

	Institution «Ekibastuz engineering and technical institute named after academician K.Satpayev»	Quality management system	
		Rules for planning the content of education, ways of organizing the educational process using credit technology of education	Changes № _____ Date _____ Inst. _____

APPROVING:

Rector of the EETI named after  
academician K. Satpayev

D.M.Sivaraksha

«29» January 2025



## QUALITY MANAGEMENT SYSTEM

### RULES

#### **RULES FOR PLANNING THE CONTENT OF EDUCATION, WAYS OF ORGANIZING THE EDUCATIONAL PROCESS USING CREDIT TECHNOLOGY OF EDUCATION**

Ekibastuz

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«Rules for planning the content of education, ways of organizing the educational process using credit technology of education»	

## The preface

**1 DEVELOPED** by the management service of the quality management system, standardization and norm control

**2 INTRODUCED** by the management service of the quality management system, standardization and norm control

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T.V.Diba – Head of the management service of the quality management system, standardization and norm control

**4 APPROVED AND PUT INTO EFFECT** by the Rector on the basis of the decision of the Academic Council of the Institute dated January 29, 2025, No.6

**5 EXPERTS:**

- 1) D.K.Imangazanova – Vice-rector for educational and methodological work;
- 2) L.V.Kulbidyuk – Head of the «Training unit» department.

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## 1 Scope of application

These Rules for planning the content of education and the way the educational process is organized using credit technology of education (hereinafter referred to as the Rules) determine compliance with the content and organization of the educational process at the Institution «Ekibastuz engineering and technical institute named after academician K.Satpayev» (hereinafter referred to as the Institute).

## 2 Regulatory references

References to the following regulatory documents are used in this Regulation:

- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III «On Education»;
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No.152. On approval of the Rules for the organization of the educational process on credit technology of education in organizations of higher and (or) postgraduate education;
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595. On approval of the Standard Rules of Higher and Postgraduate Education organizations;
- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2. On the approval of the state mandatory standards of higher and postgraduate education (hereinafter – SES);
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated November 3, 2021 No. 547. On amendments to the Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137 «On Approval of the Rules for organizing the educational process on distance learning technologies»;
- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated October 24, 2023 No. 544. Rules for the recognition of learning outcomes obtained through non-formal education, as well as the recognition of professional qualifications.
- The Charter of the Ekibastuz engineering and technical institute named after academician K.Satpayev.

## 3 Basic concepts and definitions

*academic mobility* – the transfer of students or research teachers, educators for training, internships, or research for a specific academic period (semester or academic year) to another higher education institution (within the country or abroad) with mandatory transfer of mastered learning outcomes (modules), curricula, disciplines in the form of academic credits in their higher education institution or to continue your studies at another vocational school;

*academic freedom* – a set of powers granted to subjects of the educational process to independently determine the content of education in the disciplines of the component of choice, additional types of education and organization of educational activities in order to create conditions for the creative development of students, teachers and the use of innovative technologies and teaching methods.;

*academic calendar* – a calendar of educational and control events, professional practices during the academic year, indicating the days of rest (vacations and holidays);

*academic credit* – a unified unit of measurement for the volume of scientific and (or) educational work (workload) of a student and (or) a teacher.;

*the academic period* (Term) – a period of theoretical study that is independently established by the educational organization in one of three forms: semester, trimester, quarter;

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*student's academic rating* (reting) – a quantitative indicator of the student's mastery of the curriculum of disciplines and (or) modules and other types of educational activities, compiled based on the results of the interim assessment;

*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 (in military special educational institutions (hereinafter referred to as higher education institutions), 1 academic hour is equal to at least 40 minutes), is used in the preparation of the academic calendar (schedule of the educational process), schedule of training sessions, planning and accounting the completed educational material, as well as when planning the teaching load and taking into account the work of the teacher;

*active handouts* – visual illustrative materials distributed in training sessions to motivate students to creatively successfully master a topic (lecture abstracts, links, slides, examples, glossary, tasks for independent work);

*the point-rating letter system for assessing academic achievements* – a system for assessing the level of academic achievement in points corresponding to the letter system with a digital equivalent adopted in international practice, and allowing students to be rated;

*double-degree education* – an opportunity to study in two educational programs and curricula in order to obtain two equivalent diplomas or one basic and one additional;

*distance learning* – learning carried out with the interaction of a teacher and students at a distance, including using information and communication technologies and telecommunication means;

*additional educational program* (Minor) – a set of disciplines and (or) modules and other types of educational work, determined by the student to study in order to form additional competencies;

*The European Credit Transfer and Accumulation System* (ECTS) – a way to transfer loans received by a student abroad into loans that are credited for obtaining a degree upon their return to their educational organization, as well as the accumulation of loans under educational programs;

*enrollment* – a procedure for registering students for academic disciplines;

*an individual curriculum* (IC) – a curriculum that is formed for each academic year by students independently with the help of an adviser based on the educational program and the catalog of elective subjects;

*the final certification of students* (Qualification Examination) – a procedure conducted to determine the degree to which they have mastered 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 the appropriate level of education;

*credit mobility* – the movement of students for a limited period of study or internship abroad - as part of ongoing 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 learning* – learning based on the student's choice and independent planning of the sequence of studying disciplines and (or) modules with the accumulation of academic credits;

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

*modular learning* – a way of organizing the educational process based on the modular construction of an educational program, curriculum and academic disciplines;

*microqualification* – a set of knowledge, skills and competencies acquired at the end of a short period of study, allowing you to perform certain work functions;

*nano-credit* is a unified unit of measurement for a small amount of educational material, which has an independent and complete character;

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*stackable degrees* – a set of skills and competencies from various fields or areas of professional activity acquired through formal and non-formal education;

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

*the mandatory component* – a list of academic subjects and the corresponding minimum academic credits established by the State Educational Standard, and studied by students on a mandatory basis according to the study program;

*postrequisite* – disciplines and (or) modules and other types of academic work, the study of which requires knowledge, skills, skills and competencies acquired upon completion of the study of this discipline and (or) modules;

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

*learning outcomes* – the amount of knowledge, skills, acquired, demonstrated by the student during the development of the educational program, and the values and attitudes formed;

*independent work of a student* (hereinafter referred to as IWS) – work on a specific list of topics designated for independent study, provided with educational and methodological literature and recommendations; depending on the category of students, it is divided into independent work of a student (hereinafter referred to as DIWS), independent work of a master's student (hereinafter referred to as IWMS) and independent work of a doctoral student (hereinafter referred to as IWDS); the entire volume of IWS is confirmed by assignments that require the student to work independently on a daily basis;

*independent work of a student under the guidance of a teacher* (hereinafter referred to as IWST) – the work of a student under the guidance of a teacher, conducted according to a separate schedule determined by the university or the teacher himself; depending on the category of students, it is divided into: independent work of a student under the guidance of a teacher (hereinafter referred to as IWST), independent work of a graduate student under the guidance of a teacher (hereinafter referred to as IWMST) and independent work of a doctoral student under the guidance of a teacher (hereinafter referred to as the IWDST);

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

*Grade Point Average (GPA)* – a weighted average assessment of the student's academic achievements over a certain period of time in the chosen program (the ratio of the sum of the products of credits 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).;

*a cross-section of students' knowledge* – an assessment of students' academic achievements during the academic period of study.

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

*tutor* – a teacher who acts as an academic advisor to a student on the development of a specific discipline and/or module;

*educational achievements of students* – the knowledge, skills, skills and competencies of students acquired by them in the learning process and reflecting the achieved level of personal development;

*an Advisor* – a teacher who performs the functions of an academic mentor studying in the relevant educational program, assisting in choosing a learning path (forming an individual curriculum) and mastering the educational program during the study period;

*elective subjects* – academic subjects included in the university component and the elective component within the framework of 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.

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## 4 General provisions

4.1 The organization, planning and implementation of the educational process of the Institute is carried out according to the credit technology of education (CTE) in accordance with the Rules of the organization of the educational process on credit technology of education, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152.

4.2 The main objectives of the organization of the educational process on CTE are:

- 1) unification of the scope of knowledge;
- 2) creating conditions for maximum individualization of learning;
- 3) strengthening the role and effectiveness of students' independent work;
- 4) identification of students' academic achievements based on an effective and transparent control procedure.

4.3 CTE includes:

- 1) the 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) the freedom of students to choose the disciplines and (or) modules included in the CES, ensuring their direct participation in the formation of the IC;
- 3) the freedom of students to choose a teacher when registering for disciplines;
- 4) involvement of advisors in the educational process, who assist students in choosing an educational trajectory;
- 5) using interactive teaching methods;
- 6) activation of students' independent work in mastering 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 the organization of the educational process;
- 9) providing the educational process with the necessary educational and methodological materials;
- 10) effective methods of monitoring students' academic achievements;
- 11) the use of a point-rating system for evaluating students' academic achievements in each academic discipline and other types of academic work.

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

## 5 Educational programs and curricula based on credit technology of education

5.1 EP of all levels of training are based on a modular principle, are developed in accordance with the National Qualifications Framework, the industry qualifications Framework and professional standards, taking into account the recommendations of employers and are guided by the learning outcome.

5.2 The EP provides undergraduate students with the opportunity to master, along with the basic EP (Major), an additional EP (Minor).

5.3 The content of the main EP (Major) of higher education consists of three cycles of disciplines: general education disciplines (GED), basic disciplines (BD) and profile disciplines (PD). The GED cycle includes disciplines of the compulsory component (CC) and the component of choice (CCH).

5.4 Cycles of BD and PD include disciplines of the university component (UC) and the component of choice (CCH).

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5.5 Each academic discipline should have one non-repeating name, with the exception of the disciplines of the cycle of the GED «Physical education», «Foreign language», «Kazakh (Russian) language».

5.6 Disciplines should be interdisciplinary and multidisciplinary in nature, providing training at the junction of a number of fields of knowledge.

5.7 The teaching of foreign, Kazakh, and Russian languages is conducted in accordance with the level model. The level and description of language proficiency correspond to the pan-European competence of foreign language proficiency (A1, A2, B1, B2, C1, C2).

5.8 In order to inform students about the content of elective subjects in each higher and postgraduate education, a Catalog of Elective Subjects (CES) is being developed, which is a structural element of the EP. All disciplines of the CCH cycles of GED, BD and PD are included in the CES and provides students with an alternative choice of elective academic disciplines to form an individual educational trajectory.

5.9 The scope of the disciplines of the Higher education educational program of the UC and CCH cycles of the GED, BD, PD is determined independently within the framework of each EP.

5.10 Curricula are developed in two forms: individual curricula (hereinafter referred to as IC) and work curricula (hereinafter referred to as WC).

5.11 Recognition of learning outcomes obtained by adults through non-formal education is carried out in accordance with the Rules for Recognizing Learning Outcomes Obtained by Adults through Non-formal education provided by organizations included in the list of recognized organizations providing non-formal education, approved in accordance with subparagraph 38-3) of Article 5 of the Law «On Education».

5.12 Students of educational programs with a reduced duration education based on technical and vocational, or post-secondary, or higher education:

1) forms its own individual curriculum depending on the achieved learning outcomes, mastered prerequisites at the previous level of education, which are necessarily recalculated by the Institute and included in its transcript;

2) the student has individual terms of study and the scope of the educational program, which are determined on the basis of the current educational program.

5.13 The form and order of formation of CES, IC, WC are determined by the parameters of the Platonus IS.

5.14 In cases where a student plans to study for an additional academic period of the current year, reflecting his choice in the IC, the WC should be adjusted, taking into account the choice of the student, two weeks before the start of the additional academic period. At the same time, the teaching staff's workload in the selected subjects of the additional semester must be adjusted by the head of the department no later than two weeks before the start of the additional academic period.

5.15 Each academic discipline should have one non-repeating name, with the exception of physical education and languages.

5.16 The content of academic subjects is determined by standard curricula and (or) working curricula (syllabuses).

5.17 Standard curricula (hereinafter referred to as SC) are developed in the disciplines of the compulsory component of the bachelor's degree cycle in accordance with subparagraph 5-2) of Article 5 of the Law «On Education».

5.18 Working curricula (syllabuses) are developed according to all disciplines of the Institute's Teaching staff educational program.

5.19 The form, structure, and procedure for the development and approval of working curricula (syllabuses) are determined by the QMS General Requirements for the development and design of the EMCD.

5.20 The volume of one module may include two or more academic disciplines or in combination of one or more disciplines with other types of academic work.

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5.21 Professional practices, theses (projects) are included in the relevant modules of the educational program.

5.22 The content of all types of professional practices is determined by the training programs of the practices.

5.23 Organizations whose statutory activities correspond to the profile of personnel training and the requirements of the educational program, which have qualified personnel for the management of professional practice and a material and technical base, are defined as the basis for conducting professional practice for students.

5.24 In the case of the implementation of the main educational program (Major) and the additional educational program (Minor), the organization (enterprise) corresponding to the profile of the main educational program (Major) is determined by the practice base.

## **6 The educational process of CTE**

6.1 The academic year at universities begins on the first of September and ends according to the academic calendar.

6.2 The organization of the educational process within the framework of 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.

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

6.4 Each academic period ends with an interim assessment period for students.

6.5 Vacations are provided to students at least 2 times during the academic year, the total duration of which should be at least 7 weeks, with the exception of the final year.

6.6 Professional practice is a mandatory type of student's academic work.

6.7 When organizing the educational process, it is allowed to introduce professional practice both separately from the academic period and in parallel with the academic period. The results of professional practice are taken into account when summarizing the results of the interim assessment.

6.8 The duration of internships is determined in weeks based on the student's standard practice time during the week, which is 30 hours (6 hours per day with a 5-day work week).

6.9 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 education, eliminate academic debt or differences in curricula, study academic subjects and develop credits for students in other educational organizations with mandatory transfer in their organization of higher and (or) postgraduate education, increase secondary education academic achievement score (GPA), development of a related or additional educational program, including within the framework of a double-degree education.

6.10 The academic period at the Institute is organized in the form of a semester and has a duration of 15 weeks.

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

6.12 Labor intensity of one Kazakh academic loan (30 academic hours) corresponds to 1 ECTS credit (25-30 academic hours).

6.13 With the credit technology of teaching, students' independent work (IWS) is divided into two parts: independent work, which is performed under the guidance of a teacher (IWST), and the part that is performed completely independently (IWS – the actual IWS). The entire scope of the IWS is confirmed by assignments that require the student to work independently on a daily basis.

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6.14 The ratio of time between the student's contact work with the teacher and the IWS for all types of educational activities is determined by the departments independently. At the same time, the volume of classroom work is at least 30% of the volume of each discipline, which is presented in Table 1.

Table 1 - Volume of classroom work for all types of educational activities

The academic credits (ECTS)	Total academic hours	of these			
		Classroom classes		IWST	IWS
		Total number of acad. hours	by occupation type (L,PC,LC)		
1	30	15		5	10
2	60	30		15	15
3	90	30		15	45
4	120	45		15	60
5	150	45		15	90
6	180	60		15	105
7	210	75		15	120
8	240	75		15	150

6.15 Planning of theoretical training and intermediate certification is carried out in a single volume of credits, i.e. the total number of credits for each discipline includes both its study and preparation, and passing forms of intermediate certification in this discipline.

6.16 Each academic discipline is studied in one academic period and ends with a final examination.

6.17 The training sessions are conducted according to the schedule. The schedule of classes is drawn up for each semester of the academic year and approved by the Vice-rector for EMW;

6.18 The schedule of training sessions is drawn up in accordance with the working curricula of the Educational institution on the principle of «Discipline – Teacher».

6.19 The schedule of classes is a document that must be unconditionally implemented by both teachers and students.

6.20 Training sessions are conducted by the Teaching staff of the relevant departments: professors, associate professors, senior teachers, teachers, experienced specialists involved from the production.

6.21 Lectures are provided by teachers who have a PhD or Doctor of Science degree, or a Doctor of Philosophy (PhD) degree, or a Doctor of Philosophy degree, or an academic degree of Doctor of Philosophy (PhD), or a Doctor of Philosophy degree, or a Doctor of Philosophy degree (PhD), or «doctor in profile», and/or the academic title «associate professor», or «professor» (if any), as well as with master's degrees in relevant sciences and (or) senior lecturers, having at least three years of experience as a teacher or at least five years of practical experience in the profile.

Researchers, honored figures of culture, art, sports, members of creative unions, or experienced specialists with practical experience in the field of economics corresponding to the profile of the training area may be involved in giving lectures and (or) conducting other types of training sessions.

6.22 All types of written papers (term papers, theses) of students are checked for plagiarism. The rules and procedure for checking for plagiarism are determined by the QMS Regulation on Anti-Plagiarism.

6.23 The head of the department is responsible for providing students with working curricula (syllabuses) of disciplines, practical training programs, the program of the comprehensive

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final attestation exam, methodological recommendations of professional practice, and methodological recommendations for completing theses (projects).

6.24 Teaching and teaching materials (textbooks, teaching aids, manuals, guidelines and recommendations, lecture courses, tests, electronic educational publications, etc.) are developed by the teaching staff in accordance with the approved individual plans of the teacher and other internal regulatory documents.

6.25 The teacher of the Institute independently chooses teaching methods, methods and forms of organizing and conducting training sessions based on the educational program and working curricula (syllabuses).

6.26 The planning of the teaching load of the teaching staff is carried out in academic hours and/or credits. At the same time, the teaching load in classroom classes is calculated based on the norm that 1 academic hour is equal to 50 minutes.

6.27 Academic streams and groups are formed based on the principle of a sufficient number of students enrolled in a given discipline and a given teacher, and achieving a sufficient level of profitability. The academic stream and group occupancy rate is determined by the actual number of enrolled students.

6.28 Registration of students for academic disciplines (Enrollment) is organized by the Registrar's office. At the same time, student support services and advisors are involved in carrying out organizational, methodological and consulting work with students.

6.29 When determining the individual learning trajectory within the framework of the university component and the elective component, the student chooses: a) disciplines according to the basic educational program; b) disciplines according to the additional educational program.

6.30 The procedure for selecting and mastering disciplines in the basic educational program is carried out taking into account the availability of prerequisites.

6.31 The procedure for selecting and mastering disciplines in an additional educational program is carried out to obtain additional competencies in related or specialized subjects, as well as to meet the personal needs of the student.

6.32 In the process of enrolling in academic disciplines, students form their own IC, which is developed by students in accordance with Standard Rules: based on the educational program and the CES with the consulting support of advisors, and determines the individual educational trajectory of each student separately. The IC includes disciplines and types of educational activities (practices, research/experimental research, forms of final certification) of the compulsory component (CC), the university component (UC) and the component of choice (CCH). At the same time, they:

- 1) get acquainted with the rules of the organization of the educational process on credit technology of education;

- 2) comply with the established deadlines for registration for academic subjects and making changes to the IC;

- 3) they enroll in disciplines, taking into account the mastered prerequisites.

The Institute's IC form is given in Appendix 1.

6.33 Students' academic achievements (knowledge, skills, and competencies) are evaluated in points on a 100-point scale corresponding to the letter system with a numeric equivalent accepted in international practice (positive grades, in descending order, from «A» to «D», and «unsatisfactory» – «FX», «F») and estimates according to the traditional system.

In case of receiving an «unsatisfactory» grade corresponding to the «FX» mark, the student has the opportunity to retake the final control without re-passing the discipline/module program.

In case of receiving an «unsatisfactory» grade corresponding to the «F» mark, the student is re-enrolled in this academic discipline /module, attends all types of training sessions, performs all types of educational work according to the program and retakes the final control.

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6.34 During the semester, the heads of departments monitor the conduct of Teaching staff training sessions, mutual visits, and organize the replacement of training sessions in case of temporary disability or business trips of Teaching staff.

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

6.36 The Dean's Office monitors the conduct of teaching staff training sessions, attendance at training sessions by students, the current academic performance of students and the results of the admission rating, the results of intermediate and final attestation, the procedure for conducting intermediate and final attestation.

6.37 In order to improve the quality of the educational program implementation and ensure the objectivity of the assessment of academic achievements, the learning and final control processes are separated.

6.38 The Registrar's Office continuously monitors the results of the intermediate student assessment and analyzes them in accordance with the evaluation table, reflecting the actual percentage distribution of absolute grades above the passing level in groups of students. The report is provided to the management of the Institute based on the results of each border control and examination session and/or at the request of the management.

6.39 Academic credits are awarded to students in academic disciplines (modules) and other types of academic work, as well as upon completion of the study of the OP, in general, if they have a positive assessment of the learning outcomes they have achieved.

6.40 The achieved learning outcomes and positive grades received by students at previous levels of study and in other formal education institutions are recognized with the transfer of academic credits.

6.41 When transferring or restoring achieved learning outcomes, positive student grades are recognized with the transfer of academic credits from one educational institution to another, from one educational organization to another educational organization.

6.42 All academic credits and learning outcomes achieved by students in formal and non-formal education accumulate throughout their lives.

6.43 A student who has passed exams with grades A, A – «excellent», B-, B, B+, C+ «good» and has an average academic 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 awarded (without taking into account grades for additional types of education).

6.44 Appendix 3 presents the academic achievements of students in all types of control (current control, intermediate and final certification), which are evaluated according to the point-rating letter system for assessing students' academic achievements with translation into the traditional scale of assessments and ECTS, as well as the academic achievements of students in languages (Kazakh, foreign, Russian), which are evaluated in accordance with the letter-based point-rating system for assessing students' academic achievements in foreign languages in accordance with the level model and translation into ECTS and the traditional scale.

6.45 In case of an emergency, time restrictions may be applied to the educational process in accordance with the Law «On the State of Emergency».

## **7 Organization of academic mobility, including international credit mobility of students**

7.1 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.

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7.2 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 the student learns at another university.

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

7.4 To participate in international credit mobility, knowledge of a foreign language is required at the level provided by the host educational organization.

7.5 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 the disciplines (module), grades, and the number of academic credits completed.

7.6 Learning outcomes fully mastered by students within the framework of academic mobility and confirmed by a transcript are recalculated by the Institute without fail.

## **8 The procedure for the development and implementation of double-degree education and joint educational programs**

8.1 Dual degree programs are programs based on the comparability and synchronization of educational programs of partner higher and/or postgraduate education organizations and characterized by the acceptance by the parties of common obligations on issues such as defining the goals and content of the program, organizing the educational process, degrees awarded or qualifications awarded.

8.2 Double-degree education programs are developed on the basis of an agreement between the two partner universities. At the same time, the mandatory conditions for the implementation of double-degree education programs are:

- 1) development and approval of agreed educational programs;
- 2) students enrolled in a double-degree education have completed a part of the educational program in a partner organization of higher and (or) postgraduate education;
- 3) mandatory recognition and automatic recalculation of periods and learning outcomes based on agreements, general principles and standards of quality assurance;
- 4) involvement of teachers in double-degree education, joint development of an educational program, teaching, participation in general admission and attestation commissions;
- 5) students who have fully mastered the double-degree programs are awarded a degree from each partner organization of higher and (or) postgraduate education, or one joint degree based on agreements.

8.3 The inclusion of the student in the program of double-degree education is carried out on the basis of his application and in accordance with the concluded agreement (contract) with the partner university. The student goes through the enrollment procedures at the partner university.

8.4 Foreign students enrolled in the double-degree program undergo similar enrollment procedures with a special mark «included education» and an indication of the period, duration of study, number of disciplines and the amount of credits to be acquired.

8.5 The student's individual curriculum includes a list of academic subjects, their labor intensity (in credits and hours), their distribution by semester, partner organizations of higher and (or) postgraduate education, where they will be studied, and the order of transfer.

8.6 The double-degree educational program takes into account the requirements of the state mandatory standards of higher and postgraduate education of the Republic of Kazakhstan and the requirements of the partner university organization.

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8.7 The list of disciplines of the educational programs of both parties is taken into account when drawing up the individual curriculum of the student. The student also goes through all types of practical training and final certification in full.

8.8 When studying under double-degree programs, it is possible to use various learning technologies, including distance learning.

8.9 At the end of each academic year, the partner university implementing the corresponding module of the program issues a transcript to the student.

8.10 Upon completion of studies and fulfillment of all requirements for each of the programs, the student is awarded two diplomas of established academic degree standards and two transcripts or one joint diploma based on agreements.

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## Appendix 1

### The «Student's Individual Curriculum» form

Академик Қ. Сәтбаев атындағы Екібастұз  
инженерлік-техникалық институты



Ekibastuz engineering and technical  
institute named after academician  
K.Satpayev

APPROVING  
Dean of the Faculty  
of Engineering and Economics  
\_\_\_\_\_  
Full name  
\_\_\_\_\_  
(signature)  
«\_\_» \_\_\_\_\_ 20 \_\_\_\_\_.  
P.P.

### Individual curriculum

Student \_\_\_\_\_  
Last Name First Name Middle name  
Academic degree Bachelor's degree  
Transcript number Transcript number  
Group of educational programs \_\_\_\_\_ (\_\_\_\_\_)  
Name of the educational program group (code)  
The topic of the thesis  
The form of education on the basis of secondary specialized technical education in a shortened full-time program, 3 y.  
Names, number of years of study  
Course \_\_\_\_\_  
Language of instruction \_\_\_\_\_  
20\_\_-20\_\_ academic year

№	CC/UC/ CCH/ PSE/ EPP	Discipline code	Title	Number of credits	Type of occupation	Hour	Form of control	Mark
1st Year of study 20__-20__ academic year								
Additional study period								
1	CCH				Lectures		Exam	
					Practices, Seminars			
					Independent work of the student and the teacher			
	Total number of credits							
1 Semester								
2	CC				Practices, Seminars		Exam	
					Independent work of the student and the teacher			
3	CC				Lectures		Exam	

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					Practices, Seminars			
					Independent work of the student and the teacher			
...	...	...	...	...	...	...	...	..
9	UC				Lectures		Exam	
					Practices, Seminars			
					Independent work of the student and the teacher			
10	...	...	...	...	Practices, Seminars		Exam	
					Independent work of the student and the teacher			
	Total number of credits							
2 Semester								
11	CC				Lectures		Exam	
					Practices, Seminars			
					Independent work of the student and the teacher			
12	CC				Lectures		Exam	
					Practices, Seminars			
					Independent work of the student and the teacher			
...	...	...	...	...	Practices, Seminars		Exam	
					Independent work of the student and the teacher			
17	UC				Lectures		Exam	
					Practices, Seminars			
					Independent work of the student and the teacher			
18	UC				Lectures		Exam	
					Practices, Seminars			
					Independent work of the student and the teacher			
19	CCH	...	...	...	Lectures		Exam	
					Practices, Seminars			
					Independent work of the student and the teacher			
	Total number of credits							
	Total number of credits per course							

Registrar's Office\_\_\_\_\_ 20\_\_ y.

The Adviser:\_\_\_\_\_ 20\_\_ y.

Student: \_\_\_\_\_ 20\_\_ y.

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## Appendix 2

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

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

**A point-rating letter-based assessment system for taking into account students' academic achievements with their transfer to the traditional scale of grades and ECTS**

Letter system assessment	The digital equivalent of points	% content	Assessment according to the traditional system
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	
C	2,0	65-69	Satisfactory
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	
FX	0,5	25-49	Unsatisfactory
F	0	0-24	

**A point-rating letter-based system for assessing academic achievements of students in foreign languages in accordance with the level model and translation into ECTS and the traditional assessment scale**

The level and description of language proficiency in the Pan-European competence (hereinafter referred to as the PEC)	Letter system assessment	ECTS Assessment	The digital equivalent of points	% content	The traditional rating 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

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The level and description of language proficiency according to the PEC	Letter system assessment	ECTS Assessment	The digital equivalent of points	% content	The traditional rating 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
The level and description of language proficiency according to the PEC	Letter system assessment	ECTS Assessment	The digital equivalent of points	% content	The traditional rating 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
The level and description of language proficiency according to the PEC	Letter system assessment	ECTS Assessment	The digital equivalent of points	% content	The traditional rating 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
The level and description of language proficiency according to the PEC	Letter system assessment	ECTS Assessment	The digital equivalent of points	% content	The traditional rating scale

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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
The level and description of language proficiency according to the PEC	Letter system assessment	ECTS Assessment	The digital equivalent of points	% content	The traditional rating 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

