

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



Sivaraksha D.M.

«26» March 2025

QUALITY MANAGEMENT SYSTEM

REGULATIONS

REGULATION ON ORGANIZATION OF EDUCATIONAL PROCESS IN SUMMER SEMESTER

Ekibastuz

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Introduction

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

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

3 DEVELOPER:

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4 APPROVED and PUT into EFFECT by the Rector on the basis of the decision of the Academic Council of the Institute dated 26 March, 2025, №8.

5 EXPERTS:

- 1) D. K. Imangazinova – Vice-rector for Academic Affairs.
- 2) Kulbidyuk L. V.-Head of the department «Educational part».
- 3) Asylova K. B.-Dean of the Faculty of Engineering and Economics.

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1 Scope of application

This Regulation sets out the general requirements for the organization and implementation of the educational process and control of students' knowledge in the summer semester at the Institution «Ekibastuz Engineering and Technical Institute named after academician K. Satpayev» (hereinafter referred to as EETI named after academician K. Satpayev) in the quality management system.

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

2 Normative references

This Regulation uses references to the following regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 №319-III «On Education»;
- Order of the Minister of Education and Science of the Republic of Kazakhstan №152 dated April 20, 2011. On approval of the Rules for organizing the educational process on credit technology of training in organizations of higher and (or) postgraduate education;
- Order of the Minister of Education and Science of the Republic of Kazakhstan №595 dated October 30, 2018. On approval of Standard Rules for the activities of organizations of higher and postgraduate education ;
- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 №2. On approval of the state mandatory standards of higher and postgraduate education (hereinafter referred to as SSE);
- Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev.

3 Basic concepts, definitions and designations

academic mobility is the transfer of students or teachers-researchers, teachers for training, internships or research for a certain academic period (semester or academic year) to another OHPE (within the country or abroad) with the mandatory transfer of mastered learning results (modules), curricula, disciplines in the form of academic credits in their university or to continue studying at another university.

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

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

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academic credit – a unified unit of measurement of the amount of scientific and (or) academic work (load) of the student and (or) teacher (s) required to achieve the learning outcomes of the educational program;

academic period (Term) – a period of theoretical training that is set independently by the Department of Internal Professional Education in one of two forms: semester and trimester.

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

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

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

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

diploma project – a student's final work, which is an independent solution of applied tasks corresponding to the profile of the educational program, performed using project approaches and (or) in the form of preparing business projects, models, as well as creative projects and other projects;

thesis – the final work, which is a generalization of the results of independent study by the student of an actual problem corresponding to the profile of the educational program;

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

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

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

individual curriculum (IEP)– a curriculum formed for each academic year by students independently with the help of an adviser on the basis of the educational program and the catalog of elective subjects and (or) modules;

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final certification of students (Qualification Examination) – a procedure carried out to determine the degree of mastering the scope of academic disciplines and (or) modules and other types of educational activities provided for in the educational program in accordance with the state mandatory standard of higher and postgraduate education;

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

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

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

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

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

Registrar's office - is a structural division of EETI named after academician K. Satpayev, who is engaged in the registration of students for academic disciplines, accounting for completed credits, organizing intermediate and final certification, and maintaining the entire history of academic achievements of students;

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

prerequisites (prerequisites) – disciplines and / or modules and other types of academic work that contain knowledge, skills, abilities and competencies necessary for mastering the discipline being studied and / or modules;

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

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

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

Grade Point Average (GPA) – a weighted average assessment of the student's academic achievement level for a certain period of time for the selected program (the ratio of the sum of credit products to the digital equivalent of the final grade points for all types of academic work to the total number of credits for these types of work for a given period of study);

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

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

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

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

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

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

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

working curriculum (hereinafter referred to as RUP) - an educational document developed by the Department of Internal Affairs independently on the basis of the educational program and individual curricula of students;

standard curriculum (hereinafter referred to as TUP) - a training document of the discipline of the mandatory component of the educational program, which determines the content, volume, recommended literature in accordance with subparagraph 13) of paragraph 15 of the Regulations (SSE);

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

Designations

BD - basic disciplines.

UC - university component.

University - a higher educational institution.

AC - attestation commission.

SSE - The State mandatory standard of education.

GEC - state examination commission.

CC-a component of your choice.

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RC - required component.
 GED - general education subjects.
 EP - educational program.
 RO-the registrar's office.
 PD - profile disciplines.

4 Planning the academic process in the summer semester

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

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

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

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

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

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

4.6 Registration of students for summer semester courses is carried out by the Registrar's office department within the established time frame before the start of classes by filling out applications on a special form, which is given in Appendix A.

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

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

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

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

5 Summer semester procedure questions

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

Successful students should be aware of the opportunities for additional study in

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the summer semester, which are provided by the credit technology of training at EETI named after academician K. Satpayev.

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

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

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

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Appendix A

«Summer Semester Application Form»

Ekibastuz Engineering and Technical Institute named after academician K. Satpayev

To the Vice-Rector for EMW

To the registrar _____

From student of group _____

STATEMENT

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

Calculating the cost of educational services

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

Note: **1.** Column 4 - to be filled in by the registrar.

In column 5-the cashier signs.

Student's signature _____ *Date* «_____» _____ 20__ year

Registration sheet for changes, additions, and revisions to the document

[illegible]