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APPROVED:

Rector of EETI named after  
 academician K. I. Satpayev

D. M. Sivaraksha

«31» August 2022



## QUALITY MANAGEMENT SYSTEM

### POSITION

## REGULATIONS ON THE EXPULSION OF STUDENTS

**QMS-P-7.2.2-01-2022**

Ekibastuz

## Introduction

**1 DEVELOPED BY** the Quality Management System, Standardization and Norm Control Management Service

**2 INTRODUCED** by the Quality Management System, Standardization and Norm Control Management Service

**3 DEVELOPER:**

T. V. Diba-Head of the Department of Management of the Quality Management System, Standardization and Standard Control

**4 APPROVED and PUT into EFFECT** by the Rector on the basis of the decision of the Academic Council of the Institute of "31" августа August 22 2022 № 1

**5 EXPERTS:**

- 1) D. K. Imangazinoва-Vice-rector for Academic Affairs;
- 2) Kadyrbekova K. K.-Head of the department "Educational part".

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academician K. Satpayev, 2022

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## 1 Scope of application

This Regulation defines the conditions and procedure for expelling students from higher education programs in the Institution "Ekibastuz Engineering and Technical Institute named after Academician K. Kropotkin". Satpayev University" (hereinafter referred to as the UEI named after Academician K. S. Satpayev). Satpayev) in the quality management system.

## 2 Normative references

This Regulation uses references to the following regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education";
- Rules of organization of the educational process on credit technology of training, approved by Order No. 152 of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 (hereinafter-Order No. 152 of the Ministry of Education and Science of the Republic of Kazakhstan);
- Standard rules of activity of educational organizations of corresponding types, approved by Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 (hereinafter referred to as Order No. 595 of the Ministry of Education and Science of the Republic of Kazakhstan);
- State mandatory standard of higher education of the Republic of Kazakhstan. Approved by Resolution of the Government of the Republic of Kazakhstan No. 604 dated July 20, 2022 (hereinafter referred to as the SSO);
- Rules of organization of the educational process on distance learning technologies, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan No. 137 dated March 20, 2015;
- Order of the Minister of Education and Science of the Republic of Kazakhstan No. 123 dated April 1, 2020 On strengthening measures to prevent the spread of coronavirus infection COVID-19 in educational organizations during the pandemic;
- Order of the Minister of Education and Science of the Republic of Kazakhstan No. 345 dated August 13, 2020 On approval of Methodological Recommendations for the implementation of the educational process in educational organizations during the period of restrictive measures related to the spread of coronavirus infection;
- Methodological recommendations of the Ministry of Education and Science of the Republic of Kazakhstan on the organization of intermediate and final certification in organizations of higher and (or) postgraduate education during the COVID-19 coronavirus pandemic;
- Methodological recommendations of the Institute on the organization of intermediate and final certification during the COVID-19 coronavirus pandemic;

- Methodological recommendations of the Institute on the organization of intermediate and final certification during the COVID-19 coronavirus pandemic;
- Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev.

### 3 Basic concepts and definitions

*academic mobility* – transfer of students or research teachers to study or conduct research for a certain academic period (semester or academic year) in another university (within the country or abroad) with mandatory transfer of mastered academic programs, disciplines in the form of academic credits in their own university or to continue their studies in another university;

*academic integrity* is a set of values and principles that express the student's integrity in teaching when performing written works (tests, term papers, essays, theses, dissertations), answering exams, in research, expressing their position, in relationships with academic staff, teachers and other students, as well as assessment.

*academic Calendar (academic calendar)* – a calendar of educational and control events, professional practices during the academic year with indication of rest days (vacations and holidays).

*academic credit* – a unified unit of measurement for the volume of scientific and (or) academic work (load) of a student and (or) teacher;

*academic period (Term)*– the period of theoretical training set independently by the educational organization in one of three forms: semester, trimester, quarter.

*academic hour* – a unit of measurement for the volume of training sessions or other types of academic work, 1 academic hour is equal to 50 minutes, is used for drawing up the academic calendar( schedule of the educational process), the schedule of training sessions, when planning and accounting for the completed educational material, as well as when planning the pedagogical load and accounting for the teacher's work;

*bachelor's degree* – a level of higher education aimed at training personnel with the award of a bachelor's degree in the corresponding educational program with the mandatory development of at least 240 academic credits.

*point-rating letter system for evaluating academic achievements* – a system for evaluating the level of academic achievements in points corresponding to the letter system with a digital equivalent adopted in international practice, and allowing you to set the rating of students;

*деcriptorы (descriptors(descriptors ) (descriptor))* - description of the level and scope of knowledge, skills, abilities and competencies acquired by students upon completion of the study of the educational program of the corresponding level (stage) of higher and postgraduate education, based on the results of training, formed competencies and academic credits.

*thesis (project)* – a final work that summarizes the results of independent study by a student and a cadet (hereinafter referred to as the student) an actual problem corresponding to the profile of the educational program.

*Additional Educational Program (Minog) (minor)*- a set of disciplines and / or modules and other types of academic work determined by the student for studying in order to form additional competencies.

*registration for an academic discipline (Enrollment)*- the procedure for registering students for academic disciplines;

*individual curriculum (hereinafter referred to as IEP)* – the student's curriculum, independently formed by him for each academic year with the help of an adviser on the basis of the educational program and the catalog of elective disciplines point-rating letter system for evaluating academic achievements - a system for assessing the level of knowledge in points that correspond to the letter system adopted in international practice and allows you to set the rating of students;

*final certification of students* is a procedure for assessing the theoretical level of knowledge of graduates, formed professional competencies, readiness to perform professional tasks and compliance of their training with the requirements of the educational program.

*credit mobility* – transfer of students for a limited period of study or internship abroad - as part of continuing studies at their home university - in order to accumulate academic credits (after the mobility phase, students return to their educational organization to complete their studies);

*credit technology of training* – training based on students ' choice and independent planning of the sequence of studying disciplines and (or) modules with the accumulation of academic credits;

*module* – an autonomous structural element of the educational program completed in terms of learning outcomes, which has clearly formulated the knowledge, skills, competencies acquired by students and adequate assessment criteria.

*modular training* – a method of organizing the educational process based on the modular construction of the educational program, curriculum, and academic disciplines.

*main educational program (Major)* – an educational program defined by the student for studying in order to form key competencies;

*Registrar office* is an academic service that registers the history of academic achievements of students, taking into account the credits they have mastered, organizes intermediate and final attestations of students, and calculates their academic ratings.

*Postrequisite* – disciplines and / or modules and other types of academic work that require knowledge, skills, abilities and competencies acquired upon completion of the study of this discipline and / or modules;

*prerequisites*- a list of disciplines that contain the knowledge, skills and abilities required to master the discipline being studied.

*intermediate certification of students* is a procedure for assessing the level of academic achievements (knowledge, skills, abilities and competencies) of students in accordance with the curriculum of the discipline after completing its study.

*boundary control* - control of academic achievements of students after completing a major section (module) of one academic discipline.

*Grade Point Average (GPA)* - a weighted average assessment of a student's academic achievements, defined for one academic year for the selected program as the ratio of the sum of all credits and the digital equivalent of intermediate assessment points in disciplines to the total number of credits in intermediate assessment disciplines.

*current monitoring of students' progress* - systematic testing of students' knowledge, skills and abilities on individual topics, sections, modules in accordance with the curriculum of the discipline conducted by the teacher in classroom and extracurricular classes according to the schedule and (or) schedule during the academic period.

*Transcript* - a document that is attached to the diploma and contains a list of completed disciplines for the corresponding period of study, indicating credits and grades according to the point-rating letter system of knowledge assessment.

*advisor* - a teacher who performs the functions of an academic mentor studying under the relevant educational program, who provides assistance in choosing the learning path (forming an individual curriculum) and mastering the educational program during the training period;

*examination session* - the period of intermediate attestation of students in higher educational institutions.

*elective subjects* – academic subjects included in the university component and the elective component within the established academic credits and introduced by educational organizations, reflecting the individual training of the student, taking into account the specifics of socio-economic development and the needs of a particular region, established scientific schools.

*university component (hereinafter referred to as VC)* – a list of academic disciplines and the corresponding minimum amounts of academic credits determined by the university independently for the development of the educational program.

*mandatory component* – a list of academic subjects and the corresponding minimum amounts of academic credits established by the State Educational Standard and studied by students without fail according to the training program.

*working curriculum (hereinafter referred to as RUP)* is an educational document developed by universities independently on the basis of the educational program and individual student curricula.

*A standard curriculum (hereinafter referred to as a TUP)* is a training document of a discipline of a mandatory component of the educational program, which determines the content, volume, and recommended literature.

*competencies* – the ability to make practical use of the knowledge, skills and abilities acquired in the course of training in professional activities;

### 3.1 Designations and abbreviations

DB – basic disciplines.

VK – university component.

University – a higher educational institution.

SAC – state attestation commission.

SSO – The State mandatory standard of education.

GEC – state examination commission.

KV-a component of your choice.

OK – required component.

OOD – general education subjects.

OP – educational program.

OR-the registrar's office.

PD-profile disciplines

### 4 General provisions

Expulsion of students from the EITI named after Academician K. Satpayev is produced by:

- 1) *at the initiative of the student, including:*
  - at your own request;
  - in connection with a transfer to another higher education institution to continue mastering the educational program;
- 2) *on the initiative of the Institute, including:*
  - for academic failure;
  - for violating the principles of academic integrity;
  - for violating the Internal Regulations and the Charter of the university;
  - for violating the terms of the agreement on the provision of educational services, including non-payment of tuition fees;
  - a student who has received an "unsatisfactory" grade based on the final certification;
  - for absenteeism from academic leave after its completion without a valid reason;
  - for not passing the procedure of nostrification or recognition of a foreign diploma during the first academic period;
  - students who do not reach the threshold score based on the results of the UNT, conditionally enrolled in the Institute on a paid basis, are expelled from the Institute if they do not participate or do not reach the threshold score when passing the UNT again during the year within the established time frame after the completion of the first or second academic period of study;
  - due to death;
- 3) *upon graduation as a student of the Institute.*



## **4.1 Student-initiated deduction**

4.1.1 Deductions are made at their own request on the basis of a student's personal application in accordance with Appendix A, which is written in the name of the rector of the EITI named after Academician K. Satpayev and submitted to the Dean of the faculty.

4.1.2 Deduction on the initiative of the student is made by order of the rector.

After the order, the student must receive a workaround sheet from the human resources department. Signed by all the officials listed in the workaround list, the workaround list is submitted to the HR department to receive the original documents stored there, which are issued to the student after the expulsion order.

4.1.3 A student's expulsion due to transfer to another university is carried out on the basis of his / her personal application or request from the host university. At the same time, the student's personal application and transcript are stored in the host university.

## **4.2.2 Deduction at the initiative of the Institute**

4.2.1 If there are grounds for expelling a student on the initiative of the Institute, the adviser or department must notify the student of the upcoming expulsions. Notification of the student is made orally or in writing by any available method using the contact details available in the student's personal file (by phone, by e-mail).

4.2.2 The head of the department provides the dean's office with an extract from the minutes of the meeting of the department on the student's submission for expulsion, indicating the grounds.

4.2.3 Deduction for violation of the terms of the agreement on the provision of educational services, including non-payment of tuition fees, is made on the basis of a reconciliation report with the accounting department of the Institute.

4.2.4 The student's withdrawal date specified in the withdrawal order is the date of termination of the education agreement.

## **4.3 Deduction due to completion of training**

4.3.1 Deduction in connection with the completion of training is carried out on condition that the student has fully mastered the educational program and successfully passes the state final certification.

4.3.2 A student who has passed the final certification and has confirmed the completion of the educational program of higher and (or) postgraduate education is awarded the bachelor's degree by the decision of the certification commission and within 10 working days after the decision of the SAC is made, an order on graduation (deduction due to graduation) is issued.

## **5 Final provisions**

In accordance with Paragraph 42 of Order No. 595 of the Ministry of Education and Science of the Republic of Kazakhstan, a student who is expelled from the Institute is issued a transcript signed by the rector of the Institute and sealed.

The transcript records all academic subjects and / or modules that the student has studied, indicating the final grade, including the FX and F grades.

**Appendix A**  
Application form

*QMS-P-7.2.2-01-2019 / F. 4-30*

statement

I ask you to expel me at your own request (reason for expelling me)

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(signature, date)

