

	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	Quality Management System	
		Regulations on students expulsion	Changes № _____ Date _____ Ex. _____


APPROVED:
Faculty of EETI named
after Academician K. Satpayev
Sivaraksha D.M.
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QUALITY MANAGEMENT SYSTEM
POSITION
REGULATIONS ON STUDENTS EXPULSION

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:

T. V. Diba-Head of the Department of Management of the Quality Management System, Standardization and Standard Control

4 APPROVED AND PUT into EFFECT by the Rector on the basis of decision № 9 of the Academic Council of the Institute dated April 30, 2025, № 9

5 EXPERTS:

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- 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 defines the conditions and procedure for expelling students from higher education programs in 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.

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";
- Rules of organization of the educational process on credit technology of training, approved by Order №152 of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 (hereinafter-Order №152 of the Ministry of Education and Science of the Republic of Kazakhstan);
- 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 (hereinafter-Order №595 of the Ministry of Education and Science of the Republic of Kazakhstan);
- 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) (hereinafter referred to as SSE);
- Order of the Minister of Education and Science of the Republic of Kazakhstan No. 600 dated October 31, 2018. On approval of the Standard Rules for admission to study in educational organizations that implement educational programs of higher and postgraduate education;
- Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev.

3 Basic concepts and definitions

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).

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) (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;

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);

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;

3.1 Designations and abbreviations

BD – basic disciplines.

UC – university component.

University – a higher educational institution.

SAC – state attestation commission.

SMSE – The State mandatory standard of education.

SEC – state examination commission.

CC - a component of your choice.

RC – required component.

GES – general education subjects.

EP – educational program.

RO-the registrar's office.

PD -profile disciplines

4 General provisions

Expulsion of students from EETI named after Academician K. Satpayev is produced by:

- 1) *at the initiative of the student, including:*
 - at your own request;
 - in connection with a transfer to another higher education institution to continue mastering the educational program;
- 2) *on the initiative of the Institute, including:*
 - for academic failure;
 - for violating the principles of academic integrity;
 - for violating the Internal Regulations and the Charter of the university;
 - for violating the terms of the agreement on the provision of educational services, including non-payment of tuition fees;
 - a student who has received an "unsatisfactory" grade based on the final certification;
 - for absenteeism from academic leave after its completion without a valid reason;
 - for not passing the procedure of nostrification or recognition of a foreign diploma during the first academic period;
 - students who do not reach the threshold score based on the results of the UNT, conditionally enrolled in the Institute on a paid basis, are expelled from the Institute if they do not participate or do not reach the threshold score when passing the UNT again during the year within the established time frame after the completion of the first or second academic period of study;
 - due to death;
- 3) *upon graduation as a student of the Institute.*

4.1 Student-initiated deduction

4.1.1 Deductions are made at their own request on the basis of a student's personal application in accordance with Appendix A, which is written in the name of the rector of EETI named after Academician K. Satpayev and submitted to the Dean of the faculty.

4.1.2 Deduction on the initiative of the student is made by order of the rector.

After the order, the student must receive a workaround sheet from the human resources department. Signed by all the officials listed in the workaround list, the workaround list is submitted to the HR department to receive the original documents stored there, which are issued to the student after the expulsion order.

4.1.3 A student's expulsion due to transfer to another university is carried out on the basis of his / her personal application or request from the host university. At the same time, the student's personal application and transcript are stored in the host university.

4.2.2 Deduction at the initiative of the Institute

4.2.1 If there are grounds for expelling a student on the initiative of the Institute, the adviser or department must notify the student of the upcoming expulsions. Notification of the student is made orally or in writing by any available method using the contact details available in the student's personal file (by phone, by e-mail).

4.2.2 The head of the department provides the dean's office with an extract from the minutes of the meeting of the department on the student's submission for expulsion, indicating the grounds.

4.2.3 The student's withdrawal date specified in the withdrawal order is the date of termination of the education agreement.

4.3 Deduction due to completion of training

4.3.1 Deduction in connection with the completion of training is carried out on condition that the student has fully mastered the educational program and successfully passes the state final certification.

4.3.2 A student who has passed the final certification and has confirmed the development of the educational program of higher and (or) postgraduate education, is awarded the bachelor's degree by the decision of the certification commission and within 10 working days after making the decision of the AC, an order on graduation is issued (deduction due to graduation).

5 Final provisions

In accordance with Paragraph 42 of Order №595 of the Ministry of Education and Science of the Republic of Kazakhstan, a student who is expelled from the Institute is issued a transcript signed by the rector of the Institute and sealed.

The transcript records all academic subjects and / or modules that the student has studied, indicating the final grade, including the FX and F grades.

Appendix A
Application form

STATEMENT

I ask you to expel me at your own request (reason for expelling me)

(signature, date)

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

Change №	Date of amendment, addition and conducting events revision	Sheet numbers	Document on the basis of which the changes were made, the audit was carried out	Summary of the change	Signature of the person who made the change
1	2	3	4	5	6