORGANIZATION AND CONDUCT OF THE SUMMER SEMESTER AT THE S. SEIFULLIN KATIU

1 Scope of application

1.1 These regulations govern the organization and conduct of the summer semester at the S. Seifullin Kazakh Agrotechnical Research University (hereinafter referred to as the SSP).

1.2 The SSP is part of the internal regulatory documents of the S. Seifullin Kazakh Agrotechnical Research University (hereinafter referred to as the University).

2 Normative references

This regulation contains references to the following regulatory documents: 2.1 Гражданский кодекс Республики Казахстан;

2.2 Labor Code of the Republic of Kazakhstan;

2.3 Law of the Republic of Kazakhstan "On Education";

2.4 Law of the Republic of Kazakhstan "On Science and Technology Policy";

2.5 Charter of the S. Seifullin Kazakh Agrotechnical Research University, No. 07/21, dated August 11, 2021.

2.6 The rules for organizing the educational process using credit technology of education approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 (as amended and supplemented as of May 13, 2024).

2.7 Standard rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595.

2.8 State compulsory standard of higher and postgraduate education, approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2.

3 General provisions

3.1 It is permitted to introduce a summer semester (except for the final year) lasting at least 6 weeks to meet the need for additional training, to eliminate academic debt or differences in curricula, to study academic disciplines and to acquire credits by students in other educational organizations with their mandatory transfer to their own organization of higher and/or postgraduate education, to increase the average grade

point average (GPA), to master a related or additional educational program, including within the framework of double-degree education.

3.2 The summer semester is an integral part of the educational process at the University and is organized by the Department of Student Affairs (hereinafter referred to as DSA) at the initiative of students of all years (except for the final year) to meet the need for additional training, eliminate academic debt or differences in curricula, study academic disciplines and acquire credits by students in other educational organizations with their mandatory transfer to their institution of higher and (or) postgraduate education, increase the average grade point average (GPA), master a related or additional educational program, including within the framework of double-degree education.

3.3 Students who can enroll in the summer semester are:

- those with "good" or "excellent" grades for additional or accelerated study;
 - those who were not admitted to the exam session based on the results of the current and final assessments;
 - those with academic failure, including those from previous academic periods;
 - those with a low GPA for the current year;
 - those with an academic gap upon reinstatement, transfer from another university (major/program), or return from academic leave.
- those wishing to participate in the summer (additional) semester from other universities must submit a package of documents to the faculty dean's office: an application, payment receipt, and a table (Appendix A). The faculty dean's office sends the package of documents via electronic document management to the Department of Social Development for inclusion in the order regarding the summer (additional) semester (approval process: faculty dean, department head for the subject taught, a Department of Social Development employee, and the signatory – the Director of Social Development).

3.4 Students' participation in the summer semester involves the following types of educational activities:

- mastering the academic disciplines outlined in their individual curriculum and the curriculum of their major/program;
- receiving consultations to address academic arrears;
- mastering any academic disciplines outlined in the University's curricula for their major/program to broaden their professional horizons.

3.5 The dates and duration of the summer semester are determined by the academic calendar for each major/program and are at least six weeks long.

3.6 Students must pay a fee to attend the summer semester. The cost of one credit per course is determined by the University. Students who have paid their tuition for the summer semester are eligible to register for the summer semester.

Students enrolled in the intergovernmental agreement may attend the summer semester free of charge, based on a memo from the head of the department, along with supporting documents signed by the Board Member - Vice-Rector in charge of international cooperation, including international students.

Orphans, those left without parental care, and those disabled from childhood, as well as those with disabilities of groups I and II, are allowed to study during the summer semester free of charge upon the approval of the department head and the provision of

supporting documents signed by the Board Member – Vice Rector for Student Affairs. When submitting an application for participation in the summer (additional) semester free of charge, you must attach supporting documents.

For students who have received an educational grant for study at higher and/or postgraduate educational institutions of the Republic of Kazakhstan at the expense of vacant educational grants remaining after the competitive award of educational grants for higher education, training in the summer semester is provided free of charge to eliminate academic differences.

3.7 The summer semester registration procedure for students is as follows:

- After the summer examination session, students submit an application to the Platonus AIS in the Service Applications module - Category 1 - "Application for Participation in the Summer/Additional Semester." This application states their intention to participate in the summer semester, indicating the courses (primarily prerequisite courses), credits, and attach a copy of their summer semester payment receipt. When submitting the application, students must pay attention to the pre- and post-requisites for the courses, information on which is available from the Deputy Dean for Academic Affairs/Head of Department.

- based on the student's application and the receipt submitted by him for payment of credits for the disciplines of the summer (additional) semester, the DSA generates Orders (order No. 1 - for previous academic debts; order No. 2 - based on the results of the summer examination session) indicating the disciplines and credits for each student (including applications for increasing the GPA);

- The Department of Academic Affairs (DAA) in the Platonus AIS assigns courses to instructors for the summer semester based on memos from department heads containing the relevant information (Appendix 1);

- The Department of Academic Affairs (DAA) prepares a summer semester schedule based on instructor availability, which is approved by the Director of the DAA.

- From the beginning of the summer semester, students attend classes as scheduled and register in the Platonus AIS for the course and instructor (specified in the summer semester schedule).

- Faculty members post current exam grades in electronic journals in the Platonus automated information system (AIS), if they have access to the electronic journal;

- Faculty members submit a report to the Department of Academic Affairs (DAA) at the end of the summer semester using the form (Appendix 2);

- If a student needs to complete the summer semester early, the Dean of the Faculty issues an Order (with an individual schedule), based on the student's application to the Dean of the Faculty;

- The student will not receive a refund for the summer semester if they do not attend classes and/or fail to appear for an exam without a valid reason.

3.8 The DSA grants a group of students the right to a summer semester to take additional courses, subject to the following requirements:

- students must be promoted to the next year without any outstanding academic debt;

- the group must be profitable. A profitable group is considered to be an

academic group of at least 8-10 students.

3.9 The number of additional courses taken by a student during the summer semester is determined by the student's annual GPA. A GPA of 3.0 (B) or higher entitles a student to take up to four additional courses, while a GPA of 2.5-3.0 entitles a student to take up to three courses.

3.10 Exam results for additional curriculum disciplines for majors/programs completed during the summer semester constitute the GPA for the following academic year.

3.11 The summer semester is organized in accordance with a point-rating system and the principle of independent assessment of student knowledge.

3.12 The final assessment of students' knowledge in each subject is performed by the instructor teaching classes during the summer semester.

3.13 Academic failure – the presence of one or more unsatisfactory grades in subjects, internships, or research projects not submitted by the student within the established deadlines;

3.14 During the summer semester, students are permitted to earn credits at a rate of no more than six hours of classes per day, for a maximum of 24 credits during the summer semester. If the total credits are 25 credits and cannot be divided, in exceptional cases, a maximum of 25 credits may be permitted.

Students may apply for the summer (additional) semester based on the number of credits. When applying for the summer semester, the number of courses allowed for study before the end of the summer (additional) semester is approved by the academic calendar.

3.15 Students who have completed summer semester courses at another university will receive a transcript/certificate upon completion, which must be submitted to the University no later than August 24 of the current academic year.

3.16 Students monitor their academic grades in their electronic journal and transcript in the Platonus automated information system.

4 Responsibility

4.1 The Department of Student Affairs is responsible for the proper implementation of the requirements of this Regulation.

4.2 The Director of the Department of Student Affairs is responsible for the safety and protection of internal regulatory documents held by the department, as well as for the non-disclosure of proprietary information.

5 Final Provisions

5.1 The requirements of these Regulations are mandatory for the faculties and departments of the University.

5.2 These Regulations may be amended and supplemented as necessary.

6 Designations and abbreviations

- These Regulations use references to the following key designations, abbreviations, and their explanations:

- University – "S. Seifullin Kazakh Agrotechnical Research University";
- POPLS – Regulation on the Organization and Conduct of the Summer

Semester;

- IRD – Internal Regulatory Documents;
 - DSA – Department of Student Affairs;
 - PPS – faculty;
 - SOO – Student Service Center;
 - DAA – Department of Academic Affairs.
 - EP – Educational Program
 - AIS – Automated Information System
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Appendix 1 to the
Regulations
on the Organization and
Conduct of the Summer
Semester at NAO
"KATIU named after S.
Seifullin"

Table with data for the order

№	Faculty	Student's name	Student's ID number	Group	Payment type	Department	Subject name	Number of credits	Price per credit	Amount per subject
1										
2										
3										

