



Institution  
«Ekibastuz engineering and technical  
institute named after academician  
K.Satpayev»

Quality management system

Rules for the ongoing  
monitoring of academic  
performance, intermediate and  
final assessment of students

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APPROVING:

Rector of the EETI named after  
academician K. Satpayev

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## QUALITY MANAGEMENT SYSTEM

### RULES

#### RULES FOR THE ONGOING MONITORING OF ACADEMIC PERFORMANCE, INTERMEDIATE AND FINAL ASSESSMENT OF STUDENTS

Ekibastuz

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«Rules for the ongoing monitoring of academic performance, intermediate and final assessment of students»	

## The preface

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

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## 1 Scope of application

These Rules define the procedure for conducting ongoing monitoring of academic performance, intermediate and final attestation of students, and accounting for academic achievements at the Institutipn «Ekibastuz engineering and technical institute named after academician K.Satpayev» (hereinafter referred to as the Institute) in the quality management system.

Ongoing monitoring of academic performance, intermediate and final attestation, and accounting of academic achievements are carried out in order to determine the degree to which students have mastered professional curricula and the state mandatory standard of higher education, to ensure transparency of the assessment system and to improve the quality of the educational process at the Institute.

The implementation of these Rules is mandatory for students and faculty of 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 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;

Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated August 7, 2023 No. 397. 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 requirements for educational organizations to provide distance learning and the rules for organizing the educational process for distance learning and online learning in educational programs of higher and (or) postgraduate education»;

The Charter of the Ekibastuz Engineering and Technical Institute named after academician K.Satpayev.

## 3 Basic concepts and definitions

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

*academic integrity* is a set of values and principles that express a student's honesty in learning when performing written work (tests, term papers, essays, theses, dissertations), answering exams, in research, expressing his position, in relationships with academic staff, teachers and other students, as well as evaluating;

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

*academic hour* is 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 MSEI), 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;

*bachelor's degree* is a level of higher education aimed at training personnel with the award of a «bachelor's degree» in an appropriate educational program with a mandatory completion of at least 240 academic credits;

*The point-rating letter system for assessing academic achievements* is 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;

*descriptors* – a description of the level and scope of knowledge, skills, and competencies acquired by students upon completion of an educational program at the appropriate level (stage) of higher and postgraduate education, based on learning outcomes, formed competencies, and academic credits;

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

*a graduation thesis* is a graduation thesis that summarizes the results of a student's independent study of an urgent problem relevant to the profile of the educational program;

*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;

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

*an individual curriculum* (IC) is a curriculum 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) is 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* is 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* is 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* is 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* is a way of organizing the educational process based on the modular construction of an educational program, curriculum and academic disciplines;

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

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*the Registrar's office* is a structural unit of the 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 attestation and maintaining the entire history of academic achievements of students;

*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;

*boundary control* is the control of academic achievements of students upon completion of a major section (module) of one academic discipline;

*Grade Point Average (GPA)* is 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);

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

*transcript* is 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;

*an Advisor* is 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;

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

*elective subjects* are 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;

*the university component (hereinafter referred to as the UC)* is a list of academic disciplines and the corresponding minimum amounts of academic credits determined by the university independently for mastering the educational program;

*A mandatory component* is a list of academic subjects and the corresponding minimum academic credits established by the SES, and studied by students on a mandatory basis according to the curriculum;

*the working curriculum (hereinafter referred to as the WC)* is an educational document developed by universities independently on the basis of the educational program and individual curricula of students;

*a standard curriculum (hereinafter referred to as the SC)* is a teaching document of a discipline of a mandatory component of an educational program that defines the content, scope, and recommended literature;

*competencies* are the ability to practice the knowledge, skills and abilities acquired in the learning process in professional activities;

### 3.1 Designations

AC – Attestation Commission;

BD – basic disciplines;

UC – university component;

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University – a higher education institution.  
 SES – The State mandatory standard of education;  
 CCH – component of choice;  
 RC – required component;  
 GES – general education subjects;  
 EP – educational program;  
 RO – Registrar's office;  
 PD – profile disciplines;  
 EB – examination Board.

## 4 General provisions

4.1 The academic year consists of academic periods, interim assessment periods, internships, vacations, and the final assessment period (in the final year).

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

4.3 The procedure for conducting ongoing monitoring of academic performance, intermediate and final attestation of students is determined by the university in accordance with its academic policy and the established point-rating letter system for assessing students' academic achievements with their transfer to the traditional assessment scale and ECTS.

4.4 The number of academic credits and the required volume of the higher education program for students enrolled in technical and vocational programs or post-secondary programs or higher education programs, or on the basis of a general secondary education program for training in abbreviated educational programs of higher education is determined by the university independently, taking into account the recognition of previously achieved learning outcomes of formal and non-formal education in accordance with the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated October 24, 2023 No. 544 «On approval of the Rules for the Recognition of Learning Outcomes obtained through non-formal Education, as well as the results of recognition of professional qualifications».

4.5 The duration of undergraduate studies is determined by the amount of academic credits acquired. Upon mastering the established amount of academic credits and achieving the expected learning outcomes for obtaining a bachelor's degree, the higher education educational program is considered fully completed.

4.6 The academic year for bachelor's degree programs begins on the first of September, according to the programs and ends according to the academic calendar.

4.7 The main criterion for the completion of bachelor's degree programs is the student's acquisition of at least 240 academic credits for the entire period of study, including all types of student's academic activities.

4.8 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 EP as a whole, subject to a positive assessment of the learning outcomes they have achieved.

4.9 Students' written evaluated papers (term papers, theses (projects) are checked for the presence of borrowed material and the use of text with synonymous substitution of words and expressions without changing the meaning (paraphrase), including the use of text translated from another language (hereinafter referred to as borrowing). The rules and procedure for checking for borrowings are determined on the basis of the QMS «Regulations on Anti-Plagiarism».

4.10 The Institute creates special educational conditions for people with special educational needs.

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## **5 The procedure for conducting current and boundary control of students' academic performance at the Institute**

5.1 Students' academic achievements in all types of control (current control, intermediate and final attestation) are evaluated according to a point-rating letter system for evaluating academic achievements, students with a transfer to the traditional scale of assessments and ECTS in accordance with Appendix A to these Rules.

5.2 Academic achievements of students in languages (Kazakh, foreign, Russian) are evaluated in accordance with a point-rating letter system for evaluating academic achievements of students in foreign languages in accordance with the level model and translation into ECTS and the traditional scale according to Appendix B to these Rules.

5.3 The current monitoring of students' academic performance is carried out on each topic of the academic discipline and includes knowledge control in classroom and extracurricular activities. The assessment of current academic performance monitoring (admission rating assessment) consists of assessments of current control in classroom and extracurricular activities and assessments of boundary control.

5.4 When summarizing the results of the interim assessment in an academic discipline, the assessment of the admission rating and the assessment obtained on the exam are taken into account. The assessment of the current academic performance control (admission rating) is 60% of the final assessment of knowledge in the discipline, and the assessment of the exam is 40% of the final assessment of knowledge in the discipline.

5.5 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.

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

5.7 Each discipline provides for ongoing control in the form of two boundary controls of knowledge of the completed material of the relevant modules of the discipline.

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

5.9 A score of less than 50 corresponds to an unsatisfactory grade. If the student did not participate in the border 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 grades based on the results of 1-2 ratings.

Students with current academic performance scores are allowed to take boundary control. According to the results of CP and BC, the rating of R1 and R2 is determined. They are determined by the following formula:

$$R1(2) = CP1(2) \cdot 0,7 + BC1(2) \cdot 0,3,$$

where R1 is the first rating,

R2 – the second rating,

CP1 – current academic performance for the first half of the semester,

CP2 – current academic performance for the second half of the semester,

BC1 – the first border control,

BC2 – the second frontier control

The rating is not determined if the student has not passed the BC or received less than 50 points



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in the RC. In this case, the dean sets individual deadlines for completing the BC.

The student's admission rating (AR) for the discipline per semester is equal to:

$$P\overline{I} = \frac{P1 + P2}{2}$$

The final grade (F) consists of exam scores (ES), admission rating scores, and their corresponding weight fractions. It is determined by the following formula:

$$F = AR*0.6 + ES*0.4,$$

where AR is the admission rating,  
ES scores for the exam,

WSAR – the weighting share of the admission rating (0.6),  
WSES – the weighting share of exam scores (0.4).

For students with SEN, the form and procedure for organizing the educational process in the study of the discipline, as well as the form of final control, can be reviewed with a written application from the student.

Table 5.1 – Evaluation criteria

Grade	Criteria
Grade ( A, A-)	This assessment is given if the student has shown complete assimilation of the program material and has not made any mistakes, completed the work in a timely and correct manner, showed original thinking, completed homework in a timely manner and without any errors, independently used additional literature when studying the discipline.
Grade (B+ B, B- and C+)	This assessment is given if the student has mastered the program material by at least 70% and at the same time has not made gross mistakes in answering, completed the work in a timely manner and passed the homework in a timely manner without comments, used additional literature on the instructions of the teacher, made unprincipled inaccuracies or fundamental errors corrected by the student himself with the help of the teacher.
Grade (C, C-, D+, and D)	This assessment is given if the student has mastered the program material by at least 50%, needed the help of a teacher when doing homework, made inaccuracies and unprincipled mistakes when answering, was not active, limited only to the educational literature specified by the teacher.
Grade (F,FX)	This assessment is given if the student finds gaps in knowledge of the basic material provided by 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 forms of current, intermediate and final control, has not worked through all the basic literature provided by the program.

The final grade is calculated only if the student has positive grades, both in terms of admission rating and final control.

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## **6 The procedure for conducting interim monitoring of students' academic performance at the Institute**

6.1 The intermediate certification of students at the university is carried out in accordance with the academic calendar, the work curriculum and curricula.

6.2 Intermediate certification of students is conducted in the form of exams, defense of term papers (projects) and reports on professional practice with mandatory assessment and is defined as an examination session.

6.3 The intermediate certification of students is called an examination session. There are winter and spring examination sessions. The spring examination session is a transfer session, and based on its results, upon the dean's recommendation, the rector's order is issued to transfer students from course to course.

6.4 In cases related to the student's illness, family circumstances (birth of a child, death of close relatives), business or study trips, withdrawal from academic leave, if there are supporting documents, upon the student's personal application (addressed to the dean of the faculty), it is possible to allow the examination session to be held on an individual schedule within the academic calendar in accordance with Academic Policy.

6.5 The purpose of the interim assessment is to assess the quality of students' learning outcomes of the EP, including a separate part or the entire volume of the academic discipline at the end of the semester.

6.6 The main forms of intermediate certification in the form of an exam are: written exam, computer testing, oral exam, project defense.

6.7 Students are given the right to choose the language for the exam (Kazakh, Russian, foreign).

6.8 The test bases for computer testing are provided to students without answers.

6.9 In order to conduct interim attestations, the composition of the appeal commission is approved by the rector's order on the basis of submissions from the heads of departments prior to the start of the examination session.

6.10 During the exam, the student can use the syllabus of the discipline and the reference literature.

6.11 After completing the exam and evaluating the examination paper in each discipline, the student is assessed according to the point rating scale.

6.12 The organization and conduct of the intermediate attestation (examination session) of students is carried out by RO. Based on the results of the interim assessment, the RO compiles an academic rating (summary statements) of students.

6.13 When summarizing the results of the interim assessment in an academic discipline, the assessment obtained on the exam and the average score of the grades of the current academic performance control during the academic period (admission rating assessment) are taken into account.

6.14 A positive assessment of the interim assessment serves as the basis for crediting completed credits in the prescribed amount in the relevant academic discipline and is recorded in the student's transcript. It is not allowed to retake a positive assessment on the final control in order to increase it during the same period of the interim assessment.

6.15 Students, if necessary, take exams in the disciplines of additional types of education, the results of which are recorded in the examination sheet and transcript (except for military training).

6.16 A student who does not agree with the result of the final control submits an appeal no later than the next business day after the exam. The decision of the appeal commission is drawn up by a protocol, on the basis of which an examination list is drawn up (in any form).

6.17 Based on the results of the examination sessions (the results of the winter, spring and summer sessions) for the course, the RO calculates a transfer score as a weighted average assessment of the student's academic achievements.

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6.18 Students who have achieved the minimum transfer score, based on the submission of the Dean of the faculty, are transferred to the next course by order of the head of the university.

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

6.20 A student who has completed the course program in full, but has not achieved the minimum transfer score, in order to increase his average academic achievement (GPA), is given the opportunity to re-study certain disciplines on a fee-based basis and re-take exams on them in the summer semester.

6.21 If the result of the repeated examination is positive, the final grade is calculated again, which is recorded in the examination sheet and transcript.

6.22 All the student's final grades, including the positive results of repeated exams, are recorded in the transcript.

6.23 A student who is left for a second course is taught according to a previously accepted or newly formed individual curriculum.

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

6.25 Upon receiving an «FX» grade of «unsatisfactory», it is allowed to retake the final control (exam) in accordance with the academic calendar of the university without repeating the program of the academic discipline (module) no more than once.

In case of receiving an «unsatisfactory» grade corresponding to an «F» grade, 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.

6.26 A student who has been expelled from the Institute is given a transcript signed by the head of the university and sealed.

All academic disciplines and/or modules studied by the student are recorded in the transcript, indicating the final grade, including grades FX and F.

6.27 The examination schedule for all forms of education is communicated to students and teachers no later than two weeks before the start of the examination session.

6.28 Examiners from among the Teaching staff who have qualifications corresponding to the profile of this academic discipline and, as a rule, have not conducted training sessions in this academic group (stream) are appointed to conduct the exam.

6.29 The presence of persons who do not participate in the examination procedure is not allowed without a written agreement from the Dean.

6.30 The Dean of the Faculty's order for admission to the examination session indicates the last name, first name, patronymic, course, specialty and academic group of the student.

6.31 Exam results and suggestions for improving the educational process after the end of the examination session are discussed at a meeting of the Department and the Academic Council of the Institute.

## **7 The procedure for conducting the state exam in the discipline «History of Kazakhstan» at the Institute**

7.1 Students of universities of all educational programs and (or) areas of training at the bachelor's degree level in the discipline «History of Kazakhstan» take the state exam upon completion in the same academic period.

7.2 The content of the academic disciplines «History of Kazakhstan» and «Philosophy» of the SEN cycle is determined by the SC.

7.3 The organization of the state exam is carried out by the department, which conducts classes in the academic discipline «History of Kazakhstan» (hereinafter - the Department) together with the Dean's Office of the Faculty and RO.

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7.4 In order to conduct the state examination in the discipline «History of Kazakhstan», the department develops a unified Syllabus for all forms of education and educational programs based on the standard curriculum for this discipline.

7.5 The form of the state examination in the discipline «History of Kazakhstan» is determined based on the decision of the Academic Council of the Institute.

7.6 For the admission of the state exam in the discipline «History of Kazakhstan», the SEB is formed for a calendar year.

7.7 The schedule of meetings of the SEB is drawn up in accordance with the academic calendar and approved by the head of the university no later than two weeks before the start of the state exam.

7.8 The order of organization and conduct of the state examination in the academic discipline «History of Kazakhstan», as well as the procedure for the meeting of the SEB is determined by the university for each academic year.

7.9 The results of the state exam are evaluated according to the point-rating letter system for assessing students' knowledge.

7.10 A student who has received an unsatisfactory grade according to the results of the state exam in the discipline «History of Kazakhstan», corresponding to the letter grade «FX», has the opportunity to retake the exam once without re-passing the curriculum of the discipline / module on a fee basis.

7.11 Retake of the exam with an assessment corresponding to the «FX» mark is allowed until the beginning of the next academic period, and according to the results of the summer examination session until the issuance of an order on transfer from course to course. After issuing an order to transfer from course to course, the exam grade corresponding to the «FX» mark turns into academic debt.

7.12 A student who receives an «unsatisfactory» grade corresponding to an «F» grade according to the results of the state exam in the discipline «History of Kazakhstan» is re-registered for the discipline and studies it in the summer semester or the next academic period on a fee basis.

7.13 A student who does not agree with the result of the state exam submits an appeal no later than the next day after the EC.

7.14 In order to conduct an appeal, the head of the university establishes an appeal commission for the discipline «History of Kazakhstan» from among experienced teachers in this discipline.

## **8 The procedure for the final certification of undergraduate students of the Institute**

8.1 The purpose of the final assessment is to evaluate the learning outcomes and acquired competencies achieved upon completion of the study of the educational program of higher education.

8.2 The final assessment is 8 academic credits in the total amount of educational programs. The duration and timing of the final certification of students are provided for in the academic calendar and working curricula of educational programs.

8.3 The final certification of students is carried out in the form of writing and defending a thesis (project) or passing a comprehensive oral exam. One student or several students can participate in the development of a graduation project.

8.4 The form of the final certification is determined by the student during the formation of the IC in the pre-graduation course.

8.5 The final certification form is attached in Table 8.1

Table 8.1 – Final assessment form

GPA	Final assessment form
3,0 - 4,0	Writing and defending the GTH (GP)
1,0- 2,67	Comprehensive oral exam

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8.6 Special conditions on the forms of final certification may be applied to the following categories of persons:

- who are undergoing long - term hospital treatment for health reasons;
- with special educational needs, including children with disabilities, people with disabilities since childhood, people with disabilities of the 1st group;
- pregnant women or those raising children under the age of 2 years;

For these categories of persons, after the approval of the final attestation form for the student before the final attestation period, it is allowed to change the final attestation form. To do this, the student writes an application addressed to the dean of the faculty.

8.7 The list of core disciplines for which a comprehensive exam is being taken, the examination materials are approved by the decision of the Academic Council based on the submission of the graduating department.

8.8 When passing a comprehensive exam, the number of questions in one ticket should not exceed 3 formulations. The maximum number of questions per discipline should not exceed 50 formulations.

8.9 The list of questions for the comprehensive exam is transmitted by the head of the graduating department to the operator of the Anti-plagiarism system to create an electronic database.

8.10 The electronic database of questions for the formation of examination tickets for disciplines is created on the basis of a template of the established form.

8.11 Exam tickets are generated by a computer program based on an electronic database, using a random sampling method.

8.12 A new set of tickets is issued for each comprehensive exam. The tickets are signed by the head of the graduating department and placed in an envelope.

8.13 Tickets are issued to the head of the graduating department on the day of the exam in a sealed envelope to prevent unauthorized access to the materials of the AC.

8.14 The envelope with the tickets is opened before the start of the exam by the Chairman or Deputy Chairman of the AC in the presence of students and AC members.

8.15 At the end of the exam, the tickets are considered invalid.

8.16 The comprehensive examination program reflects integrated knowledge and key competencies that meet the requirements of the labor market in accordance with the higher education curriculum.

8.17 The management of graduate theses (projects) of students by teachers of the relevant profile and (or) specialists engaged in professional activity in the field of training with at least 10 (ten) years of work experience.

8.18 In order to carry out the final attestation of students, the university creates an attestation commission for educational programs or areas of study.

8.19 The competence of the attestation commission includes: checking the level of compliance of theoretical and practical training of graduates with the established requirements of educational programs; awarding a bachelor's degree in the relevant educational program; developing proposals aimed at further improving the quality of training.

8.20 The quantitative composition of the AC must consist of the chairman, the deputy chairman, at least three members of the AC and the secretary.

The chairmen of the AC may be professors, associate professors and teachers with academic or academic degrees who do not work at the Institute, highly qualified specialists from production (with at least three years of work experience) who correspond to the profile of the graduates, scientific and pedagogical workers with academic degrees, titles and do not work at the Institute, including at conditions of full-time part-time employment or hourly wages.

The staff of the AC is formed from among the leading Teaching staff and/or highly qualified specialists from the production, corresponding to the profile of the personnel being graduated.

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8.21 Students who have fully completed the educational process in accordance with the requirements of the SES, the educational program, working and individual curricula, and working curricula are allowed to take final certification.

8.22 Students are given the right to choose the language for passing the final certification (Kazakh, Russian, foreign). A student who has expressed a desire to complete the final certification in a language other than the language of instruction, submits a written application to the dean of the faculty.

8.23 In case of non-attendance at the final attestation, the student, legal representative or relatives of the student are obliged, no later than the day of the examination or defense of the thesis (project), to inform in writing about this fact, indicating a valid reason for the chairman of the final attestation commission and the first day of attendance at the Institute, to submit the originals of the documents of the established sample (medical certificates, subpoenas, and others documents) confirming the reasons for absence.

8.24 In case of failure to attend the final attestation for a valid reason, but without timely informing and/or timely providing documents confirming the existence of a valid reason, the chairman of the final attestation commission recognizes the failure to attend the final attestation as failure without a valid reason.

8.25 It is not allowed to change the terms of the final attestation without a valid reason, without agreement with the Chairman of the final attestation commission, and outside the time limits set by the academic calendar.

8.26 A graduate student who has not fulfilled the requirements of the educational program, working and individual curricula, and work curricula remains for a second course of study without completing the summer semester.

8.27 The schedule of the AC's work is drawn up and made publicly available no later than two weeks before the start of the AC's work.

8.28 No later than three working days before the start of the comprehensive examination, the following documents are submitted to the AC:

- 1) the order on admission of students to the comprehensive exam;
- 2) a transcript of students with the calculation of the average academic achievement score (GPA) for the entire period of study.

8.29 Before the start of the thesis (project) defense, the following documents are submitted to the AC:

- 1) the review of the supervisor of the thesis (project), which gives a reasoned conclusion «allowed to defend» or «not allowed to defend»;
- 2) a review of the thesis (project), which provides a comprehensive description of the thesis (project) submitted for defense and a reasoned conclusion indicating the assessment according to the point-rating letter system of knowledge assessment and the possibility of awarding a bachelor's degree or qualification in the relevant specialty;
- 3) certificate of completion of the examination of the thesis (project) for plagiarism.

8.30 If necessary, materials describing the scientific and practical value of the completed thesis (project), informal reviews, written opinions of organizations engaged in practical activities in the field of the thesis (project), certificates or certificates of implementation of the results of scientific research, models, samples of materials, products, agricultural products, collections of minerals and herbaria are submitted to the AC.

8.31 The comprehensive examination, as part of the final certification, according to the educational program is conducted according to the program developed by the university on the basis of academic curricula of disciplines.

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

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

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

8.33 The review of the thesis (project) is carried out by external specialists from organizations whose qualifications correspond to the profile of the thesis (project) being defended.

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

8.35 The results of passing the comprehensive examination and defending the thesis (project) are announced on the day of their holding after signing the minutes of the AC meeting.

8.36 All meetings of the AC are recorded by the minutes.

8.37 Minutes of AC meetings are kept individually for each graduate.

8.38 The minutes are filled in by the secretary of the AC, who is approved by the commission and does not have the right to vote.

8.39 Decisions on the assessment of a comprehensive exam, the defense of a thesis (project), as well as on the award of a degree or qualification and the issuance of a diploma of its own sample (without distinction, with distinction) are made by the AC at a closed meeting by open voting by a simple majority of the votes of the AC members who participated in the meeting. If the number of votes is equal, the chairman of the commission shall have the casting vote.

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

8.41 By order of the Rector of the university, an appeal commission is created from among experienced teachers whose qualifications correspond to the profile of the specialty.

8.42 Re-passing a comprehensive exam or defending a thesis (project) in order to increase a positive assessment is not allowed.

8.43 The retake of the comprehensive exam, as well as the re-defense of the thesis (project), which was rated «unsatisfactory», is not allowed during this period of final certification.

8.44 A student who receives an unsatisfactory assessment on the final certification is expelled from the university by order of the head of the university as «not fulfilling the requirements of the educational program»: failed to defend his thesis (project) «who did not fulfill the requirements of the educational program»:

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

8.46 Admission to the re-final attestation is issued by the order of the Rector of the university.

8.47 The student's repeated final attestation is carried out only according to those forms in which he received an unsatisfactory assessment in the previous final attestation.

8.48 The list of subjects submitted for comprehensive examinations for persons who have not passed these exams is determined by the curriculum in force in the year of graduation of the student of the theoretical course.

8.49 Re-passing a comprehensive exam or defending a thesis (project) in order to increase a positive assessment is not allowed.

8.50 The retake of the comprehensive exam, as well as the re-defense of the thesis (project), which was rated «unsatisfactory», is not allowed during this period of final certification.

8.51 A student who has received an unsatisfactory assessment according to the final attestation is expelled from the Institute by order of the Rector of the university as «not having fulfilled the requirements of the educational program» and «not having defended his thesis (project)» or «not having passed a comprehensive exam».

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8.52 A student who has passed the final certification and confirmed the development of the relevant educational program of higher education is awarded a bachelor's degree or a qualification in the relevant educational program and is given a free diploma of his own sample with an attachment within five working days from the date of the issuance of the graduation order.

8.53 The diploma supplement (transcript) indicates the latest grades according to the point-rating letter system of knowledge assessments in all academic disciplines, completed coursework (projects), research or experimental research, types of professional practices, the results of final attestation, indicating their volume in academic credits.

The university approves the forms and requirements for completing its own sample of educational documents.

8.54 A student enrolled in an educational program of higher education who has academic disciplines and other types of academic activities (with the exception of final certification) with final grades of A, A – «excellent», B-, B, B+, C+ «good» with an average academic achievement score (GPA) of at least 3.5, as well as passed a comprehensive exam or a thesis (project) with grades A, A – «excellent», is awarded a diploma with honors (excluding grades for additional types of education).

8.55 Upon completion of the AC's work, its chairman writes a report on the final certification of undergraduate students, which is discussed and approved at a meeting of the Academic Council of the Institute within a month.

8.56 Based on the results of the final attestation, an order is issued by the head of the university on the graduation of students who have completed their studies in the relevant educational program of higher education and have successfully passed the final attestation, with the award of a bachelor's degree or qualification in the relevant educational program.

8.57 A student who has not fulfilled the requirements of the educational program is expelled from the university by order of the Rector of the Institute as he has not completed his studies.

8.58 The list of university graduates who have completed educational programs of higher education, indicating their surnames, first names, patronymics (if any), educational programs and diploma numbers, signed by the first head of the Institute, is submitted to the authorized body in the field of education within one month after the issuance of the relevant order, and is also posted on the Institute's website.

## **9 The procedure for conducting ongoing knowledge control, intermediate and final certification of students with special educational needs**

9.1 The Institute provides an opportunity to receive inclusive education – ensures equal access to education for all students, taking into account the diversity of special educational needs (hereinafter referred to as SEN) and individual opportunities.

9.2 Upon the written application of the student, special conditions are provided for students with SEN, taking into account educational needs and individual capabilities.

9.3 For students with SEN, based on the conclusion of the medical advisory commission or other medical document, the terms and methods of organizing the ongoing knowledge control, intermediate and final certification of students with special educational needs may be revised.



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### Appendix A

#### A point-rating letter-based assessment system for accounting for students' academic achievements with their transfer to the traditional assessment scale and ECTS

Letter system assessment	The digital equivalent	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	

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## Appendix B

### 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
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

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	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
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

