

	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	QMS-DP-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«Regulation on the procedure for transferring the results of the previous level of formal and non-formal education»	Changes № _____ Date _____ Ex. _____

APPROVED:

Rector of EETI named after academician K. I. Satpayev

*D. M. Sivaraksha*  
D. M. Sivaraksha

«31» August 2022



## QUALITY MANAGEMENT SYSTEM

### POSITION

### REGULATION ON THE PROCEDURE FOR TRANSFERRING THE RESULTS OF THE PREVIOUS LEVEL OF FORMAL AND NON-FORMAL EDUCATION

QMS-P-7.2.2-06-2022

Ekibastuz

U "Ekibastuz Engineering and Technical Institute named after academician K. Satpayeva"	
«Regulation on the procedure for transferring the results of the previous level of formal and non-formal education»	CMK-Π-7.2.2-06-2022

## **Introduction**

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

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**4 APPROVED AND PUT into EFFECT** by the Rector on the basis of the decision of the Academic Council of the Institute 31» аврыста 20No. 1 dated August 31, 20221

### **5 EXPERTS:**

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- 2) Kadyrbekova K. K.-Head of the department "Educational department".

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## **1 Scope of application**

This Regulation defines the conditions and procedure for re-crediting the results of training at the previous level of formal education in the Institution "Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev (hereinafter referred to as the Institute).

## **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 dated September 28, 2018 No. 508 On Approval of the Rules for Recognition of Learning Outcomes Obtained by Adults through Non-formal Education provided by Organizations included in the List of Recognized Organizations providing Non-formal Education.
- Order of the Minister of Education and Science of the Republic of Kazakhstan No. 537 dated October 4, 2018 On Approval of the Rules for Recognizing Organizations Providing Non-formal Education and Forming a list of recognized organizations Providing Non-formal education.
- 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

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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;
- Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev.

### **3 Basic concepts, definitions and abbreviations**

*Academic debt* – unsatisfactory results of intermediate certification in one or several disciplines( modules), practices, course projects (works), or failure to pass intermediate certification in the absence of valid reasons.

*Validation of learning outcomes (recognition of learning outcomes)* is a formalized process for determining the level of students ' mastery of planned learning outcomes. Tools for validating the results of informal training – interviews, exams, control and test tasks, qualification (trial) works, tools, materials and other tools in accordance with the level of qualification and technological requirements.

*Distance learning* is a purposefully organized and coordinated in time and space process of interaction between teachers and students with each other and with the means of training using pedagogical, as well as information and telecommunications technologies.

*Distance education technologies (DET)* – training carried out with the use of information and communication technologies and telecommunications facilities with indirect (at a distance) or not fully mediated interaction between the student and the teacher.

*Knowledge* is the result of assimilation of information through training, which is determined by a set of facts, principles, theories and practices in the relevant field of work or educational activities.

*Competencies*-represent a dynamic combination of knowledge, understanding, and skills. Their development is the goal of educational programs. They are formed in different course units and evaluated at different stages. Purchased by students.

*Skills – experience)* are stable abilities to successfully solve problems in the field of professional or other activities.

*Non-formal education* - the process of acquiring new knowledge often takes place outside the specialized educational space, while there are specific goals, methods and techniques, and most importantly, the result of training. It can be conducted by educational or public organizations, various clubs and circles, sections, when studying with a teacher or coach individually, and represents a variety of trainings, courses, seminars, round tables, which are accompanied by the issuance of a document confirming additional professional development - a participant's certificate, advanced training diploma, certificate.

*Educational activity* – activities related to the implementation of educational programs.

*Transfer* – recognition of academic disciplines (modules), practices, course projects (works) mastered by the student before graduation, recognition of the grades

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(credits) received on them and their transfer to the documents on mastering the educational program of higher education during restoration.

*Learning outcomes* are expected and measurable concrete achievements of students and graduates, expressed in terms of knowledge, skills, abilities, competencies, and which describe what the student/graduate will be able to do upon completion of all or part of the educational program. Learning outcomes and competencies required for the award of educational and / or professional qualifications can be achieved and acquired in formal, non-formal or informal education. Learning outcomes obtained through non-formal education are recognized by the Institute through validation.

*Blended learning* is the organization of the educational process based on a combination of traditional face-to-face training with online training, which uses special electronic learning materials posted on the educational portal of organizations of higher and postgraduate education.

*Student* (student) – an individual who is completing a bachelor's degree program.

*Transcript* (transcript) - a document containing a list of mastered disciplines and / or modules, and other types of academic work for the corresponding period of study, indicating credits and grades.

*Skills* are proven abilities to apply knowledge to problem solving. Skills are divided into practical (using techniques, materials, mechanisms, and tools) and cognitive (using logical, intuitive, and creative thinking).

*Formal education* - the process of acquiring knowledge takes place in a well - organized and hierarchically ordered context, culminating in the issuance of a state-issued form-a diploma of primary/secondary vocational or higher education, or a school graduation certificate. This process has a duration set for different programs, based on the state curriculum and state standards of education, which is organized mainly by formal, registered organizations.

*Advisor* curator / mentor – a teacher who performs the functions of an academic mentor of a student in the relevant specialty, providing assistance in choosing the learning path (forming an individual curriculum) and mastering the educational program during the training period.

AK-Attestation Commission

VK – university component.

SSO – the state mandatory standard of education.

KV-a component of your choice.

OK is a required component.

OOD – general education subjects.

OP – educational program.

QMS – quality management system.

UMR – educational and methodical work.

#### **4 Main provisions**

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4.1 Based on paragraph 40 of the Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152. Registered with the Ministry of Justice of the Republic of Kazakhstan on May 27, 2011 No. 6976. On approval of the Rules for organizing the educational process based on credit technology of training. p. 40. *Achieved learning outcomes and positive grades received by students at previous levels of study and in other organizations of formal education are recognized with the transfer of academic credits by the UNIVERSITY independently.*

4.2 According to paragraph 21 of the State Budget of the Republic of Kazakhstan . *Training of personnel with higher education is carried out on the basis of general educational programs of general secondary education, technical and vocational education, post - secondary education, as well as higher education-when obtaining a second higher education.*

*In case of admission on the basis of educational programs of technical and vocational education, post-secondary education, as well as higher education, and if the profile and / or kinship of the educational program of higher education coincide with the educational program of higher education, technical and vocational education, or post-secondary education, the results of training at the previous level of formal education are recognized automatically, the number of academic credits.*

*If the learning outcomes match, individual disciplines of the previous level of formal education, as well as the results of non-formal education of the corresponding level, are re-counted as prerequisites.*

4.3 The achieved learning outcomes and positive grades obtained by students at previous levels of study and in other formal education organizations are recognized by the Institute with the transfer of academic credits.

4.4 If the learning outcomes match, individual disciplines of the previous level of formal education, as well as the results of non-formal education of the corresponding level, are re-counted as prerequisites.

4.5 Re-crediting of prerequisites for certain disciplines of the previous level of formal education in the OOD cycle is carried out by the Attestation Commission (hereinafter referred to as the AC), which functions under the Institute's admissions committee and is drawn up in a protocol with a decision on re - crediting/non-crediting.

4.6 The transfer of prerequisites for certain disciplines of the previous level of formal education in the DB and PD cycles is carried out by the commission, which is formed at the graduating departments and consists of teaching staff of the profile direction of training and is drawn up by the minutes of the department meeting, with a decision on transfer/non-transfer.

4.7 On the basis of technical and vocational education programs, post-secondary education at the "entrance" level, if the profile of the higher education program coincides with the educational program of technical and vocational education, or post-secondary education, the results of training at the previous level of formal education are recognized automatically and the duration of training is shortened.

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4.8 All academic credits and achieved learning outcomes obtained by students in formal and non-formal education are accumulated over the course of a lifetime

## **5 Procedure for recognition of previous level results formal education with transfer of academic credits**

5.1 To carry out the procedure for recognizing the results of the previous level of formal education with the transfer of academic credits by order of the rector or a person acting as his / her duties, институтеа Certification Commission (hereinafter referred to as the AC) is established at the Institute. The AC consists of the rector, vice-rector for UMR, heads of structural divisions and members of the university's teaching staff, specialists in the relevant areas of education that ensure the educational process in the disciplines of the OC cycle of OED. To perform preliminary work on processing applicants' documents, the AC is divided into working groups based on the profile of subjects read and prepares preliminary conclusions for AC meetings.

5.2 The AC decision is considered valid if at least two-thirds of its members are present at the meeting. The decision of the AC is made by a majority of votes from the number of those present. If the votes of the AC members are equal, the Chairman's vote is decisive.

5.3 The procedure for recognizing the results of the previous level of formal education with the transfer of academic credits is carried out during the holidays.

5.4 The AC meeting is held according to the approved schedule.

5.5 In the course of the meeting of the AC, for each student who has entered the abridged OP, the following documents are provided: copies of the document of education with an appendix.

## **6 Basic rules for recognizing the results of the previous level of formal education with the transfer of academic credits in the disciplines of the OC cycle of OED**

6.1 The volume of disciplines of the compulsory component of the OED cycle cannot be reduced on the basis of paragraph 4 of the State Educational Standard of the Republic of Kazakhstan 2022: 4. *In the list of the OED cycle, it is not allowed to reduce the volume of disciplines of the compulsory component, the content of which is determined by standard curricula. The exception is reduced educational programs of higher education institutions with an accelerated period of study on the basis of technical and professional, post-secondary or higher education.*

6.2 When considering the student's internal documents at the "entrance" to the DNO-named subjects in full, completed at the previous levels of formal education with the final form of control "Exam" and "Differentiated credit (credit)" are re-credited in accordance with paragraph 8.



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**6.3** When reviewing student documents at the "entrance", the same-name disciplines with the final form of control "Exam" and "Differentiated credit (credit)" are re-credited based on the results of the meeting of the AC, which makes a protocol decision on the possibility of recognition with re-credit of academic credits in accordance with paragraph 8.

**6.4** Results obtained in the course of training and industrial practices at previous levels of education based on educational programs of technical and vocational education, post-secondary education at the "entrance" in case of matching the profile of the educational program of higher education are recognized with the transfer of academic credits.

## **7 Basic rules for recognizing the results of the previous level of formal education with the transfer of academic credits in the disciplines of VK and KV educational programs by the relevant departments**

The transfer of prerequisites for certain disciplines of the previous level of formal education in the DB and PD cycles is carried out by the commission, which consists of teaching staff of the graduating departments of the profile direction of training and is drawn up by the minutes of the department meeting, with a decision on transfer/non-transfer.

7.1 When reviewing the student's documents at the "entrance", the same-name disciplines with the final form of control "Exam" and " Differentiated credit (credit)" are automatically re-credited in accordance with paragraph 8.

7.2 When reviewing student documents at the "entrance", the same-name disciplines with the final form of control "Exam" and "Differentiated credit" in the course of passing the discipline in the amount of 70% or more are re-credited based on the results of the meeting of the relevant departments, which make a protocol decision on the possibility of recognition with re-credit in accordance with paragraph 8

7.3 When considering the student's documents at the "entrance", the same-name disciplines with the final form of control "Exam" and " Differentiated credit (credit)" are partially re-credited in the amount of less than 70% of the discipline, in the amount of no more than 50% of the studied discipline.

7.4 In the presence of subjects/disciplines that have a different name, but correspond in content to the disciplines of the VC or KV OP, re-crediting is possible only on the basis of a reasoned conclusion of the relevant departments on the recognition of learning outcomes.

7.5 The transfer of one discipline based on the aggregate volume of several completed disciplines, which are structural or integral parts of the subject being studied, can be issued only on the basis of a reasoned conclusion of the relevant department.

## **8 Recognition and registration of the results of AC work and meetings of relevant departments on recognition of the results of the previous level of formal education with the transfer of academic credits**

8.1 Based on the results of the meeting of the AC in the disciplines of OK and/or the relevant departments in the disciplines of KV and VK, prior recognition of previously achieved results of formal education, students enrolled on the basis of educational programs of technical and vocational education, post-secondary education at the "entrance" if the profile of the educational program of higher education coincides with the educational program of technical and vocational education, or after secondary education, the results of training at the previous level of formal education are recognized and issued in the form of a Comparison list of recognition of previously achieved results of formal education in accordance with Appendix A on the basis of a Protocol decision of the Attestation Commission and/or a reasoned conclusion of the department.

8.2 If the prerequisites of the previous level of formal education of students entering on the basis of a State grant are re-credited, an additional certification exam may be conducted. In this case, the transcript is entered with the score obtained from the results of the certification exam.

8.3 When transferring students from one OP to another, one profile of the training direction, the transfer in the disciplines of KV and VK can be carried out in full, taking into account the total amount of credits for the corresponding educational program.

8.4 At the same time, the transfer of traditional grades results of studies of the previous level of formal education are recognized/transferred to the point-rating letter system according to Table 1.

Table 1-Table of recognition/translation of traditional grades learning outcomes into a point-rating letter system

Traditional Rating	Digital equivalent	Points (%content)
Satisfactory	2.0	65%
Good	3.33	85%
Excellent	4.0	95%
Def. Credit (credit)	3.33	85%

## **9 Procedure for recognition of learning outcomes obtained by adults through non-formal education provided by organizations included in the list of recognized organizations providing non-formal education**

9.1 Non-formal education is represented by organizations that provide educational services provided without taking into account the place, terms and form

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of training, with the issuance of a document confirming the results of training in accordance with subparagraph 2) of Article 37 of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education".

9.2 Non-formal adult education is provided by organizations that provide educational services provided without taking into account the place, time and form of training, and is accompanied by the issuance of a document confirming the results of training.

9.3 Learning outcomes obtained through non-formal education are recognized by the Institute on the basis and in accordance with the procedure provided for by Order No. 508 of the Ministry of Education and Science of the Republic of Kazakhstan dated September 28, 2018.

9.4 A person applying for recognition of learning outcomes obtained as a result of non-formal education submits an application in any form to the head of the Institute's admissions committee.

9.5 Documents confirming the results of training are a certificate of completion of training or a certificate of completion of training.

9.6 To recognize the results of training at the Institute, a commission is created (hereinafter referred to as the Commission).

9.7 The Commission consists of an odd number of members, which includes teachers of the educational organization.

9.8 From among the members of the commission, the chairman of the commission, who directs the activities of the commission, and in case of his absence, the deputy chairman, is elected by a majority vote.

9.9 The functions of the secretary of the commission are performed by a specialist of the educational organization who is not a member of the commission.

9.10 The commission's decision is drawn up in a protocol in any form.

9.11 A person who has submitted an application for recognition of learning outcomes obtained as a result of non-formal education submits the following documents for consideration by the Commission:

- a free-form application for recognition of learning outcomes obtained through non-formal training;
- a copy of the identity card;
- a document confirming the training results.

9.12 The Commission verifies the availability of the documents specified in clause 9.11 of these Rules.

9.13 The Commission conducts interviews to determine the applicant's level of knowledge, skills and abilities.

9.14 Based on the results of the interview, the Commission decides whether to recognize the results of training or to refuse.

9.15 The commission's decision is made by a majority vote of the total number of participants in the commission's meeting.

9.16 When re-crediting the RO, the number of credits indicated in the submitted certificate is counted with recalculation in strict accordance with the

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academic disciplines included in the individual curriculum of the student for the selected current or future academic period of study.

## Appendix A

### Comparison sheet for recognition of previously achieved results in formal education

**EKIBASTUZ ENGINEERING AND TECHNICAL INSTITUTE NAMED AFTER ACADEMICIAN K. SATPAYEV**

**Comparison list  
of recognition of previously achieved results of formal education**

**Educational program / Specialty** \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

(Full name of the student)

\_\_\_\_\_

(base of education)

№ n /	a Individual curriculum				of RO according to the diploma				
	supplement Name of disciplines	OK/ VK/ KV	Number of credits b	Form of control	Name of disciplines	Number of credits b	Digital equivalent	Points (%content)	Form of control
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

Dean of I-E Faculty \_\_\_\_\_

Head of Department \_\_\_\_\_

Office Registrar \_\_\_\_\_

Reviewed. Student \_\_\_\_\_

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