EKIBASTUZ INSTITUTE OF ENGINEERING AND TECHNOLOGY named after Academician K. SATPAYEV

REFERENCE BOOK-TRAVEL GUIDE
STUDENT'S NAME

Ekibastuz

This publication is a reference book and guide to student life for students studying at the University of Moscow.Ekibastuz Institute of Engineering and Technology. academician K. Satpayev. The guide book will inform you about the structure of the institute, its location, the rules for organizing credit technology of training, and academic mobility of students. We hope that the " Handbook-guide of the student of EITI named after Academician K.Satpayeva" will become your reliable assistant in the process of adaptation at our institute.

content

introduction

Dear student of EITI named after Academician K. Satpayev!

A reference guide is a type of information source intended for students and containing systematized brief information about the internal regulations of the institute, organizational and procedural norms of the educational process. Here you will find information about your rights and obligations, as well as the rules of conduct for students of the EITI named after Academician K. Satpayev.

The reference book provides information on credit technology of training and assessment of knowledge at the EITI named after Academician K. Satpayev in accordance with the state mandatory standards of education of the Republic of Kazakhstan.

First-year students receive initial information about the Institute and its faculty on September 1, the "Knowledge Day". In the future, you will be able to use the reference guide of the student of the EITI named after Academician K. Satpayev. Samples of applications (for admission and early passing of intermediate certification, for extending the term of payment for training, etc.) are available at the Dean's office of the faculty. You should solve all the problems that arise through the headman, curator, and adviser. If they can't help you, please contact the Dean of the faculty with your application. The Dean will help you resolve issues within the scope of their authority. The last instance of the Institute to which you can apply is the rector of the EITI named after Academician K. Satpayev. Reception for personal questions to the rector-Wednesday, Friday; from 15.00 to 17.00 hours or you can contact на his blog.

1. GLOSSARY (*terms and their definitions*)

Академический календарь (Academic Calendar- a calendar of training and control events, professional practicesduring the academicyear, with indication of rest days (vacations and holidays).

Academic period (Term) – the period of theoretical training set independently by educational organizations in one of three forms: semester, trimester, quarter,

Academic hour – the time of contact work of the student with the teacher according to the schedule for all types of training sessions (classroom work) or according to a separately approved schedule;

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

Active handouts (APM)outs-visual illustrative materials distributed during training sessions to motivate students to creatively and successfully master the topic (lecture theses, links, slides, examples, glossary, tasks for independent work);

Academic rating –aquantitative indicator of the level of student mastery of the curriculum of disciplines, compiled based on the results of intermediate certification;

Academic mobility is the movement of students or research teachers to study or conduct research for a specific academic period: a semester or academic year to another higher education institution (within the country or abroad) with the mandatory transfer of completed educational programs in the form of credits at their own university or to continue their studies at another university.

Academic degree-adegree awarded by educational organizations to students who have mastered the relevant educational curricula, based on the results of final certification;

Bachelor's degree – higher education, the educational programs of which are aimed at training personnel with the award of a bachelor's degree in the relevant specialty;

Score-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;

Two-degree education – the possibility of parallel training in two curricula (educational programs) withthe goal of obtaining two equivalent diplomas (DoubleMajorDoubleMajor) or one main and second additional diplomas (Major-Minor);

Thesis (project) - final work, which is a generalization of the results of independent study by the student and cadet (hereinafter referred to as the student) an actual problem in the field of the chosen specialty;

Запись на учебную дисциплину (Enrollment) –the procedure for pre-registeringstudents for academic disciplines.

Individual curriculum – a curriculum formed for each academic year by students independently with the help of an adviser on the basis of a standard curriculum and a catalog of elective subjects.

Final control – control of students ' academic achievements in order to assess the quality of their development of the program of an academic discipline, conducted during the interim certification period;

Final certification of students (Qualification Examination) – a procedure carried out to determine the degree of mastering the scope of academic disciplines provided for by the state mandatory standard of education;

Credit technology of training – training based on students ' choice and independent planning of the sequence of studying disciplines using credit as a unified unit of measurement for the amount of academic work of the student and teacher;

Credit (Credit,Credit-Hour) – a unified unit of measurement for the amount of academic work of a student /teacher.

Control of students ' academic achievements – checking the level of knowledge of students by various forms of control (current, milestone and final) and certification, determined independently by the higher educational institution;

Catalog of elective subjects (hereinafter referred to as QED)- a systematized annotated list of all elective component disciplines, containing their brief description with an indication of the purpose of study, brief content (main sections) and expected results of study (knowledge, skills, abilities and competencies acquired by students);

Elective component – a list of academic subjects and corresponding minimum amounts of credits (or academic hours) offered by higher education institutions, independently selected by students in any academic period, taking into account their prerequisites and post-prerequisites.

Competencies – the ability of students to apply the knowledge, skills and abilities acquired in the course of training in their professional activities;

Modular educational program – a training program that includes a set of training modules aimed at mastering the key competencies necessary for students to obtain a certain academic degree and / or qualification.

Registrar Office – an academic service , that registers the entire history of a student's academic achievements and provides organization of all types of knowledge monitoring and calculation of their academic rating.

Mandatory component–alist of academic subjects and the corresponding minimum credit volumes established by the standard curriculum and studied by students without fail under the training program;

Intermediate certification of students – a procedure carried out during the examination session in order to assess the quality of students ' mastering the content of part or all of the academic discipline after completing its study;

*Syllabus–a*curriculum that includes a description of the discipline being studied, a summary of its content, topics and duration of their study, tasks for independent work, consultation times, a schedule for testing students 'knowledge, teacher requirements, criteria for evaluating students' knowledge, and a list of references.

Working curriculum – a document developed by educational organizations independently on the basis of the standard curriculum of the specialty and individual plans of students;

Boundary control – control of students ' academic achievements upon completion of a section (module) of one academic discipline;

Average academic achievement score – a weighted average assessment of the student's academic achievement level for one academic year in the selected program (the ratio of the sum of credit products to the digital equivalent of the intermediate certification assessment points in disciplines to the total number of credits for the current period of study);

Current monitoring of students 'progress –a systematic check of students' knowledge in accordance with the curriculum, conducted by the teacher in classroom and extracurricular classesи during the academic period;

Standard curriculum – an educational document developed on the basis of the classifier of specialties of higher and postgraduate education of the Republic of Kazakhstan and this standard, regulating the structure and scope of the educational program by cycles of disciplines, indicating the list and minimum amount of credits of disciplines of the mandatory component and all types of practices, final certification, approved by the authorized body in the field of education;

Transcript (*Transcrip*t) – a document containing a list of mastered disciplines for the corresponding period of study, indicating credits and grades in alphabetic and numeric terms.

Tutor – a teacher who acts as an academic adviser to the student on mastering a specific discipline.

*Advisor (–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;

Elective subjects – academic subjects included in the elective component within the established credits and introduced by educational organizations, reflecting the individual training of the student.

2. INFORMATION ABOUT THE ADMINISTRATION AND STRUCTURAL DIVISIONS OF THE EITI NAMED AFTER ACADEMICIAN K.SATPAYEVA

2.1 Information about the Institute's administrative divisions

Post	*FULL NAME POSITION*	*Phone*	*number officeno., building*
President	Mardenova Street DinaNurtazinovna	115	NO. 121 bldg. A
Rector, Chairman of the Academic Council	УнайбаевBulat ZharylgapovichUnaibaev, Professor, Doctor of Technical Sciences	76-12-86 76-12-86 104	NO. 5 BLDG.With
Vice President	Mardenova Laura Maratovna, Candidate of Technical sciences	116	№ 116 Building A
Vice-Rector for Academic	TursunovMeiram Zhumabekovich, Professor,	105	NO. 20

Affairs	Candidate of Technical Sciences		building A
Vice-Rector for Research and International Relations	Kambarov ZhakanKambarovich,Professor, Candidate of Technical Sciences	128	NO. 4 bldg. With
Vice-Rector for Educational Work	Muksinov Maxad Bekovich,Professor	110	No. 118 bldg. A
Vice-Rector for Administrative and Economic Affairs	Jekibaeva Gulban Temirbulatovna	135	No. 26 bldg. A
Dean of the Faculty of Engineering and Economics	Asylova Karlygash Baimukhanovna, Master	's degree 126	No. 23 bldg. A
Deputy. dean's office	Nurmagambetova Bakyt Nazarbekovna,Associate Professor		
Methodologist of the Faculty	Potyaga Lyudmila Aleksandrovna	76-13-00 126	No. 23 bldg. A
Head of the HR Department	Shaimardanova Gulbarshin Kabdullaevna	118	No. 104,105 bldg. A
Head of the Training Unit	Kadyrbekova Kapoor Kadyrbekovna	119	No. 106 bldg. A
Educational Unit Inspector Methodologist of the training section	Yermukhanova Рсалды Kabdybekovna Urimbetova Saltanat Nazarovna	125	NO. 107 bldg. A
Head of the library	Mironova Olga Yurievna	134	NO. 10 bldg. With
Chief accountant	Radchuk Tatyana Nikolaevna	117	NO. 117 bldg. A
Cashier	Kulikova Ruta Ivanovna	116	NO. 116 Building A
Med. fromaetra	Makhanko Lyudmila Petrovna	115	NO. 121 bldg. A
Head of the Sales Center	Pak Vitaly Gennadievich, Professor, Candidate ofChemical Sciences.	NO. 106	NO. 25 building A
Office Registrar	Nabieva MaralYermekovna Mukanova Madina Kudaibergenovna	NO. 108,127	NO. 23Abldg. A
Secretary of the Admissions Committee	Mazhit Aliya Amanzholovna, Associate Professor, Candidate of Technical Sciences	NO. 131	NO. 109 building A
Head of the Office, Secretary of the Rector	Shormanova Aliya Nasirovna	NO. 101	NO. 5 bldg. With

2.2 Information about the Institute's academic divisions

Department	*FULL NAME*	*Phone number*	*Location*
Department of Social and Humanitarian Disciplines and Physical Education	Kebina Natalia Anatolyevna, Professor,нDoctor of Physical Sciences	DOCTOR OF PHYSICAL SCIENCES NO. 138	NO. 41 BUILDING A

		NO. 121	
Department of Economics and Management named afterGalimova Z. A.	Rakhisheva AidaBekarysovna, Professor, Candidateof Economic Sciences.	№ 137	№ 49A BLDG. A
RMPI Department	Kainazarov Armand Serikovich, Professor, Candidate of Technical Sciences	NO. 112	NO. 101 BUILDING B
Department of Transport	Nuspekov Yerbolat Lyazatovich, Professor, Candidate of Technical Sciences	NO. 113	NO. 211 BUILDING B
Department of Construction	УнайбаевBulat ZharylgapovichUnaibaev, Professor, Doctor of Technical Sciences	NO. 114	NO. 133 BUILDING B
Department of Power Engineering and Metallurgy	Yulianna Ich'eva Юлианна Borisovna, Professor, Candidate of Technical Sciences	№ 129	№ 20 BLDG. A
Department of Automation and Information Systems	Pak Vitaly Gennadievich, Professor, Candidate ofChemical Sciences.	NO. 106	NO. 25 BUILDING A

NOTE: "A" IS THE MAIN BUILDING
"B" - LABORATORY BUILDING
"C" - ADMINISTRATIVE BUILDING

3. HISTORY OF THE INSTITUTE'S CREATION

Ekibastuz Institute of Engineering and Technology. academician K. Satpayev University (hereinafter referred to as EITI named after Academician K. SatpayevUniversity) was established in 1994 on the initiative of the city administration and heads of industrial enterprises of Ekibastuz due to the urgent need for engineering personnel of enterprisesEkibastuz fuel and energy complex of the country with a population of 150 thousand people in the region.

Since 1996, the EITI named after Academician K. V. Shishkin. Satpayeva is a member of the Association of Educational Institutions, since 1999 a member of the Association of Higher Education Institutions of the Republic of Kazakhstan.

In 1997-98, the institute, underthe TEMPUS TACISprogram, justified the technology of dual forms of education on the example of German vocational academies, and purchased one and a half thousand copies of educational literature in Europe.

In June 1998, according to Civil Code of the Republic of Kazakhstan LLP "Ekibastuz Institute of Engineering and Technology. academician K. Satpayeva" is being reorganized into an educational institution "Ekibastuz Institute of Engineering and Technology. academician K. Satpayev" certificate of State Registration No. 5172-1945 U-e dated July 14, 1998, the founder of the Institute is an individualMardenov MaratPazylovich, who has a 100% share of the Authorized capital.

The Institute successfully passed state certification in 2000, 2005, 2013, and planned state control in the following areas: 2007, 2008, 2009, 2010, 2011, 2012 Since 2013, an external assessment of academic achievements has been performed annually in all specialties.

Currently, the Institute has 97 full-time teachers, including 5 doctors of sciences, 45 candidates of sciences, 11 masters of sciences. 1,175 full-time and part-time students study in 14 specialties.

The Institute has 5 academic buildings with an area of 11,622 square meters, 48 specialized classrooms, 28 educational and 3 scientific laboratories equipped with modern equipment, instruments, TSO, 255 computers. The assembly hall (150 seats) and conference hall (150 seats) are equipped with interactive learning technology (interactive whiteboard, projector, TV, etc.). Sports halls with a total area of 757.0 square meters, a dining room for 150 seats, a cafe for 50 seats, a medical center.

Since the 2004-2005 academic year, the Institute has introduced and continuously improves credit technology of training in all specialties and forms of education, ensuring the development of students ' independence and individualization of their training. Since 2010, a dual form of education has been introduced for students enrolled in reduced educational programs with an accelerated period of study on the basis of technical and professional, as well as higher education. Training is conducted in the state and Russian languages.

The Institute operates an automated management system for PLATON University, which allows for transparency of the intermediate final certification of students and the process of issuing diplomas.

207 computers are connected to the unified information network and 137 to the INTERNET. The Institute's educational portal works.

In 2008, according to the rating According to the Independent Kazakhstan Agency for Quality Assurance in Education, our institute took the 11th place among technical universities in the country.

EITI named after Academician K. Satpayeva is ranked 15th in the ranking of technical universities of Kazakhstan in terms of academic indicators of specialist training (National Rating of Kazakhstan www.nac.kz.nac.kz).

In 2010, EITI named after Academician K. Satpayev was awarded the international award "EUROPEN GUALITY" (European Quality) in Oxford, Great

Britain. In the same year the president of the Institute ProfessorMardenov M. P. was awarded the honorary international award "Intelligence of Nations", Moscow, CIS.

Four teachers of the EITI named after Academician K. Satpayev has been awarded the state grant "Best University Teacher"in various years/

Results of the ranking of educational programs among all universities of the Republic of Kazakhstan in the context of bachelor's degree in 2014 conducted by the National testing center of the Ministry of Education and Science of the Republic of Kazakhstan:

− 5B012000 Vocational training – 11th place (218.51 points) out of 18 universities;

− 5B070200 Automation and Control – 8th place (200.78 points) out of 15 universities;

− 5B070700 Mining – 3rd place (542.88 points) out of 5 universities;

− 5B07130 Transport, transport equipment and technology – 4th place (303.55 points) out of 12 universities;

− 5B071700 Teploenergetika – 6th place (291.39 points) out of 7 universities;

− 5B07180 Electric power industry – 6th place (258.47) out of 16 universities;

− 5B072900 Construction – 9th place (167.02 points) out of 14 universities.

The general rating of higher Education Institutions of the Republic of Kazakhstan NAAR -2014 on bachelor's degree programs бакалавриатаindicates that the EITI named after Academician K. A. Kropotkin is the best university in the world. Satpayeva entered the TOP 30.

In 2016Ekibastuz Institute of Engineering and Technology named after Academician K. V. Abramovich.Satpayeva has passed the institutional accreditation. In2016 and 2017, the Institute successfully passed specialized accreditation in the following specialties:

5B070700 Mining,

5B071800 Electric power industry,

5B071700 Teploenergetika,

5B071300 Transport, transport equipment and technologies,

5B072400 Technological machines and equipment,

5B072900 Construction,

5B070900 Metallurgy,

5B090100 Organization of transportation, traffic and operation of transport

Legal address:

Republic of Kazakhstan, Pavlodar region, 141208 Ekibastuz

st.Power engineers 54 "a". Contact phone numbers: 8(7187) 76-12-86, 76-12-66.

Fax 76-12-86, e-mail: eitiekb@mail.ru, eitiedu.kz.

4.RULES OF ACADEMIC INTEGRITY

The community of students and teachers of higher educational institutions of the Republic of Kazakhstan, recognizing its responsibility for the implementation of the main goal of the system of higher education –eprepare a professionally and culturally oriented personality with the ideological potential abilities of creative thinking , which owns a sustainable competences in the specialty , and committed to the strengthening and development of corporate governance principles , adopts this Code of honor student and teacher of the higher educational institutions of the Republic of Kazakhstan and shall undertake to follow it strictly.

4.1 Student's Code of Honor

The student strives to become a worthy citizen of the Republic of Kazakhstan, a professional in the chosen specialty, to develop the best qualities of a creative personality .

The student treats his elders with respect, does not allow rudeness towards others, and shows empathy for socially vulnerable people and takes care of them as much as possible.

The student is an example of decency, culture and morality, is intolerant of immorality and does not allow discrimination based on gender, national or religious grounds.

The student leads a healthy lifestyle and completely abandons bad habits.

The student respects the traditions of the university, protects its property, monitors cleanliness and order in the student House.

The student recognizes as necessary and useful any activity , aimed at developing creative activity (scientific and educational , sports , artistic, etc.), improving the corporate culture and image of the university.

Outside the walls, the student always remembers that he is a representative of the higher school and makes every effortnot to drop his honor and dignity.

The student considers it his duty to combat all types of academic dishonesty, including cheating and turning to others for help when completing procedures of knowledge control; introduction any OBEmu prepared training materials (essays, term papers, controlthe sick, dissertations and other works), including online resources , as the results of their labor ; the use of a related or official relations to obtain higher scores; truancy, tardiness and pass the training sessions without good reason.

The student considers all the listed types of academic dishonesty as incompatible with obtaining a high-quality and competitive education , worthy of the future economic, political and managerial elite of Kazakhstan.

4.2. Teacher's Code of Honor

The main activity of the teacher is to work with students, take care of their education and culture , and educate true patriots of their homeland.

The teacher should be a professional who constantly works to improve their theoretical knowledge and pedagogical skills, actively conducts research and scientific

activities based on an honest search for knowledge, properly ensuring evidence-based, impartial judgments and conscientiousness in communicating results.

The teacher is an example of decency and intelligence, morality and ethics, an active propagandist of the statehood of Kazakhstan, a principled opponent of any manifestations of corruption, indiscipline and irresponsibility .

The teacher personally proves to students the need to observe the rules of labor and academic discipline, respect for colleagues, is demanding of himself, his words and actions, openly admits his mistakes and corrects them in good faith.

The teacher must be honest and impartial in the professional assessment of his colleagues and students , he is organized , his words coincide with the case, openly expresses his position on fundamental issues of activity and reasonably prove his point of view ;

The Code of Honor of a teacher of a Kazakh higher educational institution is a system of moral norms, obligations and requirements of conscientious behavior, based on generally recognized moral principles and norms of the Kazakh society and the state.

We assume responsibility for implementing the stated basic principles and following the Student and Teacher's Code of Honor. We will make every effort to , ensure that our universities become examples of moral and intellectual strength and become the elite of education in Kazakhstan.

5.INFORMATION ABOUT THE ORGANIZATION OF THE EDUCATIONAL PROCESS

5.1. About credit technology of training

For the international recognition of national educational curricula,ensuring themobility of students and teachers, as well as improving the quality of education in higher education institutions, a single credit technology of training is being implemented.

Credit training technology includes:

- introduction of a credit system for assessing the labor costs of students and teachers in each discipline;

- students ' freedom to choose the subjects included in the QED, which ensures their direct participation in the formation of the IEP;

- students ' freedom to choose a teacher;

- involvement of advisors in the educational processэдвайзеров, helping to choose the educational path;

- use of interactive teaching methods,

- activation of independent work of students in the development of the educational program;

- providing the educational process with all necessary educational and methodological materials on paper and electronic media;

- effective methods of monitoring students ' academic achievements;

- use of a point-rating system for evaluating students ' academic achievements in each academic discipline.

In the EITI named after Academician K.Satpayev operates an academic mobility center – this is the movement of students or teachers to study or conduct research for a certain academic period: a semester or academic year to another higher education institution (within the country or abroad) with educational transfer of mastered educational programs in the form of credits at their university or to continue their studies at another university.

5.2. Learning process based on credit technology of training

The academic year consists of academic periods, intermediate certification, internships, and vacations. In the final year, the final certification period is included.

The academic period (the period of theoretical training) at EITI is set in the form of a semester of 15 weeks. The period of intermediate certification has a duration of at least 3 weeks. Holidays are granted to students after each academic period, and the duration of vacation time in the academic year is at least 7 weeks.

The organization of the educational process within one academic year is carried out on the basis of an academic calendar, which is approved by the Rector of the Institute on the basis of a decision of the Academic Council.

The academic calendar reflects the periods of training and control events, practicesduring the academicyear, with indication of rest days (vacations and holidays).

It is allowed to introduce a summer semester, with the exception of a final course lasting up to 6 weeks, to meet the needs for additional training, eliminate academic debt or differences in curricula.

In order to ensure an individual educational trajectory and the selection of teachers, the schedule of training sessions is compiled in the context of academic disciplines and teachers, taking into account the language department and academic flow.

Professional practice is a mandatory component of the higher education curriculum. It is divided into educational, pedagogical, industrial and pre-graduate programs.

Credit technology of training is based on independent planning of the educational program for students, the choice of an individual learning path.бучающийсяStudents draw up their own individual curriculum (IEP) for each academic year independently under the guidance of an adviser in the established form and during the established period on the basis of a standard curriculum and a catalog of elective subjects.

Individual study plans of students are approved by the dean of the faculty in three copies: one is stored in the dean's office, the second is transferred to the registrar's office, and the third is handed over to the student.

The student is required to attend all types of classes provided for in the individual curriculum in accordance with the schedule of academic classes.

5.3 Independent work of students (SRO)

Independent work of students (SRO) is an important component of the educational process aimed at improving the quality, forming students ' needs for self - education, self-development, including in subsequent professional activities.

SRO is divided into two parts: independent work, which is performed under the guidance of a teacher (SRSP), and the part that is performed completely independently (SRO). The entire SRO report is supported by tasks that require the student to work independently on a daily basis.

SRSP is an extracurricular type of work of students, which is performed by them in contact with the teacher. SRSP is performed on a separate schedule, which is not included in the general schedule of training sessions. The SRSP includes consultations on the most complex issues of the curriculum, homework, course projects (works), control of semester work, reports and other types of SRO tasks.

Methodological recommendations on SRO and SRSP for each discipline are developed by the teaching staff of the department and include::
- SRO schedules for the entire period of studying the discipline
- task system
- topics of research papers, reports and creative works
- subject of course projects (works)
- lists of the main and additional literature
- types of advisory assistance
- types and forms of control
- evaluation criteria, recommended amount of work, estimated deadlines for its provision, etc.

5.4. Office Registrar (OR)

A registration service (Registrar's office) has been set up at the Institute for recording and registering students for academic disciplines, recording completed subjects, organizing intermediate attestation, and maintaining the entire history of students ' academic achievements.

Registrar's Office – an academic service that registers the history of students ' academic achievements, taking into account the credits they have mastered, organizes intermediate and final certification of students, and calculates their academic ratings.

The main tasks of the PR are:

- registers students for academic disciplines;
- forms academic groups and streams;
- registers individual study plans of students in accordance with the established procedure;
- organizes and conducts intermediate and final certification of students;
- calculates the academic rating of students;
- keeps a record of students ' completed creditsи during the entire period of study and for the entire period of study.
- writes транскриптout the students ' transcript.

5.5. Procedure for conducting current monitoring of students ' progress and intermediate certificationобучающихся.

Academic achievement (knowledge, ability, skills and competencies) of students were scored on a 100-point school, the corresponding accepted in international practice letter system (a positive assessment, in descending order, from "A" to "D," "unsatisfactory"-"-") with a corresponding numerical equivalent on a 4-point scale with the translation in the traditional scale of assessments, which are summarized in table 1.

Table 1.

Point-rating letter system for evaluating students ' academic achievements with translation to the traditional rating scale

Letter system score	Digital equivalent	of points%content	Rating according to the traditional A system
But	4.0	95-100	Excellent
A-	3.67	90-94	
B+	3.33	85-89	Good
At	3.0	80-84	
At-	2.67	75-79	

From+	2.33	70-74	Satisfactory
C	2.0	65-69	
C-	1.67	60-64	
D+	1.33	55-59	
D-	1.0	50-54	
F	0	0-49	Unsatisfactory

To check students ' academic achievements, various forms of ongoing monitoring are provided. Assessment of the current control of academic performance consists of assessments of the current control in the classroom and out of the classroom classes and assessments of boundary control.

Intermediate certification of students is carried out in accordance with the academic calendar, working curriculum and academic programs.

Intermediate certification of students is carried out in the form of passing exams, defending term papers (projects) and reports on professional practice with a mandatory assessment and is defined as an examination session. The organization and conduct of intermediate certification (examination session) of students is carried out by the office Registrar. Based on the results of the intermediate certification, the Registrar's office makes an academic rating of students.

When carrying out the results of the intermediate certification in an academic discipline, the score obtained on the exam and the average score of the current performance monitoringassessments during the academic period (assessment of the admission rating) are taken into account.It is not allowed to retake a positive assessment on the final control in order to improve it during the same period of intermediate certification.

If a, student receives an "unsatisfactory" grade in the final control (exam), the final grade in the discipline is not counted and credits are not credited for it.

In order to retake the exams from "unsatisfactory" to positive or increase the average score of academic performance (), the student again attends all types of classes provided for in the working curriculum for this discipline in the next academic period or in the summer semester, receives admission and passes the final control. In this case, the student again goes through the registration procedure for the academic discipline.

Based on the results of exam sessions for the course, taking into account the results of the summer semester, the Registrar's office calculates the transfer score as a weighted average assessment of the student's level of academic achievement.

Students who have scored the minimum transfer score are transferred to the next course by order of the rector of the Institute. For the period of the examination session (intermediate attestation), the order of the rector of the Institute creates an appeal commission consisting of teachers whose qualifications correspond to the profile of the appealed disciplines.

The decision of the appeal commission is drawn up in a protocol, on the basis of which the exam sheet is compiled (in any form).

A student who has not received the minimum transfer score remains for a second course of study.

A student who is retained for a second course under a state educational grant is deprived of the state educational grant for a further period of study.

A student who has accumulated the minimum transfer score and is transferred to the next course of study, if there is academic debt, re-studies the relevant disciplines on a fee basis and eliminates academic debts.

Students who are in arrears in payment are not allowed to attend the exam session.

Students studying under a state educational grant who have received the right to re-study in connection with the provision of academic leave, retain the state educational grant.

Students who study under the state educational grant are awarded a scholarship based on the results of the examination session, provided that they pass all exams and differentiated tests with grades "A", "A -", "B+", "B", "B-".   In case of passing the exam session on "A" and "A+" they are eligible for an increased scholarship.

5.6. Organization of final certification of students

Students who have fully completed the educational process in accordance with the requirements of the State Educational Standard, the educational program, working and individual curricula and working curricula are allowed to complete the final certification.

Final certification of students is carried out within the time limits stipulated by the academic calendar and working curricula.

To conduct the final certification of students, a state attestation commission (SAC) is created for specialties.

The SAC's work schedule is drawn up by the Registrar's office, approved by the Rector of the Institute and brought to the general attention no later than two weeks before the start of the SAC's work.

The state exam in the specialty is conducted according to the program developed by the Institute on the basis of academic programs of disciplines and approved by the decision of the University's academic Council.

The student defends the thesis (project) in the presence of a positive review of the supervisor and one review of a specialist corresponding to the profile of the protected work (project).

If the, supervisor gives a negative conclusion "not allowed to defend", the student is not allowed to defend the thesis (project).

The student is allowed to defend the thesis (project) both with a positive and negative reviewer's conclusion.

Based on the results of state exams and the defense of a thesis (project), grades are issued according to the point-rating system for evaluating students ' knowledge, taking into account the level of theoretical, scientific and practical training of the student, as well as feedback from the supervisor and reviewer .

The results of passing state exams and defending a thesis (project) are announced on the day of their holding after signing the minutes of the SAC meeting. All SAC information is recorded in a protocol.

A student who does not agree with the results of the final assessment submits an appeal no later than the next business day after it is held.

To conduct an appeal, the rector's order creates an appeal commission consisting of experienced teachers whose qualifications correspond to the specialty profile.

Documents submitted to the SAC on the state of health after receiving an unsatisfactory assessment are not considered.

Re-passing the state exam and defending a thesis (project) in order to improve the positive assessment is not allowed.

Retaking of state exams, as well as repeated defense of a thesis (project) to persons who received a rating of "unsatisfactory", during this period of final certification is not allowed.

A person who has not passed the final certification, in the next academic year, no later than one month before the start of the final certification, writes an application to the rector of the Institute to start for repeated final certification.

Admission to the final certification is issued by the order of the Rector of the Institute.

Student, who passed the exams with an a,And- "excellent", -, b,b+ "good" and having an overall cumulative grade point average (GPA) for the entire period of study is not below 3.5, and passed all state examinations and defend a thesis (project) with grades a,A- "excellent", diploma with honors.

A student who has had retakesor repeated exams during the entire period of study does not receive a diploma with honors, despite meeting the requirements set out above
.

5.7. Transfer and reinstatement rules for students

Students of higher educational institutions can transfer or recover after being expelled, if they have fully completed the first academic period of the program they are studying in accordance with the individual curriculum.

At the same time, the student is transferred or restored to any form of education, to any specialty and to any university, regardless of the terms of deduction during restoration.

Transfer of a student from one specialty to another, from one form of education to another is carried out only for training on a paid basis.

The application of full-time students for transfer and reinstatement is considered by the rector of the Institute during the summer and winter holidays withinи 5 days before the start of the next academic period.

The application for transfer and reinstatement of correspondence students is considered by the rector of the Institute withinи one month, but not later than five days before the next examination session.

When transferring or reinstating students, the academic difference in the disciplines of the working curriculum studied by them during previous academic periods is determined.

When transferring or restoring a student from a foreign educational organization, a document is submitted – an academic certificate, a transcript, as well as the completion of the previous level of education, which must pass the nostrification procedure in the Republic of Kazakhstan.

Persons who have received secondary or technical and vocational education in the Republic of Kazakhstan, when transferring from a foreign university or recovering, also present a certificate of unified national testing (UNT) or integrated testing (CT) with a score not lower than the established threshold score.

Persons who did not participate or did not reach the threshold score for UNT and CT, pass CT before the order is issued.

A student studying under an educational grant can transfer to another university while retaining the educational grant.

If you have any questions about transfer or restoration, please contact the Dean's office and the Registrar's office.

5.8. About tuition benefits

InEkibastuz Institute of Engineering and Technology named after Academician K. V. Abramovich.Satpayev annually orders the rector to create a commission for the distribution of benefits and social support. Before the beginning of the academic year, the issue of benefits and social assistance to students is considered and approved at a meeting of the Academic Council.

Benefits and social support are provided for one academic year.

Tuition benefits are provided to students:

- orphaned children.
- students left without parental care, taken under guardianship;
- disabled students;
- students from large families;
- students from low-income families;
- two or more students of EITI named after Academician K.Satpayevs who are members of the same family
- students studying on a paid basis, who passed the session with"excellent" marks

Based on the submitted documents, the commission considers the issue of benefits individually for each case.

6. USE OF COMPUTER RESOURCES

All students of EITI named after Academician K. Satpayev students can become users of the Institute's computer system. Students will have access to the Institute's computer resources, including access to the Internet, e-mail, and equipment installed in computer classrooms and the library, during their period of study at the Institute. Laboratories are open from 9: 00 to 18: 00, and free access to computers can be provided during non-academic hours (Saturday).

Registration of students in the Platonus systemwho have entered the Institute is made in the computer center of the Institute, after issuing a student ID card.

The user name is provided with two main attributes::

The user's name (login) consists of the last name, a lower space and the user's first name, and the first letters of the first and last names are uppercase. For example, your name is BeketovAsylkhan, so your (username) user will look like this: Beketov_asylkhan. **User name (login)** can't be changed.

Password-consists of the user's name in small Russian letters on the English layout, a combination of numbers consisting of the credit card number that is known to the user and three asterisks. For example, if your name is asylkhan, then your user password will look like this: asylhan156212***. At the request of the system, Users must replace passwords in order to secure their information.

6.1. Rules for using computer laboratories

1. After turning on the computer, each user must log in to the EITI network.Satpayeva: type the key combination Alt+Ctrl+Delete, the network login window opens, you need to check the user name (student) and enter the password: 12
2. When saving your files, you must log in to the Network Environment, select Student 2016-2017, open your group, create a folder with your last name, and save the file.
3. It is strictly forbidden to delete other people's documents and installed programs.
4. It is forbidden to install your own programs on your computer without the permission of an IT specialist and play computer games.
5. When working with a flashcard, be sure to check it for viruses. If you have any questions, please contact an IT specialist.
6. After you finish working, you must complete the session: *Start☐ End session ☐OK.*
7. Computer labs must be kept quiet.
8. It is forbidden to enter computer laboratories in outerwear and with food.

6.2. Procedure for using the Internet

1. After turning on the computer, each user must log into the Kademik K. EITI networkкадемика.Satpayeva: type the key combination Alt+Ctrl+Delete, the network login window opens, you need to check the user name (student) and enter the password: 12

2. Launch the browser.
3. At the end of work, you must close all windows and perform the procedure for logging out of the network: *Start☐End session☐OK.*

6.3. Procedure for using Yandex. Mail

1. After turning on the computer, each user must log into the Kademik K. EITI networkкадемика.Satpayeva: type the key combination Alt+Ctrl+Delete, the network login window opens, you need to check the user name (student) and enter the password: 12
2. Launch the browser. Log in to Yandex. Mail: mail.ru.ru, keep a personal username andpassword(do not save personal data).
3. At the end of work, you must close all windows and perform the procedure for logging out of the network: *Start☐End session☐OK.*
   Any violation of the computer resource usage policy of EITI имnamed after A.Kademik K.Satpayev will be subject to disciplinary sanctions adopted by the Institute, including revocation of access to the computer resources of the EITI named after him.academician K.Satpayeva . Any illegal activity involving the use of computer resources will be brought to the attention of the administration. Any decision made regarding a violation of the Institute's computer policy may be appealed.

7. LIBRARY

Library of the EITI named after Academician K. Satpayev Library is one of the best university libraries in the region in terms of fund composition. It includes scientific, educational, reference literature, regulatory documents, informational materials, periodicals, videos, textbooks on CD in all branches of knowledge. The total fund of the library is about 265.5 thousand, of which 41.5 thousand copies are in Kazakh. Collection of electronic publications - over 200 titles. Annual receipt of periodicals – more than 150 titles.

Work continues on creating a full-text electronic library. The formation of an electronic library is mainly carried out at the expense of publications and works of scientists and university teachers transmitted in electronic form, by scanning educational literature that is in high demand, but is not available for additional purchase.

7.1 Rules for using the library

Libraries and reading rooms are located in Building A and the administrative building of the Institute. The library organizes the issue of books, newspapers, magazines and other materials available in the library for temporary use. Home delivery of literature is carried out by the Department of service and book storage. Reading rooms provide literature for use mainly without the right to take it out. Registration of readers in the library is made upon presentation of a document certifying that the reader belongs to the EITI named after Academician K. Satpayev.

A single reader's ticket is issued to the reader and the reader's form is filled in. When registering for the library, readers should familiarize themselves with its rules and confirm their commitment to comply with them by signing the reader's form. The library card is the only document that gives the right to use the library, all its subscriptions and reading rooms. Every year, the library conducts re-registration of its readers with the presentation of all the literature listed for them at the time set by the library. Readers who have not been re-registered are not served by the library.

Upon leaving the Institute, readers return their publications and library cards to the library. When receiving books, other printed works, and other materials, readers carefully review the publications and, if any defects are found, report them to the librarian on duty. Responsibility for damage to books is borne by the reader who last used the publication. Readers who violate the terms of use or cause damage to the library are subject to administrative, civil (material) liability in the forms provided for by the current legislation, the charter and the rules of use of the library.

7.2 Rules for using reading rooms

When ordering literature in the reading room, readers present a reader's ticket, fill out a reader's request sheet, and upon receipt of the necessary publications, sign the book form for each publication.

The number of books, other printed works and other materials issued in reading rooms is not limited. If there is a one-time increased demand, the number of books (publications) issued in one hand for one profile (direction) may be limited.

Literature transferred to the reading room from the main book depository can be reserved by the reader for a certain period of time.

It is not allowed to enter the reading rooms with personal and previously received library books, magazines, newspapers, clippings from printed publications and other printed materials (if there are any at the entrance, you must hand over your existing literature to the reading room employee for temporary storage).

It is forbidden to remove literature from reading rooms. Violators of this rule are subject to penalties, and they are also deprived of the right to use the library for a period determined by the library administration.

The library is working:
Daily - from 8.00 to 17.00
Saturday-from 8.00 to 13.00