

**MINISTRY OF EDUCATION AND SCIENCE
OF THE REPUBLIC OF KAZAKHSTAN**

**EDUCATIONAL INSTITUTION
«ALIKHAN BOKEIKHAN UNIVERSITY»**

REFERENCE GUIDE

Semey

Dear students!
I am pleased to welcome you to our university.



The educational institution

«Alikhan Bukeikhan University» is a young dynamically developing higher educational institution in the Eastern region of the country, today it can rightfully be called an innovative university, where new educational technologies are developed and implemented.

ABU turned 20 years old. All these years our team has been working and preserving its best traditions. We are proud of the scientific achievements of our scientists, success in the educational, sports and social life of our students. We strive to realize the potential of each of our students in accordance with the high requirements for the specialists of the new formation. We always work together, always as a team, students and teachers together create their home, their university.

I'm sure who tied his fate to ABU will never regret the choice he made.

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1. General information about the university

The history of the university has its origin since 1998 . The University started its functioning as a branch of the Kazakh State Academy of Law.

Due to the process of optimization and consolidation of institutions of higher education , two universities – Semipalatinsk Law Institute of Kazakh State Law University and Semipalatinsk University named after M.O. Auezov merged in 2007. On 6 February, 2009, the educational institution was renamed as "Kazakh Humanitarian Law Innovative University ".

The mission of the University is to make a positive contribution to the educational, research, socio-cultural development of the region by providing highquality academic programs aimed at developing professional skills that promote employment.

The university's vision is to strive to become a socially responsible university recognized by the professional community, creating conditions for increased employment opportunities and contributing to the economic growth of the region..

The main objective of the strategic development of the University is a comprehensive training of competitive specialists able to work in conditions of Kazakhstan integration into the world community.

The university defines the following tasks:

- management based on modern management technologies;
- creating conditions for lifelong learning through the development of continuing education;
- developing forms and improving the quality of educational services based on innovative technologies;
- forecasting demand for educational services and managing students' admission;
- strengthening ties with regional business and industry to develop research areas that are in demand on the market;
- development of international cooperation in the field of science and culture, creation of new forms of interaction;
- ensuring broad academic mobility of teachers, bachelor's, master's and doctoral students at the national and international levels;
- support of leading scientists, research teams, scientific and scientificpedagogical schools;
- ensuring the foreign-language communication competence of the faculty staff;
- improvement of material and technical base and scientific and educational environment;
- developing active citizenship, social responsibility, a sense of patriotism and high moral and leadership qualities among young people; - focus on the final result.

The university is guided by the law of the Republic of Kazakhstan «On Education in the Republic of Kazakhstan», regulations of Ministry of Education and Science, the charter of the educational institution "Kazakh Humanitarian Law Innovative University".

The highest collegiate body is the Academic Council.

Since 2009, the Board of Trustees has been created as a public body interacting with the executive organizations, interested authorities and organizations, to assist the University in the realization of its statutory functions and the strengthening and providing financial support to ensure the material and technical resources.

Today – ABU is a multi-disciplines university, having a highly qualified teaching staff. ABU is a signatory to the Magna Carta of Universities (15-17 September 2010 Bologna , Italy).

The University is a member of international educational associations:

Association of Asian universities (Russian Federation) (Memorandum on the establishment of the Association of Universities of Asia dated 30.06.2012);

Kazakh- Belarus Research and Education Consortium (Protocol of Accession dated 9 November 2012);

The principles of the Bologna process are implemented.

The University has more than 3000 thousand students in 45 specialties

The University has 3 faculties (Law, Humanities, Information Technology and Economics) and 8 departments.

ABU has signed a cooperation agreement with universities in Russia, Kyrgyzstan, Turkey, Italy, and the United Kingdom that promotes integration into the common educational environment based on the implementation of the principles of the Bologna process.

These agreements provide for joint activities on development of academic and scientific exchanges, participation in seminars and joint conferences, symposiums, exchange of experience on development of projects and implementation of joint educational programs, attraction of financial resources of various funds to support education and science.

Much attention is paid to the patriotic upbringing of students of ABU.

Student government is an integral part of the entire university management system and implements the most important functions of the organization of student life. The main purpose of students government is to form leadership qualities of future specialists.

A unified information network has been created, and library support for the educational process meets modern requirements. The University provides access to information databases via e-mail and the Internet.

Particular attention is paid to the introduction of information technology based learning, including the use of multimedia teaching programs and information resources, the creation of e-books, the development of corporate and regional networks.

The University publishes a scientific journal “Bulletin of the University”.

By decree of the government of the Republic of Kazakhstan dated 27.08.2011 No. 997 the Military Department was opened at ABU.

2. Characteristic features of the credit system of education

Credit system of education is a way of organizing the educational process, which involves raising the level of self-education and creative mastery of knowledge based on students' independent choice of their educational trajectory.

Implementation of the credit system of education at the university, evaluation of the study load of students in credits will allow to provide academic mobility of students, recognition of the results of his academic achievements in the exchange of students between universities of the Republic of Kazakhstan, as well as universities of CIS and foreign countries.

The credits are awarded only to those students who have successfully completed the chosen course, in accordance with the requirements for the evaluation of knowledge in all types of control established by the university.

At least 2 credits will be allocated for writing and defending a diploma thesis (project).

Control measures include periods of midterm control, midterm attestation (examination sessions), midterm state control after the second year, and final state attestation

Graduates who have successfully mastered the educational programs of the bachelor's degree are prepared for working life in accordance with the qualification reference book of positions of managers, specialists and other employees, as well as for continuing education in the master's program.

3. Basic Concepts and Definitions of Credit Technology of Education

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

Academic Term – a period of theoretical training established by the educational organization itself in one of three forms: semester, trimester, quarter;

Rating – quantitative indicator of student's academic performance, which are compiled by the results of intermediate control;

Academic Degree – the degree which is awarded by the educational institution to students who have mastered the educational training programs by the results of final assessment.

Academic mobility – the movement of students or teachers to study or conduct research for a certain academic period: a semester or academic year in another higher education institution (domestically or abroad) with obligatory transfer of mastered educational programmes in the form of credits in their university or to continue their studies in another university.;

Academic freedom – the set of power subjects of the educational process,

providing self-determination of the content of education in the disciplines of the component of choice, additional types of learning and organization of educational activities for the creative development of students, teachers and the use of innovative technologies and teaching methods;

Academic hour – work time with a teacher according to the schedule (classroom work) or according to a separately approved schedule.

One academic hour is equal to:

- 50 minutes of classroom learning;
- 75 minutes of studio learning;
- 100 minutes of laboratory and physical education classes;
- 50 minutes for all type of practices;
- 50 minutes of student's research work;
- 50 minutes of the final state certification;

Hand-outs – illustrative materials distributed during the learning sessions for motivating the students for creative successful mastering of the topic (lecture theses, references, slides, examples, glossary, self-study assignments);

Score-rating alphabetic system of evaluation of educational achievements – a system for evaluating the level of educational achievements in terms of points corresponding to an internationally accepted alphabetic system with a digital equivalent and allowing the rating of students to be established;

Double Major – the possibility of parallel education on two curriculums, in order to obtain two equivalent diplomas (Double Major) the basic one and the second additional diploma (Major - Minor);

Enrollment – procedure for preliminary registration of students for academic disciplines;

Individual curriculum – a curriculum prepared for each academic year by students with the help of an adviser on the basis of a standard curriculum and a catalog of elective disciplines;

Final attestation of the students (Qualification Examination) – a procedure conducted to determine the degree, to which the students have mastered the volume of academic disciplines provided by the state compulsory standard of education;

Final control – control of academic achievements of students in order to assess the quality of their mastery of the curriculum of an academic discipline, carried out during the period of midterm attestation in the form of an examination, if the discipline is studied during several academic periods, the final control may be carried out on the part of the discipline studied in a given academic period;

Credit technology of education - education, based on the election and independent planning by the student of the sequence of studying disciplines using credit as a unified unit of measurement of the amount of educational work of the student and the teacher

Credit, Credit-hour – unified unit of measurement of the amount of educational work of the student/teacher;

Evaluation of students' academic achievements – testing students' knowledge in various forms of control (current, midterm и final) and assessments determined independently by the institution of higher education;

Office of the Registrar – the academic service, which records the entire history of the student's academic achievements, provides organization of all types of knowledge control, and calculates his /her academic rating.;

Course description– a brief description of the discipline (consisting of 5-8 sentences), including the aims, objectives and content of the discipline;

Working curriculum – a document developed by educational organizations independently on the basis of a standard curriculum of a specialty and individual curricula of students;

Midterm attestation of students - the procedure carried out during the examination session in order to assess the quality of students' knowledge of the content of part or all of the course after its completion;

Prerequisites – disciplines that contain the knowledge, skills and abilities necessary for the development of the studied discipline;

Postrequisites – disciplines that require the knowledge, skills and knowledge acquired at the end of a given discipline;

Syllabus – the curriculum, including the description of the studied discipline, goals and objectives of the discipline, a summary of its content, topics and duration of their study, tasks for independent work of students, consultation time, schedule of tests of students' knowledge, teacher's requirements, criteria for evaluating students' knowledge and a list of literature;

Midterm control – control of educational achievements of students at the end of the section (module) of one academic discipline;

Grade Point Average – GPA – the average score of a student's academic achievements for one academic year in the selected program (the ratio of the sum of credits per digital equivalent of the score of midterm attestation by disciplines to the total number of credits for the current period of study);

Student's independent work (SIW)– work on a certain list of topics allocated for independent study, provided with educational and methodical literature and recommendations, controlled in the form of tests, control papers, colloquia, essays and reports; depending on the category of students, it is divided into independent work of a student (SIW), independent work of a master's student (IWMS) and independent work of a doctoral student (IWDS). The entire volume of students' independent work should be confirmed by assignments, requiring daily independent work of the student;

Student's independent work under the guidance of a teacher (SIWT)– extracurricular activities of a student under the guidance of a teacher, carried out according to an approved schedule; depending on the category of students, they are subdivided into: student's independent work under the guidance of a teacher (SIWT), independent work of a master's student under the guidance of a teacher (IWMST), independent work of a doctoral student under the guidance of a teacher (IWDST);

Transcript – a document containing a list of studied disciplines for the relevant period of study, with an indication of credits and grades in both alphabetical and numerical form;

Tutor – a teacher acting as an academic adviser to a student in a specific discipline;

Curriculum – a document regulating the list and workload of subjects in the professional education curriculum, the procedure for studying them and the forms of control;

Current control of students' progress – regular examination of students' knowledge in accordance with the curriculum, conducted by the teacher in classroom and extracurricular activities during the academic period;

Student's academic achievements – knowledge, skills and competencies of students, acquired by them in the learning process and reflecting the achieved level of personal development.;

Elective Disciplines – academic disciplines included in the elective component within the established credits and introduced by educational organizations, reflecting the individual preparation of the student, taking into account the specifics of socio-economic development and the needs of a particular region, established scientific schools of higher education institution;

Advisor – a teacher who acts as an academic mentor of a student in the relevant specialty, assisting in choosing the trajectory of study (formation of an individual curriculum) and mastering the educational program during the study period.

4. Organization of the educational process

4.1. General regulations

1. The organization of the educational process at the University is carried out on the basis of the academic calendar and approved individual curricula, working curricula, the schedule of learning sessions and the schedule of consultations of students on SIWT.

2. The student's academic workload is measured in credits or academic hours mastered by the student during the school year for each academic discipline.

3. The academic year starts on the first of September.

4. The academic year consists of academic periods, periods of midterm attestation, vacations and practices. At the senior year, the academic year includes the period of final attestation.

5. At the university, the approved form of academic period is a semester.

6. The academic period (semester) for full-time and part-time students is 15 weeks. The period of midterm attestation has a duration of at least 1 week in one academic year for full-time and part-time students.

7. Vacation is provided to students after each academic period. The duration of the vacation time in the academic year is at least 7 weeks.

8. The academic year may be extended by a summer term of up to 6 weeks.

9. Tuition fees are determined in accordance with the agreement on the provision of paid educational services.

In the case of the expulsion of a student, master or doctoral student from the university and the termination of the contract with him or her, at his or her subsequent return to

the number of students, payment for tuition shall be made in the amount and under the terms acting at the time of the students' return.

When a student, graduate student or doctoral student is readmitted, he or she will pay off the debt formed on the day of expulsion and then pay for the new semester.

10. The summer semester is organized on the basis of additional payment at the initiative of students in order to meet the needs of accelerated and additional learning, eliminate the difference in the curriculum, eliminate academic debt.

11. The final control is in the form of an examination, conducted during the period of midterm attestation after the completion of the academic discipline.

12. Admission to the examination session is obtained on the basis of the order of the dean, head of the Department of postgraduate education. The admission to the session is placed by the dean of the faculty (head of the department of postgraduate education) in the student's credit book and in parallel on the university's portal. Students who are late for beginning of the examination session without a valid excuse are not allowed to participate in it without the permission of the dean (head of the department of postgraduate education).

13. Students, master's and doctoral students who study on a full-paid basis and have not paid the tuition fees are not allowed to take the exams.

14. **The curriculum** is approved by the authorized body in the field of education, contains a compulsory component and regulates the number of credits allocated to study compulsory and elective disciplines. It sets the terms and types of practices

15. **The curriculum** determines the list and workload of each academic discipline of the compulsory component and component of choice in credits, the procedure for studying them, the types of classes and forms of control.

16. In addition to the curriculum, a **catalogue of elective disciplines** (hereinafter referred to as CED) is being developed, which is a systematized annotated list of all disciplines of the component of choice, containing a brief description of them with an indication of the purpose of study, brief content (main sections) and expected results of study (acquired knowledge, skills and competencies).

The CED reflects the prerequisites and postrequisites of each academic discipline. CED provides students with an alternative choice of elective academic disciplines.

17. **The Individual Curriculum** determines the individual educational trajectory of each student during the academic year.

The formation of the individual curriculum is carried out by the students under the guidance of the adviser according to the established form on the basis of the curriculum, the catalogue of the elective disciplines and the educational-methodical complexes of disciplines presented by the department.

The individual curriculum is approved by the dean of the faculty in two hard copies and one copy in electronic form: one copy is kept in the dean's office and serves as a basis for monitoring the studying and mastering the curriculum, the second copy is handed to the student, and the electronic version is kept in the portal of the Registrar's office.

18. The advisor must familiarize the student with the approved curriculum before registration, and together at the relevant dean's office, based on the catalogue of elective courses, form his or her own learning path.

19. Students (full-time, part-time), master's and doctoral students of the first year before the beginning of classes receive a prepared version of the individual curriculum for the 1st year of study, where he can make his corrections until September 05 of the current year. Further changes in the individual curriculum during the year are not allowed.

20. Students (full-time, part-time), master's and doctoral students of senior courses, prepare their individual curriculum for the next academic year (according to the established form) after the presentation of the disciplines of their choice and consultation with the adviser, they fill out the registration form for the disciplines, sign and submit to the Office of the Registrar from the 1st of February to 1st of March.

21. For students of extramural education, individual curriculum design is carried out at the end of the winter examination session (for students of 2nd-5th years of study) and the installation session (for students of 1st year).

22. Changes in the individual curriculum for a new academic year (up to 10% of the total number of credits) can be made by the student up to the 26th of August of the current academic year. In this case, a written application for changes is submitted to the Registrar's Office.

23. Changing the individual curriculum during the academic year is not allowed.

4.2. Registration of students

1. Registration of students for the first year of the autumn semester begins from the moment the applicant submits an application for admission to the University through the registration form for disciplines and electronic registration in the personal account of AIS University and ends by the 5th of September of the current year.

2. Registration of senior students for disciplines of the next academic year shall be completed by March 20. (Appendix E).

3. Registration of students for the summer semester begins on March 1 and continues until the end of the spring session according to the academic calendar based on the application of students.

4. The student, having agreed with the adviser of the curriculum, submits an application for the summer semester to the rector of the university according to the established form, encloses a copy of the receipt of payment.

5. For each elective discipline in agreement with the EMC, in accordance

with the standards of time on the credit system of education, the minimum number of students (group profitability) required for the opening of the discipline is established, and for each teacher the maximum number of students in the group is established.

6. If the number of students enrolled in a given discipline before 20 May is less than the minimum number of students, the discipline will not be opened (not included in the working curriculum). The adviser announces it on the information stand or informs via group supervisors or mobile applications.

7. If the student has not used this right and has not applied again, indicating

another elective course reflected in the working curriculum, the decision to replace the non-profitable course is made by the registration department.

4.3. Control and evaluation of students' knowledge

1. The control and evaluation of students' knowledge is carried out according to the score-rating system. The score-rating system involves carrying out current control, midterm control and final attestation.

2. The current control is designed to systematically check students' knowledge in the process of studying, taking into account their activity in classroom classes and the timeliness of performing independent work, evaluation of the student's work throughout the semester, which includes participation in practical classes (seminars), performance of tasks of SIWT, passing the current midterm controls. The current control is conducted by the teacher (lecturer). The order of assessment of the current control is specified in the syllabuses of disciplines.

3. Midterm control is designed to periodically check the knowledge of students, in accordance with the schedule of the educational process in the discipline. Midterm (rating) control of students' knowledge is carried out on the 8th and 15th weeks during the academic period.

4. The final control of knowledge is designed to check students' academic achievements after the completion of the discipline. As a rule, the final control is conducted in the form of an examination (oral, written, testing).

5. Students who have not passed the final inspection due to valid reasons (illness, force majeure, etc.) must submit to the dean's office (in the department of postgraduate education) valid documents on the reasons for not implementing the curriculum before the end of the current session with a written application to the dean for the extension of the session, the heads of the faculty, the department, on the basis of the documents submitted, issue an order and submit it to the Office of the Registrar for the extension of the session.

6. The assessment of students' knowledge is performed according to the score-rating system, according to which at least 60% is a rating control and at least 40% is a final control.

7. The final result that characterizes a student's level of academic achievement is recorded in the examination sheet in accordance with the score rating system grading parameters in letter equivalents, points and percentages.

The formula for calculating the final grade is as follows:

$$\bar{E} = E_D \cdot 0,6 + Y \cdot 0,4$$

where \bar{E} – grades of the final midterm control in percentages; E_D

- digital equivalent of the exam score.

Students' academic achievements (knowledge, skills and competencies) are scored on a 100-point scale corresponding to the internationally accepted letter system with a numerical equivalent (positive grades, as they decrease, from "A" to "D", and "unsatisfactory" - "FX", "F") and the traditional system according to Table 1.

In the case of an "unsatisfactory" rating, the corresponding "FX" grade allows the student to retake the final control without having to pass the discipline/module programme again.

In the case of an "unsatisfactory" grade, the corresponding "F" mark, the student is registered repeatedly for the given discipline/module, attends all types of learning sessions, performs all types of academic work according to the program and reevaluates the final control.

The final letter score and its digital equivalent in points are determined by the percentage content in table 1.

Table 1. The final letter score and its digital equivalent in points

Rating according to the letter system	Rating in the traditional system	Points	Percentage Rating, %
A	Excellent	4,00	95-100
A-		3,67	90-94
B+	Good	3,33	85-89
B		3,00	80-84
B-		2,67	75-79
C+		2,33	70-74
C	Satisfactory	2,00	65-69
C-		1,67	60-64
D+		1,33	55-59
D		1,00	50-54
F	Unsatisfactory	0,00	0-24
FX	Unsatisfactory	0,50	25-49

9. Based on the results of all forms of control, the registration department calculates the average GPA of the student for the academic period of study and determines the rating of students.

The final GPA average score is estimated as a calculated average assessment of the student's level of achievement in the selected program, according to the following formula:

$$GPA = \frac{\sum(I_1 \times K_1 + I_2 \times K_2 + \dots I_n \times K_n)}{\sum(K_1 + K_2 + \dots K_n)}$$

where $I_1; I_2; \dots I_n$ - final digital equivalent in points in disciplines;

$K_1; K_2; \dots K_n$ – number of credits of the studied discipline; n – number of the studied disciplines per (semester) year.

4.4. Procedure for conducting the examination session

1. The frequency and duration of examination sessions is determined in accordance with the working curriculum and academic calendar approved by the Academic Council of the University. The University provides two examination sessions at the end of academic semesters, each lasting four or more weeks in autumn and spring. At the same time, the summer examination session is a transfer session, based on the results of which the rector issues an order to transfer students from one year to another.

2. Students must take all examinations in strict accordance with the working curriculum and individual curricula, as well as with approved programmes that are common to all forms of learning. The form of control (testing, traditional form - oral) for the final attestation by disciplines is laid down in the curricula of the student.

3. Admission to the examination session is carried out on the basis of the results of the final rating for the discipline and on the basis of tuition fees by the dean's office (department of postgraduate education). A student is allowed to take an exam in a discipline if the final rating is over 50%.

4. The results of the exams shall be put on the examination record sheet and announced to the students on the day of the final control.

5. A student who disagrees with the results of the final form of control has the right to appeal. (appendix D).

6. For students who have failed to pass the exams due to illness or other valid reasons, the dean of the faculty (head of the department of post-graduate education), by his order, sets individual deadlines for passing the exams, draws up a schedule and transmits it to the Office of the Registrar.

7. In order to liquidate the academic debt, the student must submit an application of the established form (Appendix B) addressed to the Rector of the University, make up the individual curriculum and listen to lectures again, attend other planned classes in this discipline on a paid basis and get admission to the final form of control.

8. Liquidation of debts is carried out in summer semester, within the terms established by the schedule of the educational process and the academic calendar.

4.5. Appeal process

1. Appeal - a procedure to identify and eliminate factors that contributed to the biased assessment of a student's knowledge.

2. An appeal is appointed only if it can affect the overall rating and, as a result, increase the final assessment of the student's knowledge.

3. The appeal is initiated by the student in the following cases:

- test assignments are incorrectly formulated;
- test assignments do not have a correct answer;
- the test assignments contain several correct answers;
- test assignments go beyond the curriculum described in the educational and methodical complex of the discipline (EMCD)

4. The application for the appeal (appendix D) shall be submitted to the Head of the Office of the Registrar after the end of the exam or within 2 days after the exam in accordance with the established form.

5. The members of the appeal commission are approved by the Rector of the University 2 weeks before the exam session.

4.6. Expulsions of students

1. The expulsion of students is executed by order of the rector of the university. The student is expelled from the University in the following cases:

- 1)for academic failure;
- 2)for violating the principles of academic integrity;
- 3)for violating the rules of internal regulations and the Charter of the University;
- 4)for violation of the terms of the agreement on the provision of educational services, including failure to pay tuition fees; 5) of their own free will.

Students expelled from the university are issued a standard academic certificate.

2. When a student is expelled, his relationship with the university ends. In order to receive his education document, the student must pay the university in the established order, draw up a bypass sheet and submit it to the student department of the university.

3. A transcript signed by the first head of the university and sealed is written out to a student expelled from the university.

4.7. Readmission and transfer of students

1. Students are transferred from one course to another, from one educational organization to another, from one form of learning to another, from one language department to another, from one specialty to another.

2. Applications of students for transfer and readmission are considered by the head of the educational organization during the vacation period within five working days before the beginning of the next academic period.

3. Applications of extramural students for transfer and readmission are considered by the head of the educational organization no later than one month before the start of the next examination session of the host educational organization

4. When transferring and readmitting students, the academic difference in the disciplines of the working curricula studied by them during the previous academic periods is determined.

5. The academic difference in the disciplines of working curricula is determined by the head of the educational organization on the basis of the list of disciplines studied, their programs and volumes in academic hours or credits, reflected in a copy of a study card or transcript, or in a certificate issued to persons who have not completed their education.

6. An obligatory condition for the transfer of a student from a course to a course is a set of the student's GPA not lower than the GPA established at a higher education institution (hereinafter - HEI).

7. An obligatory condition for the transfer or readmission of a student to a higher education institution is the full completion of the first academic period in accordance with the individual curriculum.

When transferring and readmitting students, the course of study is determined taking into account pre-requisites. Recalculation of the mastered credits is made according to the educational trajectory necessary for mastering the corresponding educational program.

8. When determining differences in disciplines, differences in the forms of final controls are not taken into account.

The credit is equal to B- grade (2,67) of the letter system of evaluation of academic achievements of a student according to the approved rules of organization of the educational process at the university.

9. The transfer of students from a course to a course is made on the basis of the results of the spring examination session (midterm evaluation), taking into account the results of the summer semester and the translation score.

10. Transfer of a student from a course to a course is executed by order of the rector.

According to the Rules of organization of the educational process on credit technology of education for transfer from a course to a course at the university by the decision of the Academic Council the value of the minimum average grade point of achievement (GPA) is established, allowing transfer of a student to the next course.

Bachelor's programme Full-

time

From 1st to 2nd year - 1.6. From

2nd to 3rd year - 1.8

From 3rd to 4th year - 2.00

Extramural and part-time From 1st to

2nd year – 2.2

From 2nd to 3rd year - 2.67

Master's program:

From 1st to 2nd year - 2.33

Doctoral program:

From 1st to 2nd year - 2.67

From 2nd to 3rd year - 3.00.

11. A student on an educational grant who scores an established transfer point and is transferred to the next course in the presence of academic debt will eliminate academic debt on a fee-paying basis with the preservation of the educational grant.

12. A student who receives an educational grant can transfer to another University with the preservation of the educational grant.

Transfer of students who have entered the target places under the state educational order approved for individual universities, as well as to pedagogical specialties within the allocated quota, to another university with the preservation of the educational grant is not allowed.

13. A student who does not score a transfer grade at the end of the academic year, taking into account the results of the summer semester, remains for the repeat course of study.

The learner who is left to repeat the course of study is enrolled in the previously adopted individual curriculum or forms a new individual curriculum.

14. A student with an educational grant who is left to repeat a course of study loses this grant and continues to study on a fee basis.

15. A student expelled from the university can be readmitted to any form of learning, to any specialty and to any university regardless of the period of expulsion. An obligatory condition for readmission is the completion of at least one academic period.

16. A student on a fee-paying basis who has been expelled for failure to pay tuition fees, if the debt is paid, may be readmitted within four weeks of the date of expulsion.

17. Readmission to the number of students and elimination of the difference between disciplines in the curricula is done only on a paid basis.

18. Transfer of a student from one specialty to another, from one form of education to another is carried out only for learning on a paid basis.

19. In case of transfer of a student from another higher education institution, from one specialty to another, as well as in case of readmission, a student may have an educational difference, which he or she should apply for in the dean's office together with the adviser for the summer semester (Appendix B) to liquidate the difference in disciplines, revise and approve the individual curriculum for the summer semester (Appendix G) and attend the lectures, visit other scheduled classes in the given discipline on a paid basis and get admission to the final form of control.

20. The student studying on a paid basis, by the decision of the Academic Council of the University has the right to transfer to study under the state educational grant. Transfer is carried out during summer and winter holidays, on available vacant

places, on the corresponding specialty, on a competitive basis. Thus, for the whole previous period of study he should have grades from "A" to "B-".

21. In order to eliminate the academic difference in the disciplines of the working curriculum, a student during the academic period attends all types of academic classes, passes all types of current control, obtains admission to the final control.

22. Academic difference in the disciplines of the working curriculum, which was not eliminated within the established period, is further accounted for as academic debt.

4.8. Organization of summer semester

1. Summer semester is organized in terms determined by the working curriculum and academic calendar, and is held for the purpose of additional learning or elimination of academic debts on a paid basis at the request of the student.

2. Tuition fees for the summer semester are paid to the university account for each discipline and depend on the number of credits allocated to it.

3. The duration of the summer semester is more than 6 weeks, with the discipline being fully studied. During the summer semester it is allowed to apply for a discipline with a total number of credits not exceeding 12.

4. The right to attend the summer semester is granted to students:

- who achieve "good" and "excellent" (with additional accelerated learning);
- not allowed to pass exams based on the results of rating control;
- who received an unsatisfactory rating on the exam;
- those who did not get the set transfer point;
- having an academic difference when readmitting, transferring from another University, or returning from an academic leave.

The procedure for organizing the summer semester:

- after the spring session, the student submits an application addressed to the rector for participation in the summer semester (Appendix B);
- the Office of the Registrar considers applications of students according to point

4, in case of a positive decision after payment of the declared disciplines by the student, the Office of the Registrar registers students for summer semester, the schedule of lessons in summer semester is drawn up, which is approved by the rector.

5. General rules for using the library

The library is located in the educational building № 2 on Schmidt St., 44, 2nd floor. The library serves students, faculty staff and employees of the university who need literature for scientific and practical activities, development of professional skills and ideological-theoretical level.

At the moment, the library's collection contains over 30,000 copies of literature, including about 5,365 in the state language. The library has copies of periodicals, magazines and newspapers.

It is a large repository of legal literature. A large collection of scientific, reference, educational and periodical literature makes the library a very valuable source for teachers and students of the Institute in their educational and scientific work.

The library has a legal reference system "JURIST" and a database of legislation in Russian and state languages.

2 reading rooms of the library can simultaneously serve about 100 students.

The library's reading rooms have computers that are used by students and teachers.

Rules for using the library.

1. Rules for the use of the library - a document that defines the general procedure for organizing services for readers and access to collections, rights and obligations of readers and the library.

2. The library organizes the issuance of books, other printed works, and other materials available in the library to readers for temporary use.

3. Students, teachers and employees of this University have the right to use the library.

4. Use of the library is free of charge.

5. Home lending of literature is made on the subscription. Literature intended for use in the library reading room is not given for home use.

6. Registration in the reading room is made as follows: students according to a certificate, employees according to an identity document.

7. When subscribing to the library, readers should familiarize themselves with the rules for using the library.

8. For each reader a reader's form is filled in, a library card, which is intended for use within five years.

9. The reader's card, the library card and the book card are the documents certifying the fact and date of issue of the works of printing to the reader and their reception by the librarian.

10. Readers who are responsible for the loss or damage of publications are obliged to replace them with equivalent publications or reimburse 10 times as much. The student is liable for the loss or irreparable damage caused by the loss of a work of printing from the collections: deprivation of the right to use the library for one year (up to expulsion from the university).

11. Every year, at the beginning of the academic year (in September), the library re-registrates its readers with a mandatory presentation of all the literature they were given.

12. Readers sign the reader's or book card for each copy of the publication received on the subscription.

13. When books are returned, the signatures of the readers on the librarian card are cancelled by the librarian's signature.

6. Rules of internal regulations, rights and obligations of students

A student learning on credit technology has the right to:

1. To receive knowledge corresponding to a modern level of development of a science and culture on the chosen speciality.
2. To participate in discussion and solution of the most important issues of the University activity through public organizations and management bodies.
3. To participate in all types of research works, conferences, present their works for publication, including in the Institute's publications.
4. To master, in addition to academic disciplines in selected areas of training (specialties), any other academic disciplines taught in a university at an additional cost:
6. To study according to an individual plan approved by the Academic Council of a university or faculty.
7. To use, free of charge, the libraries, information fund, services of educational, scientific divisions in carrying out the actions provided by the educational process under the basic educational program.
7. To plan his/her educational program under the guidance of a mentor (Adviser).
8. To conduct research work.
9. To study certain academic disciplines in other higher educational institutions with the approval of the university rector.
10. The student has the right to re-study the relevant courses on a paid basis.
11. The student has the right to provide a reference guide for the entire period of training and an educational and methodological complex for each academic discipline.
12. In forming individual curricula, students have the right to choose elective subjects or follow the choice of teachers.
13. To appeal the orders and instructions of the university administration in the order established by the legislation of RK.

Responsibilities of the student:

1. University students are required to familiarize themselves with the rules of organization of the educational process according to the credit system of education.
2. Students must register for the courses before the beginning of the semester according to the schedule.
3. Students learn the disciplines in strict accordance with approved individual curricula.
4. When making his or her individual plan, the student must strictly follow the rules of the credit system, and also:
 - a) to take into account all the disciplines of group A and B in his/her plan;
 - b) follow the established deadlines for registration for academic disciplines and changes in the individual curriculum.
5. Strictly follow the individual curriculum.
6. Regularly and efficiently prepare for the lessons.
7. Monitor his/her progress.

8. Attend all auditorium classes, strictly follow the schedule of submitting independent work under the guidance of a teacher.

9. Strictly follow the Charter of the university. Rules of conduct of students at the university, Rules of use of the library.

10. Fulfil the conditions of the contract for credit system based education.

11. Student responsibility and requirements

The organizational requirements resource includes creative and performance formats. **In the creative format**, the student is expected to perform the tasks received in the classroom with maximum independence, consistently, in full and creatively. Important indicators of the degree of student involvement in search levels of access to recommended sources (or the student is limited to the library literature, or he works in the collections of scientific libraries of the city with a wider range of professional literature). A special place is given to the quality of his speeches at colloquiums, debates, and seminars.

The performance format includes expectations regarding the timing of independent work, and organizational discipline in the classroom: absences without a valid excuse are extremely unacceptable and not useful. The absences are not positive.

Attendance absences must be for a valid reason only. Valid reasons for skipping classes are considered:

- illness (if medical certificate is available);
- participation in sports competitions, Olympiads, contests, conferences (with a supporting document);
- family and other valid circumstances (if there is an application for release in the dean's office).

In the latter two cases, exemption from classes is issued by order of the dean's office. Students who have missed classes due to the above-mentioned valid reasons have the right to give the teacher material on the missed topic as well as appropriate independent work without lowering the grade.

Corporate ethical requirements for the student group are aimed at developing the personality of each student and the group as a whole. Communication interference caused by distractions such as being late or talking on a mobile phone damages the integrity of the whole lesson. Cell phones are therefore switched to silent mode to record incoming calls and SMS. Viewing the information received - only after the lesson is over.

All questions, appeals, wishes and initiatives aimed at academic goals and personal professional development of the student are appreciated.

Works that are not completed on time are not counted in the overall rating. The student himself should be interested in his personal rating and monitor the timing and quality of the submitted papers for verification.

Students who missed the lesson will take their individual task from the teacher and compensate for being absent during the following week.

Copying lecture texts from fellow students is not recommended. The topic is restored on the basis of independent work with the literature recommended by the teacher.

It is expected that the attitude of the student to the course will comply with the Code of Honour of the university student. The student should not miss classes, be disciplined, be respectful to the teacher and students. The student should come to the lessons prepared to discuss and analyze the material.

1.1. Law Faculty

Educational building №1 (Abai str., 94): office 2, tel. 52-52-26

Dean of the faculty Sabitov Serik Mukhametkazinovich doctor PhD

Deputy dean Imanmadiyeva Aliya Muratovna

Learning at the Law Faculty of ABU is prestigious, it is a guarantee of quality professional training.

The Faculty of Law trains highly qualified legal personnel, which are in demand not only in the region, but also in the republic.

Since 1998 the faculty functioned as a structural subdivision of the Kazakh State Law University, which in 2000 was reorganized into the Kazakh State Law Academy, and in 2002 - into the Kazakh Humanitarian Law Innovative University.

Since 2007, the Faculty of Law is one of 3 faculties of ABU.

ABU, the leading higher educational institution of the republic, the structural subdivision of which has been the faculty for 20 years, has brought its fruits.

High level of professional training of lawyers is provided by a team of highly qualified teachers.

The Faculty of Law comprises 3 departments: criminal law disciplines, civil law disciplines, state law disciplines.

The courtroom, computer room with applications and Internet access, forensic science laboratory with visual aids, video equipment, computer equipment, photo laboratory and forensic examination laboratory are actively used in the learning process.

A public fund, the Commonwealth of Young Lawyers, and a legal clinic (providing free legal advice to the public) function at the Faculty of Law.

Over 11 thousand lawyers graduated from the faculty in 20 years. They are in demand in the labor market and successfully work in central and local government bodies, law enforcement agencies, in many firms and companies, including foreign ones.

In order to ensure the international recognition of academic titles and degrees and to ensure the academic mobility of students, teachers and researchers, a transition to a three-tier system (bachelor's, master's and doctoral studies) has been made.

1.2. FACULTY OF INFORMATION TECHNOLOGIES AND ECONOMICS

Educational building №3 (Ilyashev str., 94): office 103

Dean of the faculty Orynassarova Aizhan Abeukhanovna doctor PhD

Deputy Dean Takhtayeva Rimma Shaimardanovna

At faculty training on the state educational grants and on a contractual basis is conducted in 13 educational programs of a bachelor's degree and 3 educational programs of the master's degree.

Bachelor's degree programs: «Biotechnology», «Physical education and sport», «Initial military training»), «Informatics», «Standardization, Certification and Metrology», «Computer engineering and software», «Design», «Information systems», «Building», «Electroenergy», « Organization of transportations, movement and exploitation of transport », 5B050900 "Finance", 5B050800 " Accounting and audit ", 5B050600 "Economics", 5B051000 " Public and local management ".

The educational program of a master's and doctoral degrees: "Informatics", Finance, Economics").

The faculty has scientific relations with leading universities and research centers in Kazakhstan, CIS countries and abroad: Al-Farabi Kazakh National University, Satbayev University, L. N. Gumilyov Eurasian National University (ENU), Tomsk State University, Altai State Technical University, and others.

The faculty is located in a three-storey building in the city center and has a modern educational and material base.

1.3 HUMANITARIAN FACULTY

Educational building №3, (Schmidt street 44): office 31, tel. 77-31-12

Dean of the faculty Sadykova Raissa Toleuovna doctor PhD

Deputy Dean Shayakhmetova Gulmira Amangeldinovna

The Humanitarian faculty of the Kazakh Humanitarian Law Innovative University was created on January 30, 2004 (order № 70 from 30.01.04).

The Humanitarian Faculty trains personnel for colleges, schools and vocational schools in several pedagogical and social work specialists. Training at the faculty is conducted by highly qualified specialists in the field of social-humanities, psychological and pedagogical sciences in Kazakh, Russian and English languages. The specialists are trained in full-time and extramural forms of education.

The faculty has scientific relations with leading universities and research centers in Turkey: Denizli, Pamukkale University, Istanbul Marmara University and Russia.

Academic exchanges are implemented in accordance with existing agreements between the university and partner universities, agreements with international organizations, foundations and other organizations.

Educational institution «Alikhan Bokeikhan University»

Faculty_____

Year of study_____ Group _____

To the Rector of the University
professor
Kurmanbayeva Sh. A.

Student _____

APPLICATION

« _____ » _____ 202_____

I ask you to sign me up to study at summer semester of _____ academic year in the following disciplines:

No	Discipline	Credits	Component/block (ООД/R, ООД/E, БД/R, БД/E, ПД/R, ПД/E)
	Total number of credits		

Head of the OR _____ Dean of the faculty _____

Cost of 1 credit _____ - _____ academic year – _____ tenge.

Total payment: _____ Chief accountant / _____ /

Student's signature _____

ANNEX C

Educational institution «Alikhan Bokeikhan University»

Faculty _____
 Year of study _____ Group _____

To the Rector of the University
 professor
 Kurmanbayeva Sh. A.

Student _____

APPLICATION

« _____ » _____ 202 _____

In connection with the _____ ask you to
 (specify the reason, transfer or readmission)

reconsider and include to individual curriculum of 202__ -202__ academic year the following disciplines of educational differences:

№	Discipline	Credits	Component/block (ООД/Р, ООД/Е, БД/Р, БД/Е, ПД/Р, ПД/Е)
Total number of credits			

Head of the OR _____ Dean of the faculty _____

Cost of 1 credit _____ - _____ academic year – _____ tenge.

Total payment: _____ Chief accountant / _____/

Student's signature _____

ANNEX D

Faculty _____

Specialty _____

«Approve»

Dean of the faculty _____

«_____» _____ 202____

INDIVIDUAL CURRICULUM

for 202____ - 202____ academic year

Full name of the student _____

Year of admission _____ Language of instruction _____

FALL SEMESTER

Discipline code	Discipline	Credits	Specificity of credits
1	2	3	4
Total number of credits			

SPRING SEMESTER

Discipline code	Discipline	Credits	Specificity of credits
1	2	3	4
Total number of credits			

Specificity of credits: general education disciplines ООД/Р (Elective disciplines ООД/Е), Basic disciplines БД/Р (элективные БД/Е), profiling disciplines ПД/Р (elective disciplines ПД/Е), optional disciplines Ф/Р, practice /Р

Signatures: Student _____
 Advisor _____
 Head of department _____

APPENDIX E

To the Head of the Registrar's Office
 Educational institution «Alikhan Bokeikhan
 University» Kudaibergenovich M.K. from the
 student _____ faculty

 specialty _____

 group _____

THE APPLICATION FOR APPEAL

«____» _____ 202__ when passing the exam (test) in the discipline _____

there were the following questions (incorrect), with the answers of which I do not agree and ask to consider at the meeting of the Appeal Commission:

Number of the question	Content of the question	Correct answer for the test of the exam base (in full)	My answer (in full)

Full Name of the teacher in this discipline: _____

Date and time of application: _____

Student's signature _____

ANNEX F

Ministry of Education and Science of the Republic of Kazakhstan
Educational institution «Alikhan Bokeikhan University»

ENROLLMENT

for 202___/ 202___ academic year

Full name _____

Faculty _____ Year of study _____

Form of study _____ The basis of learning: _____

Specialty code _____ Specialty _____

Educational trajectory _____

Address _____

Telephone number _____ Mobile phone _____

E-mail _____

Semester	Block (ООД, БД, ПД)	Discipline	Credits
1	2	3	4
		Year of study: _____	
Reporting			
Alternative			

Student _____ Advisor _____