

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

**REFERENCE BOOK-TRAVEL GUIDE
STUDENT'S NAME**

Ekibastuz, 2024

This publication is a reference book and guide to student life for students studying at the Ekibastuz Engineering and Technical Institute named after Academician K. V. Kropotkin. 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. Satpayev" will become your reliable assistant in the process of adaptation at our Institute.

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.

You should solve all the problems that arise through the headman, curator, or adviser. If they can't help you, please submit your application to the dean who oversees your faculty. The Dean will help you resolve issues within the scope of their authority. Dean's blog at the link - <https://eiti.edu.kz/%D0%BE%D0%B1%D0%B8%D0%BD%D1%81%D1%82%D0%B8%D1%82%D1%83%D1%82%D0%B5/%D0%B1%D0%BB%D0%BE%D0%B3-%D0%B4%D0%B5%D0%BA%D0%B0%D0%BD%D0%B0>

The last instance of the Institute to which you can apply is the rector of the EITI named after Academician K. Satpayeva, rector's blog at the link https://eiti.edu.kz/rector_blog

1. TERMS AND DEFINITIONS

Academic Calendar - календарь проведения учебных и контрольных мероприятий, профессиональных практик в течении учебного года с указанием дней отдыха (каникул и праздников).

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;

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) in order to obtain two equivalent diplomas(DoubleMajorDoubleMajor) or one main and second additional diplomas(Major-Minor);

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 in the field of the chosen specialty;

Занись на учебную дисциплину (Enrollment) –the procedure for pre-registering students 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 – a list 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 classes 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 (Transcript) – 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–ateacher 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

<i>Position</i>	<i>FULL NAME</i>	<i>№ Phone number</i>	<i>Location (office building no.,)</i>
President	Mardenova Dina Nurtazinovna	115	NO. 121 bldg. A
Rector, Chairman of the Academic Council	Sivaraksha Dalida Maratovna	76-12-86 104	NO.5 bldg. C
Vice-president	Mardenova Laura Maratovna	116	NO. 116 bldg. And
Vice-rector for educational and methodical work	Imangazinova Dinara Kenzhetaevna	105	NO. 20 building. And
Vice-Rector for Research and International Relations	Unaibaev Bulat Bulatovich	128	NO. 4 bldg. C
Head of	DVOKO Potyaga Lyudmila Alexandrovna	129	NO. 120, buildingA
Head of the Department for educational work	Dzhekibaeva Dinara Sovetovna	110	No. 118 building And
Dean of the Faculty of Engineering and Economics	Asylova Karlygash Baimukhanovna, Master	's degree No. 126	No. 23 bldg. And
The Deputy. Dean	Nurmagambetova Bakyt Nazarbekovna, Associate Professor	126	No. 23 "b" bldg. A
Methodologist of the faculty	Komok Olga Sergeevna	76-13-00 126	No. 23 bldg. And
the head of the HR department	Shaimardanova Gulbarshin Kabdullayevna	118	No. 104,105 bldg. And
the head of the training unit	Kulbidyuk Lyudmila Vladimirovna	119	No. 106 bldg. And
the head of the library	Arslanova Sandugash Tashimovna	134	NO. 10 bldg. C
Chief Accountant	Ibabayeva Bibigul Zhumabekovna	117	NO. 117 bldg. And
Honey.Neduev's sister	Natalia Vladimirovna	115	NO. 121 bldg. And
the head of the CADO	Melnik Elena Nikolaevna	NO. 32A	NO. 25 bldg.
Office registrar	Bazhikova Dana Kakimovna	NO. 108,127	NO. 23Abldg. And
the secretary of the admissions committee	Umarova Bulbul Askarovna	NO. 131	NO. 109 bldg.
Head of the Chancellery, Secretary of the Rector	Zemfira Gabdullina	NO. 101	NO. 5 bldg. C

2.2 INFORMATION ABOUT THE INSTITUTE'S ACADEMIC DIVISIONS

<i>Department</i>	<i>FULL NAME</i>	<i>№ Phone number</i>	<i>Location</i>
Department of "Social and Humanitarian Disciplines"	Kosherova Kuralay Kyrymbayevna	NO. 138	NO. 41 BLDG.
Department of Business and Management named after Z. A. Galimov	Rakhisheva Aida Bekarysovna	NO. 137	NO. 49A BLDG. A
Department of "Mining"	Kainazarov Arman Serikovich	NO. 112	NO. 101 BLDG. B
Department of Transport	Ibraeva Saida Zhaktasovna	NO. 113	NO.211 BLDG. B
Department of "Construction"	Ishchanova Aisulu Shaidulovna	NO.114	NO. 133 BLDG. B
Department of "Power Engineering"	Beksultanov Amangeldy Dyusembayevich	NO. 129	NO. 20 BLDG. A
Department of Metallurgy and Technology	Mazhit Aliya Amanzholovna	NO.121	NO. 20 BLDG. A
Department of "Automation and Information Systems"	Kydyrbaeva Aigul Bektursunovna	NO. 106	NO. 25 BLDG. A

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

3 GENERAL PROVISIONS

All information required for students is available on the Institute's website in the "Students" tab at the link <https://eiti.edu.kz/%D1%81%D1%82%D1%83%D0%B4%D0%B5%D0%BD%D1%82%D0%B0%D0%BC>, including:

- ✓ Electronic Library
- ✓ Schedule of the educational process in 2024-2025
- ✓ Rules for organizing the educational process in the 2024-2025 academic year
- ✓ Academic calendar for the 2024-2025 academic year
- ✓ Code of Academic Integrity
- ✓ Application form for students
- ✓ Additional educational programs (MINOR)
- ✓ Instructions for DOT students
- ✓ Registrar's Office
- ✓ Q & A
- ✓ Links to electronic resources
- ✓ Allocation of places in the hostel
- ✓ ZHAS ORKEN-internship program
- ✓ Reference book-travel guide
- ✓ Library
- ✓ For final courses on anti-plagiarism
- ✓ Information for students on anti-plagiarism
- ✓ Consultation and CPR schedule
- ✓ Distribution of grants

4 STUDENT'S CODE OF HONOR

The community of students and teachers of higher educational institutions of the Republic of Kazakhstan, realizing its responsibility for the implementation of the main goal of the higher education system – it is the preparation of a professionally and culturally oriented individual with a worldview potential, creative thinking abilities, and stable competencies in the specialty, and considering it its duty to strengthen and develop the principles of corporate governance, and a teacher of a higher educational institution of the Republic of Kazakhstan and undertakes to strictly follow it.

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 effort not to drop his honor and dignity.

The student considers it his duty to fight against all types of academic dishonesty , including: writing off and contacting other persons for help in passing knowledge control procedures ; presenting any volume of ready – made educational materials (essays, term papers , tests, theses and other works), including Internet resources, as the results of his own work ; using the Internet as a source of information for students ' professional development. family or professional ties to get a higher rating; absenteeism , being late, and skipping classes without a valid 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.

The Code of Academic Integrity is available on the Institute's website at:

https://eiti.edu.kz/files/files/25/file/1635701701_331102241.pdf

5 LIBRARY

5.1 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. Online access to the catalog of library resources on paper is available on the Institute's website, at the link <https://eiti.edu.kz/%D0%B1%D0%B8%D0%B1%D0%BB%D0%B8%D0%BE%D1%82%D0%B5%D0%BA%D0%B0> It includes scientific, educational, reference literature, regulatory documents, informational materials, periodicals, videos, textbooks on CD in all areas of training, the catalog of which is available on the Institute's website at the link: <https://library.eiti.edu.kz/index.php?do=menu&page=1>

5.2 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.

5.3 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 works with:

Daily - from 8.00 to 17.00

Saturday-from 8.00 to 13.00

6 INFORMATION ABOUT THE ORGANIZATION OF THE EDUCATIONAL PROCESS

The full version of the document, as an element of the environmental policy, is available on the website, at the link <https://eiti.edu.kz/%D0%BE%D0%B1-%D0%B8%D0%BD%D1%81%D1%82%D0%B8%D1%82%D1%83%D1%82%D0%B5/%D0%BF%D0%BE%D0%BB%D0%B8%D1%82%D0%B8%D0%BA%D0%B0-%D0%B8%D0%BD%D1%81%D1%82%D0%B8%D1%82%D1%83%D1%82%D0%B0/%D0%B0%D0%BA%D0%B0%D0%B4%D0%B5%D0%BC%D0%B8%D1%87%D0%B5%D1%81%D0%BA%D0%B0%D1%8F-%D0%BF%D0%BE%D0%BB%D0%B8%D1%82%D0%B8%D0%BA%D0%B0>

6.1 Learning process based on credit technology of training

6.1.1 Organization, planning and implementation of the educational process of the Institute is carried out according to the credit technology of training (KTO) in accordance with the Rules of organization of the educational process according to the 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.

6.1.2 The university introduces new learning technologies, including distance learning technologies (hereinafter referred to as DOT) in accordance with the Rules for organizing the Educational process on Distance learning Technologies, approved by Order No. 137 of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 № and QMS-PSP-10-2018 Regulations on the Central Educational Institution.

6.1.3 WHO includes:

- 1) introduction of a system of academic credits to assess the labor costs of students and teachers in each discipline and other types of academic work;
- 2) freedom of students ' choice of disciplines and / or modules included in the QED, which ensures their direct participation in the formation of IEP;
- 3) students ' freedom to choose a teacher when registering for a course;
- 4) involvement of advisors in the educational process to help students choose their educational path;
- 5) use of interactive teaching methods;
- 6) activation of independent work of students in the development of the educational program;
- 7) academic freedom of the faculty (institute) and departments in the organization of the educational process, the formation of educational programs;
- 8) academic freedom of the teacher in organizing the educational process;
- 9) providing the educational process with the necessary educational and methodological materials;
- 10) effective methods of monitoring students ' academic achievements;
- 11) using a point-rating system for evaluating students ' academic achievements in each academic discipline and other types of academic work.

4.1 KTO is carried out on the basis of students ' choice and independent planning of an individual educational trajectory aimed at achieving learning outcomes.

6.2 KTO TRAINING PROCESS

6.2.1 The academic year in higher education institutions begins on the first of September and ends according to the academic calendar.

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

6.2.3 The academic calendar reflects the periods of training sessions, intermediate and final attestation, professional practices and other types of academic work during the academic year, rest days (vacations and holidays).

6.2.4 Each academic period ends with a period of intermediate certification of students.

6.2.5 Professional practice is a mandatory type of academic work of the student.

6.2.6 It is allowed to introduce a summer semester (with the exception of the final year) lasting at least 6 weeks to meet the needs for additional training, eliminate academic debt or differences in curricula, study academic disciplines and master credits for students in other educational organizations with mandatory re-crediting in their organization of higher and (or) postgraduate education, increase the average score academic achievement (GPA), development of a related or additional educational program, including in the framework of a two-degree education.

6.2.7 When planning the amount of academic work, it is assumed that one academic credit is equal to 30 academic hours for all its types. One academic hour for all types of academic work is equal to 50 minutes.

6.2.8 With the credit technology of training, independent work of students (SRO) is divided into two parts: independent work that is performed under the guidance of a teacher (SRSP), and that part that is performed completely independently (SRS – SRO itself). The entire amount of SRO is confirmed by tasks that require the student to work independently on a daily basis.

6.2.9 Academic achievements (knowledge, skills, abilities and competencies) of students are evaluated in points on a 100-point scale, corresponding to the letter system with a digital equivalent adopted in international practice (positive grades, in descending order, from "A" to "D", and "unsatisfactory" – "FX", "F",) and estimates based on the traditional system.

In case of receiving a grade "unsatisfactory" corresponding to the sign "FX", the student has the opportunity to retake the final control without re-passing the program of the academic discipline / module.

If the student receives an "unsatisfactory" grade corresponding to the "F" sign, he/she is re-enrolled in this academic discipline / module, attends all types of training sessions, performs all types of academic work according to the program, and retakes the final control.

6.2.10 Students who have completed the entire amount of academic load and do not have absences to attend classes in certain disciplines can receive the result of intermediate certification by the method of summary assessment by the teacher, who submits this issue to the department meeting. With a positive conclusion of the department, the student is released from passing the current exam.

6.2.11 A student in a higher education program who has passed exams with grades A, A - "excellent", B -, B, B+, C+ "good" and has an average academic achievement score (GPA) of at least 3.5, as well as who has passed a comprehensive exam or defended a thesis (project) with grades A, A - "excellent", a diploma with honors is issued (without taking into account grades for additional types of training).

7 ORGANIZATION OF THE EDUCATIONAL PROCESS USING DISTANCE LEARNING TECHNOLOGIES

7.1 Organization of the educational process using distance learning technologies (hereinafter referred to as DOT) It is carried out on the basis of state mandatory standards of education of the relevant levels of education (hereinafter referred to as SES), approved by Order No. 604 of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 (registered in the Register of State Registration of Regulatory Legal Acts under No. 17669) and educational programs. Regulations on the organization of the educational process with the use of DOT are available on the website, at the link https://eiti.edu.kz/files/files/26/file/1642988782_205942499.pdf

7.2 DOT rules apply to:

7.2.1 persons with special educational needs, including children with disabilities, children with disabilities, disabled people of groups I and II at all levels of education;

7.2.2 persons who have temporary health restrictions and are unable to regularly visit educational institutions;

7.2.3 convicted persons held in institutions of the penitentiary system and to punishments not related to deprivation of liberty in the presence of appropriate technical conditions in the institution;

7.2.4 adults who combine work with obtaining technical and vocational education (provided that the education corresponds to the work profile);

7.2.5 students enrolled in higher or postgraduate educational programs that include blended

learning;

7.2.6 students who have left the country for exchange programs in higher and / or postgraduate educational programs, with the exception of Bolashak scholarship holders;

7.2.7 students enrolled in higher education programs who are on a long-term business trip abroad (more than 2 months);

7.2.8 students enrolled in educational programs of higher and (or) postgraduate education within the framework of academic mobility programs;

7.2.9 foreigners, including persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan, studying in educational programs of higher and (or) postgraduate education and located outside the state;

7.2.10 Education at the Institute using DOT on the basis of the general secondary education program is not allowed, with the exception of students in academic mobility programs and foreigners, including persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan, studying in educational programs of higher and (or) postgraduate education and located outside the state.

7.2.11 For graduates of organizations of technical and professional or post-secondary education, if the profile of the higher education educational program coincides, training using DOT is determined by the Department of Internal Affairs independently.

7.2.12 DOT is applied for all forms of education provided for by the legislation of the Republic of Kazakhstan, including non-formal, additional education, retraining and advanced training, including in foreign languages.

8 ORGANIZATION OF ACADEMIC MOBILITY, INCLUDING INTERNATIONAL CREDIT MOBILITY OF STUDENTS

8.1 To ensure academic mobility, students study certain disciplines in other educational institutions, including abroad. At the same time, a bilateral agreement is concluded between educational organizations.

8.2 In order to benefit from the diverse educational experience of other educational institutions, the "mobility windows" determine the time frame, academic disciplines and the amount of credits that a student learns at another university.

8.3 Referral for participation in academic mobility within state-funded programs is carried out in accordance with the Rules of Referral for Studying Abroad, including within the framework of academic mobility, approved by Order No. 613 of the Minister of Education and Science of the Republic of Kazakhstan dated November 19, 2008.

8.4 To participate in international credit mobility, you need to know a foreign language at the level provided by the host educational organization.

8.5 The final document confirming the student's education under the mobility program is a transcript or its equivalent in the host country. The transcript contains information about the training program: the names of disciplines (modules), grades, and the number of academic credits completed.

8.6 The results of training that are fully mastered by students within the framework of academic mobility and confirmed by a transcript are recalculated by the Institute without fail.

9 PROCEDURE FOR CONDUCTING CURRENT AND MID-TERM MONITORING OF STUDENTS ' ACADEMIC PERFORMANCE AT THE INSTITUTE

The rules for conducting current monitoring of academic performance, intermediate and final certification of students are available on the Institute's website at the link: https://eiti.edu.kz/files/files/20/file/1635732292_485499882.pdf

9.1 Academic achievements of students in all types of control (current control, intermediate and final certification) are evaluated according to the point-rating letter system for evaluating academic achievements of students with a transfer to the traditional assessment scale and ECTS (isiti) in accordance with Appendix A to these Rules.

9.2 Academic achievements of students in languages (Kazakh, foreign, Russian)

They are evaluated in accordance with the point-rating letter system for evaluating academic achievements of students studying in foreign languages in accordance with the level model and translation to ECTS (ISITES) and the traditional scale in accordance with Appendix B to these Rules.

9.3 Current monitoring of students ' progress is carried out on each topic of the discipline and includes monitoring of knowledge in classroom and extracurricular classes. Assessment of the current control of academic performance (assessment of the admission rating) consists of assessments of the current control in classroom and extracurricular classes and assessments of border control.

9.4 Academic achievements (knowledge, skills, abilities and competencies) of students are evaluated in points on a 100-point scale, corresponding to the letter system with a digital equivalent adopted in international practice (positive grades, in descending order, from "A" to "D", and "unsatisfactory" – "FX", "F",) and estimates based on the traditional system.

9.5 In the course of mastering the disciplines, in accordance with the thematic plan and calendar schedule of control activities, students must complete all the tasks provided for in the syllabuses for the disciplines.

9.6 Each discipline provides for conducting current control in the form of two boundary controls of knowledge of the completed material of the corresponding modules of the discipline, with the exception of disciplines studied during the additional (summer) semester, which provides for conducting current control in the form of one boundary control.

9.7 If the student was absent from the border control for a valid reason, then the opportunity is given to work it out on an individual task and on time specified by the teacher.

9.8 A score of less than 50 corresponds to an unsatisfactory grade. If the student did not participate in the boundary control, then his rating is not determined, i.e. it will be equal to 0.

To be admitted to the exam, you must have positive ratings based on the results of 1-2 ratings.

Students who have scores on their current academic performance (TU) are allowed to participate in the boundary control. Based on the results of TU and RK, the rating of P1 and P2 is determined. They are determined by the following formula:

$$P1(2) = TU1(2) * 0.7 + PK1(2)*0.3,$$

where P1 is the first rating,

P2 – second rating,

TU1 – current academic performance for the first half of the semester,

TU2 – current academic performance for the second half of the semester,

RC1 – first border control,

RC2 – second border control

The rating is not determined if the student did not pass the ROK or received less than 50 points in the ROK. In this case, the dean sets individual deadlines for passing the RC.

The student's admission rating (AP) in the discipline for the semester is as follows:

$$P_{\text{Д}} = \frac{P1 + P2}{2}$$

The final score (s) consists of exam scores (S), admission rating scores, and their corresponding weight shares. It is determined by the following formula:

$$I = RD*0.6 + IR*0.4,$$

where RD is the tolerance rating,
IR - points for the exam,

VDRD – weight fraction of the tolerance rating (0,6),
VDIK – weight percentage of exam scores (0.4).

For students with OOP, the form and procedure for organizing the educational process when studying the discipline, as well as the form of conducting final control, can be revised with a written application from the student.

Table 5.1-Evaluation criteria

Score	Criterion
Score (A, A-)	This rating is given if the student has shown complete assimilation of the program material and has not made any mistakes, has completed the work in a timely and correct manner, has shown original thinking, has completed homework in a timely manner and without any mistakes, and has independently used additional literature when studying the discipline.
Rating (B+ B, B - and C+)	This rating is given if the student has mastered the program material by at least 70 % and at the same time did not make any gross errors in the answer, completed the work in a timely manner and passed homework in a timely manner without comments, used additional literature as directed by the teacher, made unprincipled inaccuracies or fundamental errors corrected by the student himself with the help of the teacher.
Score (C, C -, D+, and D)	This rating is given if the student mastered the program material by at least 50%, needed the teacher's help when completing homework, made inaccuracies and unprincipled errors in the answer, did not show activity, and was limited only to the educational literature specified by the teacher.
Rating (F,FX)	This assessment is given if the student has discovered gaps in the knowledge of the main material provided for in the program, has not mastered more than half of the discipline program, has made fundamental mistakes in the answers, has not completed certain tasks provided for in the current, intermediate and final control forms, has not worked through all the main literature provided for in the program.

The final score is calculated only if the student has positive marks, both on the admission rating and on the final control.

10 PROCEDURE FOR CONDUCTING CURRENT KNOWLEDGE MONITORING, INTERMEDIATE AND FINAL CERTIFICATION OF STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

10.1 The Institute provides opportunities for inclusive education-ensures equal access to education for all students, taking into account the diversity of special educational needs (hereinafter referred to as PLO) and individual opportunities.

10.2 Special conditions are provided for students with OOP, upon written application of the student, taking into account the educational needs and individual capabilities.

10.3 For students with OOP, based on the conclusion of the medical consultation commission or other medical document, the terms and methods of organizing the current knowledge control, intermediate and final certification of students with special educational needs may be revised.

11 USING THE ANTI-PLAGIARISM PROGRAM

11.1 Students' written evaluated works (term papers, theses, projects) are checked for the presence of borrowed material and the use of text with synonymous replacement of words and expressions without changing the meaning (paraphrase), including the use of text translated from another language (hereinafter - borrowing).
https://eiti.edu.kz/files/files/17/file/1642988666_290485249.pdf

11.2 All written works specified in clause 4.1 must be performed by students independently under the supervision of the teacher (scientific supervisor).

11.3 Plagiarism in this Provision is understood as borrowing from Internet resources, except for resources that publish regulatory legal acts, SNiPs, regulations, etc. Plagiarism is not the presentation of a well-established, scientifically based research methodology(analysis), calculation method, if there is a link to its source.

11.4 The basis for checking the work for plagiarism is the author's statement in accordance with the Form "Student's statement on the originality of the work" of Appendix A. Non-independent performance of written works is considered as behavior unworthy of a student at a university who violates the Code of Ethics for teachers and students of the Institute.

11.5 In order to monitor the independent performance of written works by students, the Institute uses the system "StrikePlagiarism.com.com" link to the site www.strikeplagiarism.com, which makes it possible to identify the degree of borrowing of information in the specified works.

11.6 The task of the System is to accurately determine the degree of possible similarity in the registered text compared to the content in databases and the Internet. The system provides the above information, which allows you to make an independent assessment of the legality of borrowings found in the analyzed content of the document.

11.7 The threshold level of borrowing in term papers, theses (projects) is approved by the decision of the Academic Council of the Institute.

11.8 Based on the Similarity Report, the supervisor and the head of the department make a decision on admission/ non-admission of the final work to the defense.

11.9 The report / protocol of the test results is included in the student's written work.

12 OFFICE REGISTRAR (OR)

12.1 The main functions of the Registrar's Office aimed at assisting the student in achieving his / her main goal-obtaining an academic degree in the chosen specialty with a high quality of knowledge, skills, abilities and competencies, are:

- control over the timely implementation of the academic calendar;
- registration of students for the study of disciplines and (or) modules (Enrollment/Inrollment) is organized by the Registrar's office. At the same time, an Adviser is involved to conduct organizational, methodological and consulting work;

- maintaining statistics on the number of students;
 - organization and conduct of final control (interim certification);
 - control over the organization and conduct of the final state certification;
 - creation and regular updating of the database, using the program "DOT.OES" and "IP Platonus";
 - keeps a history of students ' academic achievements during the entire training period, which is reflected in the transcript. The transcript is issued at the request of the student for any period of their training.
 - filling out applications for graduates ' diplomas;
 - conducts continuous monitoring of the results of intermediate certification of students and their analysis
- 12.2 The credit system of training assumes the presence of a package of documents on paper or electronic media of the Registrar's Office, which includes:
- academic calendar;
 - lists of academic groups.
 - registration for academic disciplines;
 - individual study plans;
 - vedomosti;
 - transcript.
 - personal cards of students that are generated and maintained in the "IP Platonus" system.
 - writes out the students ' transcript.

Letter system for evaluating students ' academic achievements, corresponding to the digital equivalent of a four-point system

Appendix 1
to the Standard Rules for the
activities
of organizations of higher and (or)
postgraduate education

A point-rating letter-based system for evaluating academic achievement accounting, students with their transfer to the traditional assessment scale and ECTS (ECTS)

Letter system score	Digital equivalent points	%content	Traditional system score
A	4.0	95-100	Excellent
A-	3.67	90-94	
B+	3.33	85-89	Good
B	3.0	80-84	
B-	2.67	75-79	
C+	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	Unsatisfactory
FX	0.5	25-49	
F	0	0-24	

Point-rating letter system for evaluating academic achievements of students studying in foreign languages in accordance with the level model and translation to ECTS (ISITES) and the traditional rating scale

Level and description of language proficiency in the Pan - European competence (hereinafter referred to as the JEC)	Letter System	Score ECTS Score (ISITR)	Digital Equivalent points	%content	Traditional grade scale
A1	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	
Level and description of language proficiency in	OEK Letter system	score ECTS score	Digital Equivalent points	%content	Traditional grade scale
A2	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	

	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory
Level and description of language proficiency in	OEK Letter system	score ECTS score	Digital Equivalent points	%content	Traditional grading scale
B1	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	
Level and description of language proficiency in	OEK Letter system	score ECTS score	Digital Equivalent points	%content	Traditional grading scale
B2	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	
Level and description of language proficiency in	OEK Letter system	score ECTS score	Digital Equivalent points	%content	Traditional grading scale
C1	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	
Level and description of language proficiency in	OEK Letter system	score ECTS score	Digital Equivalent points	%content	Traditional grading scale
C2	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good

	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory