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	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«Regulations on the organization of the educational process in the summer semester»	Changes № _____ Date _____ Ex. _____

APPROVED:

Rector of EETI named after academician K. I. Satpayev

D. M. Sivaraksha

«31» August 2022



## QUALITY MANAGEMENT SYSTEM

### POSITION

## REGULATIONS ON THE ORGANIZATION OF THE EDUCATIONAL PROCESS IN THE SUMMER SEMESTER

### IN THE SUMMER SEMESTER

QMS-P-7.2.2-02-2022

Ekibastuz

U "Ekibastuz Engineering and Technical Institute named after academician K. Satpayeva"	
«Regulations on the organization of the educational process in the summer semester»	CMK-II-7.2.2-02-2022

## **Introduction**

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

**2 INTRODUCED** by the Quality Management Systems, 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 department".

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academician K. Satpayev Street, 2022

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## **1 Scope of application**

This Regulation sets out the general requirements for the organization and implementation of the educational process and control of students' knowledge in the summer semester at 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.

This Regulation is mandatory for all subjects of the educational process and is valid within all structural divisions of the EITI named after Academician K. Satpayev.

## **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 the Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152;
- Standard rules of activity of educational organizations of the corresponding types, approved by Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018;
- 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;
- 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;

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- 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, definitions and designations**

*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;

*descriptorы (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.

*European Credit Transfer and Accumulation System (ECTS) (еситиэс)* - the method of transferring credits obtained by a student abroad to credits that are counted for their degree upon their return to their educational organization, as well as accumulating credits within the framework of educational programs;

*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* - an academic service that registers the history of students ' academic achievements, 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.

*learning outcomes* – the amount of knowledge, skills and abilities acquired and demonstrated by students during the development of the educational program, as well as the values and attitudes formed, confirmed by the assessment;

*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;

## Designations

DB - basic disciplines.

VK - university component.

University - a higher educational institution.

AK - 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 Planning the academic process in the summer semester

4.1 It is allowed to introduce a summer semester (with the exception of the final year) for the following purposes:

- meeting the needs for additional training;
- elimination of academic debt or differences in curricula;
- study of academic disciplines and development of credits for students studying in other educational institutions with their mandatory transfer to their own organization of higher and (or) postgraduate education;
- improve your GPA, or complete a related or complementary educational program, including a two-degree program.

4.2 The right to study additional subjects during the summer semester is granted to students who are transferred to the next year without academic arrears.

4.3 After the end of the exam session period, employees of the Registrar's office form reports on academic performance (summary statement): form 34 in the "Platonus" system; lists of students with academic arrears.

4.4 The duration of the summer semester (at least 6 weeks) is determined by the academic calendar of the EITI named after Academician K. Satpayev, approved by the Rector of the Institute.

4.5 Final-year students who have academic debt or fail to earn a GPA, will eliminate them during the second year of study.

4.6 Registration of students for summer semester courses is carried out by the Registrar's office department within the established time frame before the start of



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classes by filling out applications on a special form, which is given in Appendix A.

4.7 Based on student applications, the Registrar's Office department, together with the Dean's office, forms groups.

4.8 The schedule of classes is made up by the "Academic Part" department.

4.9 The Dean's office makes a schedule of exams for the summer semester.

4.10 The schedule of classes and exams is approved by the Vice-rector for Academic Affairs two days before the start of the summer semester.

## **5 Summer semester procedure questions**

5.1 Students are notified about the conditions of the summer semester. Indebted students should be informed about their individual need to organize the summer semester, its importance in continuing their studies, about the features and rules of studying in the summer semester, and the consequences of violating them.

Successful students should be aware of the opportunities for additional study in the summer semester, which are provided by the credit technology of training at the EITI named after Academician K. Satpayev.

5.2 Conducting training sessions for the purpose of eliminating academic differences during restoration, transfer, withdrawal from academic leave, and elimination of academic debt is carried out in full, in accordance with the curriculum.

5.3 Re-study of academic subjects in order to eliminate academic debts is carried out in full by teachers (tutors) conducting lectures and practical classes, consultations in accordance with the schedule of the SRSP on the basis of the working curriculum and syllabuses.

5.4 Students who have academic arrears at the end of the summer semester, but who have scored the established transfer score, are transferred to the next course of study, with academic arrears.

**Appendix A**  
**Форма «Summer Semester Application Form»**  
*QMS-DP-7.2.7-02-2019 / F. 4-25*

Ekibastuz Institute of Engineering and Technology named after Academician K. V. Abramovich.  
 Satpayeva

To the Vice-Rector for  
 UMR \_\_\_\_\_  
 To the registrar \_\_\_\_\_  
 From a group student \_\_\_\_\_  
 \_\_\_\_\_

statement

Please allow me to (*re-study the disciplines, to eliminate the difference and / or academic debt, to increase the transferable GPA, to repeat professional practice*) / underline / on the terms of full compensation for the costs of training 20\_\_ - 20 \_\_ \_ academic year

Calculating the cost of educational services

No	. of Discipline	Number of credits	Teacher	Payment mark
1	2	3	4	5
1				
2				
3				
4				
5				
6				
7				
8				

Note: **1.** Column 4 - to be filled in by the registrar.  
 In column 5-the cashier signs.

*Student's signature* \_\_\_\_\_ *Date " \_\_\_\_\_ "* \_\_\_\_\_ *20\_\_year*

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