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The Reference Book «Student's guide» is intended for students of «Turan-Astana» university, as well as for enrollees and their parents.

The Reference Book is a guide of a student's life for those who study in «Turan-Astana » university.

The Reference Book «Student's guide» informs about structure of university, location and contact numbers of departments that you are interested in. In the reference book you can find the full information about the origin of university and its prospects, the features of education on the basis of credit technology, transfer regulations, restoration and subjects, which is yet to be studied by students in our university. Here you can also find information about your rights, responsibilities and rules of conduct.

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DEAR FRESHMAN!

You and your parents have made the right choice by entering «Turan-Astana» university. We congratulate you on

your successful entrance in our university and wish you successful study. Our university is well-recognized not only in Astana but throughout the country. In order you to become acquainted with university and to fully seize opportunities opening to it, the reference book was developed, in which you can find the answers to many questions, related to education and a student's life in «Turan-Astana» university.

We hope that «Student's guide» will be useful for you, and student years in «Turan-Astana» university will be comfortable, successful and profitable.

Today your future depends on you! Be regular visitor of scientific conferences and winner of scientific events and Olympics, including internationals. Scientific discoveries are waiting for you as a member of student scientific coteries and seminars. Breakthrough in intellectuals, by reading all of books in university library. Study languages to get diploma in translation studies and to go for internships in universities abroad, and also get certificates for extra education, and scholarships for excellent study. Become champions of annual Universiade, by restoring your physical strength in section of several types of sport. Compete with celebrities of university team (club of comedians) or become a celebrity in dancing, vocal, theatrical and other ensembles and coteries. Show your talents for organization in youth committee. To cut a long story short, you can study in many different ways! Be true kings of university, to always make it proud of you!

History of «Turan-Astana» university

«Turan-Astana» university is nonprofit higher educational institution and one of the «Top 10» humanitarian economic universities by the results of the annual national ratings of the best universities of Kazakhstan in 2018.

The university started its educational activity in 1998 as a branch of one of the leaders of non-state education in the Republic of Kazakhstan which is «Turan» university of Almaty city. The branch was opened due to transfer of the capital of republic into Astana city. The main goal was to assist in forming Astana city as powerful and intellectual, scientific and educational centre of the country.

In 2004 the branch of university was juridically transformed into independent institution «Turan-Astana» university.

The university is structural unit of educational corporation of «Turan», which is composed of «Turan college» and «Туран-Профи» International professional academy.

Such approach to youth education effectively allows to reach all scientific and educational, financial and technical potential of «Turan», to create good conditions for a continued student education, to upgrade and to involve youth in research work.

Currently «Turan-Astana» university is major, modern and educational, scientific, and cultural centre in republic, performing preparation for majors in education, law, social science and business and humanitarian..

A candidate of economic sciences, professor, doctor of philosophy, rector with new mind-set, based on realities of the present time, Japarova Gulzhamal Alkenovna have been leading the university since may of 2009.

The university passed governmental certifications three times: in 2000, 20005, and 2010. In 2014 and 2015, the university passed institutional and specialized accreditation.

«Turan-Astana» university was one of the first what embedded credit technology education, which allows to provide flexibility and academic freedom. Preparation in faculty is performed by full-time education and part-time education, is conducted in official and Russian languages. From the first year education, students have opportunity to listen to the discipline of choice. All students have free access to Internet. Based on global network Internet, there is official web-site of «Turan-Astana» university <http://www.turan-astana.kz>. In web-site there is information about scientific, educational, courseware, educational work of university, international partnership. WEB-site of the university performs functions of educational portal, as in web-site of the university there is link to web-site with

университета выполняет также функции Образовательного портала, так как на WEB-сайте университета имеется ссылка на WEB-сайт с catalogue of services of e-learning <http://www.turan-astana.kz>. In web-site there is midterm testing for students studying with e-learning ,also there is e-mail of university: turan-astana.kz

«Turan-Astana» university has three own buildings, in which educational auditoriums , library with reading and subscription rooms, eateries, 7 computer rooms, and medical station are situated. Library of the university equipped with new educational and scientific literature.

In the university there are several different union clubs: Youth committee, (club of comedians), speech and debate club, sport club, and coterie of dombyra players (musical instrument). Out students have become the winners and

prize-winners of international, republican, and urban sport competitions, student Universidad, Olympics, and «Student spring» event. Our students are members of national teams of Republic of Kazakhstan in box, , canoeing, wrestling, volleyball. There are bonus system and scholarship of Toktar Aubakirov for those students who achieved particular successes in sport and creation.

Within the framework of academic mobility program, there are many students taking classes in universities of Malaysia, China, Russia, Bulgaria.

At the end of education in «Turan -Astana» university, graduates **receive diploma of state-recognized and academic degree.**

Information about admission and structural departments of university



Rector

Dzhaparova Gulzhamal Alkenovna,
Candidate of economic sciences,
professor, doctor of philosophy,
presides activity of university in general

Office: A201

Receptionist : 8 (7172) 39-81-18

Vice-rector

Daubaev Kanat Zhaksymuratovich,
Doctor of economics, professor,
Organizes and controls работу по
качественной реализации программ
высшего и послевузовского образования

Office: B210

Tel .: 8 (7172) 39-69-28



Vice-rector in social and youth politics

Nurpeisov Sagat Elubaeovich

Carries out functions of regulations in social
sphere and youth politics of university, and
development of social infrastructure.

Office: B215

Tel.: 8 (7172) 39-60-78



Humanitarian and juridical faculty

Faculty carries out preparation for the following majors:

5B030100 – «Jurisprudence»

1. Course description of bachelor's degree

Graduate, who have received higher basic education and have successfully passed the final qualification certificate, is awarded qualification and academic degree of «bachelor of law» in major «Jurisprudence».

2. Objects of professional activity

Objects of professional activity of graduates are:

- Law enforcement agencies;
- Judicial, executive and representative public control and administration authorities;
- State and non-state enterprise;
- Advocacy;
- Banks;
- Insurance and audit companies, organizations of education.

3. Continuing education options

Graduates, who have successfully mastered educational programs in the direction of preparation «Jurisprudence», who have demonstrated high level of basic education, and who have a tendency for creative work, can be recommended to the following education in majors: «Jurisprudence», «International law», «Law enforcement activities».

5B030200– «International law»

1. Course description of bachelor's degree

Graduate, who have received higher basic education and have successfully passed the final qualification certificate, is awarded qualification and academic degree of «bachelor of law» in major «International law».

2. Objects of professional activity

Objects of professional activity of graduates are:

- departments of external relations of public authorities and management of ministries and departments of the Republic of Kazakhstan;
- Law enforcement agencies;
- Commercial and non-commercial organizations, and also other organization providing usage of bachelor's degree of International law in professional appointment.

3. Continuing education options

Graduates, who have successfully mastered educational programs in the direction of preparation «International law», who have demonstrated high level of basic education, and who have a tendency for creative work, can be recommended to the following education in majors: «International law».

5B020700– «Translation studies»

1. Course description of bachelor's degree

Graduate, who have received higher basic education and have successfully passed the final qualification certificate, is awarded qualification and academic degree of «bachelor of humanitarian knowledge» in major «Translation studies».

2. Objects of professional activity

Objects of professional activity of graduates are:

cultural facility, international organizations, various informational and analytical services, embassy and law of agencies, ministries, tourism agencies, publishing houses, translation bureau and other organizations and enterprises.

3. Continuing education options

Graduates, who have successfully mastered educational programs in the direction of preparation «Translation studies», who have demonstrated high level of basic education, and who have a tendency for creative work, can be recommended to the following education in majors: «Translation studies».

5B011700 – «Kazakh language and literature»

1.Course description of bachelor's degree

Graduate, who have received higher basic education and have successfully passed the final qualification certificate, is awarded qualification and academic degree of «bachelor of Kazakh language and literature knowledge»

2. Objects of professional activity

Objects of professional activity of graduates are:

- school, lyceum, high school, college; research institutions,
creative organizations, state and non-state organizations.

3.Continuing education options

Graduates, who have successfully mastered educational programs in the direction of preparation «Kazakh language and literature», who have demonstrated high level of basic education, and who have a tendency for creative work, can be recommended to the following education in majors: «Kazakh language and literature».

5B090200 – «Tourism»

1. Course description of bachelor's degree

Graduate, who have received higher basic education and have successfully passed the final qualification certificate, is awarded qualification and academic degree of «bachelor in service sector» in major «Tourism».

2. Objects of professional activity

Objects of professional activity of graduates are:

- State administrative agencies related with tourism organizations (ministries, akimats, and their regional departments and structures);
- State and private companies, engaging touristic business;
- Consulting companies of touristic profile;
- Marketing services of touristic enterprises;
- Objects of tourism infrastructure;
- institutions, preparing mid-tier experts in tourism;
- research organizations, engaging study of problems of tourism development;
- advertising agencies, promoting touristic services in domestic and international market;
- organization of the system of the Ministry of emergency situations
- other organizations and companies, which are connected with specialization, set by university councils.

3. Continuing education options

Graduates, who have successfully mastered educational programs in the direction of preparation «Tourism», who have demonstrated high level of basic education, and who have a tendency for creative work, can be recommended to the following education in majors: «Tourism».

5B090400 – «Social and cultural service»

1. Course description of bachelor's degree

Graduate, who have received higher basic education and have successfully passed the final qualification certificate, is awarded qualification and academic degree of «bachelor in service sector» in major «Social and cultural service».

2. Objects of professional activity

Objects of professional activity of graduates are:

- individuals, families, group of people;
- organizations and their needs in domestic services and service.

3. Continuing education options

Graduates, who have successfully mastered educational programs in the direction of preparation «Domestic services and services», who have demonstrated high level of basic education, and who have a tendency for creative work, can be recommended to the following education in majors: «Domestic services».

5B042100 - «Design»

1. Course description of bachelor's degree

Graduate, who have received higher basic education and have successfully passed the final qualification certificate, is awarded qualification and academic degree of «bachelor of art» in major «Design».

2. Objects of professional activity

Objects of professional activity of graduates are:

- Architectural design: design of architectural environment, interior design, landscape design and monumental and decorative art.

- Graphic design: design of advertising, printing and publishing design, decorative art and photo graphics.

- Industrial design: clothing design, furniture design, technical design, decorative and applied art.

3. Continuing education options

Graduates, who have successfully mastered educational programs in the direction of preparation «Design», who have demonstrated high level of basic education, and who have a tendency for creative work, can be recommended to the following education in majors:

«Design».

For further information contact deanery and department of faculty

Deanery of Humanitarian and juridical faculty

Dean: Egizbaev Nurgeldy Urazgeldievich
Office: B411
Tel: 39-81-18 (122)

Department of «National and international law »

Chief department- Barsukova Rita Anatolyevna
Office: B413
Tel: 8(7172)39-81-18 (BH.121)

Department of «Social, humanitarian and linguistic disciplines»

Chief department- Aikenova Ryskeldy Aikenovna
Office: A303
Tel: 8(7172)39-81-18 (BH.112)

Department of «Design, service and tourism»

Chief department - Kystaubaeva Zaure Temkeshovna
Office: B206
Tel: 8(7172)39-81-18 (BH.112)

«BUSINESS AND INFORMATION TECHNOLOGY » FACULTY

Faculty carries out preparation for the following majors:

5B050800 – «Accounting and Auditing»

1. Course description of bachelor's degree

Graduate, who have received higher basic education and have successfully passed the final qualification certificate, is awarded qualification and academic degree of «bachelor of economics and business» in major «Accounting and auditing».

2. Objects of professional activity

Objects of professional activity of graduates are:

- Various branches of economics of organization: ministry and departments, tax committee, agency of RK statistics, enterprises and firms regardless of their type of activity, size or form of ownership, governing bodies, research organization, banking system.

3. Continuing education options

Graduates, who have successfully mastered educational programs in the direction of preparation «Accounting and auditing», who have demonstrated high level of basic education, and who have a tendency for creative work, can be recommended to the following education in majors: «Accounting and auditing», «Economics», «Management», «Finances», «Marketing».

5B050900 – «Finances»

1. Course description of bachelor's degree

Graduate, who have received higher basic education and have successfully passed the final qualification certificate, is awarded qualification and academic degree of «bachelor of economics and business» in major «Finances».

2. Objects of professional activity

Objects of professional activity of graduates are:

- State bodies of republic and regional level: Ministry of finances of RK, ministry of economics and budgetary planning of RK, National bank of RK, agency of RK of regulations, supervision of activity of financing markets and organizations, economic services of ministries and departments, banks, stock exchange, budgetary organization, investment funds, economic entities of various organizational and legal forms, economical courts, financial policy, and also research organization.

3. Continuing education options

Graduates, who have successfully mastered educational programs in the direction of preparation «Finances», who have demonstrated high level of basic education, and who have a tendency for creative work, can be recommended to the following education in majors: «Finances», «Accounting and auditing», «Economics», «Management», «Marketing».

5B050600 – «Economics»

1. Course description of bachelor's degree

Graduate, who have received higher basic education and have successfully passed the final qualification certificate, is awarded qualification and academic degree of «bachelor of economics and business» in major «Economics».

2. Objects of professional activity

Objects of professional activity of graduates are:

- Organizations and firms regardless of their type of activity, size, form of ownership and categories of participants (residents and non-residents of Kazakhstan),
- Environmental protection organization and rational environment management,
- General education organizations at various levels (high school, college) and research institutions.

3. Continuing education options

Graduates, who have successfully mastered educational programs in the direction of preparation «Economics», who have demonstrated high level of basic education, and who have a tendency for creative work, can be recommended to the following education in majors: «Economics», «Accounting and auditing», «Management», «Finances», «Marketing».

«State and local administration», «Social work».

5B051000 – «State and local administration»

1. Course description of bachelor's degree

Graduate, who have received higher basic education and have successfully passed the final qualification certificate, is awarded qualification and academic degree of «bachelor of economics and business» in major «State and local administration».

2. Objects of professional activity

Objects of professional activity of graduates are:

- Apparatus and Presidential Administration of Republic of Kazakhstan (PK);
- Apparatus of Parliament of RK;
- Various structural subdivision of Parliament of RK;
- Financial economic policy (ministries, departments and agencies);
- Local government (akimats of districts, cities, regions);
- Apparatus and executive bodies;
- National state and private companies, concerns, corporations and etc.

3. Continuing education options

Graduates, who have successfully mastered educational programs in the direction of preparation «State and local administration», who have demonstrated high level of basic education, and who have a tendency for creative work, can be recommended to the following education in majors: «State and local administration»

5B050700 – «Management»

1. Course description of bachelor's degree

Graduate, who have received higher basic education and have successfully passed the final qualification certificate, is awarded qualification and academic degree of «bachelor of economics and business» in major «Management».

2. Objects of professional activity

Objects of professional activity of graduates are:

- Government bodies;
- Enterprises, organizations and firms regardless of their type of activity, size and form of ownership;
- Research institutions and organizations;
- Individuals and society.

3. Continuing education options

Graduates, who have successfully mastered educational programs in the direction of preparation «Management», who have demonstrated high level of basic education, and who have a tendency for creative work, can be recommended to the following education in majors:

«Management», «Marketing», «Economics», «Social work», «State and local administration», «Information systems of applying in branch and region ».

5B090800 – «Evaluation»

1. Course description of bachelor's degree

Graduate, who have received higher basic education and have successfully passed the final qualification certificate, is awarded qualification and academic degree of «bachelor in service sector» in major «Evaluation».

2. Objects of professional activity

Objects of professional activity of graduates are:

3. Continuing education options

Graduates, who have successfully mastered educational programs in the direction of preparation «Evaluation», who have demonstrated high level of basic education, and who have a tendency for creative work, can be recommended to the following education in majors:

«Evaluation».

5B070300 – «Information systems»

1. Course description of bachelor's degree

Graduate, who have received higher basic education and have successfully passed the final qualification certificate, is awarded qualification and academic degree of «bachelor of equipment and technology» in major «Information systems».

2. Objects of professional activity

Objects of professional activity of graduates are:

Enterprises and organizations of various forms of ownership, developing, embedding and exploiting information systems in various area of human activity.

3. Continuing education options

Graduates, who have successfully mastered educational programs in the direction of preparation «Information systems», who have demonstrated high level of basic education, and who have a tendency for creative work, can be recommended to the following education in majors: «Information systems».

5B070400 – «Computing and software»

1. Course description of bachelor's degree

Graduate, who have received higher basic education and have successfully passed the final qualification certificate, is awarded qualification and academic degree of «bachelor of equipment and technology» in major «Computing and software ».

2. Objects of professional activity

Objects of professional activity of graduates are:

- Computing machinery, complexes, systems and networks;
- Computer system processing information and management;
- Software tools of computing and information systems (programs, bundled software and systems).

3. Continuing education options

Graduates, who have successfully mastered educational programs in the direction of preparation «Computing and software », who have demonstrated high level of basic education, and who have a tendency for creative work, can be recommended to the following education in majors: « Computing and software ».

5B050300 – «Psychology»

1. Course description of bachelor's degree

Graduate, who have received higher basic education and have successfully passed the final qualification certificate, is awarded qualification and academic degree of «bachelor of social knowledge» in major «Psychology ».

2. Objects of professional activity

Objects of professional activity of graduates are:

- Preschool organizations, secondary school, lyceum and high school, specializing, educational and training organizations, colleges;
- Research and development institutions and centers;
- Athletic and creative organization;
- Health organization;
- Centers of major counseling and professional education, urban and republic-social services, , public employment service;
- Centers of studying public opinions and political technologies;
- Industrial enterprises and business organizations;
- Law enforcement organizations и penitentiary institutions, rehabilitation center and и center of social adaptation of pedagogically neglected children and teenagers;

3. Continuing education options

Graduates, who have successfully mastered educational programs in the direction of preparation «Psychology », who have demonstrated high level of basic education , and who have a tendency for creative work, can be recommended to the following education in majors:
« Pedagogy and psychology ».

For further information contact deanery and department of faculty

Deanery of faculty «Business and information technologies » Dean: Pyagay Alexander Anatolyevich
Office: B204
Tel: 8(7172)39-81-18 (BH.105)

Department of «Economics and innovational business »
Chief department: Tulegenova Zhanat Utegenovna
Office: B222
Tel: 8(7172)39-81-18 (BH.116)

Department of «Finances, accounting and evaluation »
Chief department: Kazbekov Galym Kabduovich
Office: B403
Tel: 8(7172)39-81-18 (BH.106)

Department of «Information technologies»
Chief department - Ainagulova Aliya Siyundukovna
Office: B301
Tel: 8(7172)39-81-18 (BH.120)

Department «Pedagogy and psychology»
Chief department- Nagymzhanova Karakat Mukashevna
Office: B219
Tel: 8(7172)39-81-18 (BH.127)

E-LEARNING

«Turan-Astana» university offers qualitative e-learning at the level of international standards providing diploma of state-recognized degree!

In January of 2010, «Turan-Astana» university confirmed conformity of educational process organization in remote educational technologies by normative document of MES RK. In February of 2010, the university received the permission of MES RK for using remote educational technologies in educational process.

Advantages of e-learning:

- Education at any time, at any day of the week.
- Education and passing examinations at any place of the world, where Internet connection is.
- Time and financial saving.
- Education at work, business trip, on leave and on the way, anywhere, where one can connect to the internet(PC, laptop)
- Education before and after work, at lunchtime or at break time.
- For having many children mothers.
- For mothers on maternity leave.
- For physically challenged persons.
- For military personnel.
- For our compatriots working or studying abroad.

Magistracy

At the moment the University "Turan-Astana" has State licenses in 10 specialties of master's degree and scientific-pedagogical direction.

№	Code	Name of specialty	Duration of training
1	6M050600	Economy	1 year; 2 years
2	6M050700	Management	1 year; 2 years
3	6M010300	Pedagogy and Psychology	1 year; 2 years
4	6M051000	State and local government	1 year; 2 years
5	6M070300	Information systems	1.5 years; 2 years
6	6M090200	Tourism	1 year; 2 years
7	6M050800	Accounting and Auditing	1 year; 2 years
8	6M050900	Finance	1 year; 2 years
9	6M030100	Jurisprudence	1 year; 2 years
10	6M011700	Kazakh language and literature	1 year; 2 years

Master's degree is a second level of higher education, focused on the training of specialists for research, scientific-pedagogical, industrial, administrative and managerial activities and including the deepening of general scientific and specialized knowledge in a chosen branch of science or management.

Training in the magistracy is carried out in two directions: **specialized and scientific-pedagogical**.

Profile magistracy implements educational programs of postgraduate personnel training for the branches of the economy, medicine, law, art, services and business, with advanced professional training. The profile master programs can also implement educational programs aimed at training top managers for various fields of activity, including the MBA program (Master of Business Administration), LLA (Master of Law), etc. The profile master's educational programs are applied learning, aimed at instilling managerial skills and providing training for professional managers (general managers) profile in all aspects of management). **The scientific and pedagogical magistracy** implements educational programs of postgraduate training for the system of higher, postgraduate education and the research sector, with in-depth scientific and pedagogical training. The standard duration of the development of the educational program of scientific and pedagogical magistracy is **2 years**. The standard duration of mastering the educational program of the Master's program is **1-1.5 years**, depending on the specialty and previous training. Education in the magistracy is carried out only full-time. An academic year consists of academic periods, a period of interim certification / final control, practice, holidays and final certification.

Teaching in the master's program of the University "Turan-Astana" will be conducted by leading professors and associate professors in the author's programs

Training under the master's program will be based on the active independent and research work of students.

At the end of the magistracy graduates defend a master's thesis, which is an independent scientific research, carried out under the guidance of a supervisor.

The main distinctive features of master's training at the University "Turan-Astana" are:

- use of the latest technologies and teaching methods, such as interactive lectures, group projects, individual and group presentations, scientific seminars;
- a significant proportion of independent work in the curriculum;
- the opportunity to study courses of interest from a wide range of elective disciplines;
- guest lectures by professors from foreign universities-partners of the university;
- research projects on materials of real companies and organizations;

- an individual approach to undergraduates;
- author's training programs for leading professors and assistant professors;
- combination with professional activity (convenient class schedule)

Doctorate

At the moment the University "Turan-Astana" has a State license for 1 doctoral specialty

№	Code	Name of specialty	Duration of training
1	6M050600	Economy	3 years

The doctorate of the University "Turan-Astana" provides training of specialists of the highest scientific qualification for the scientific, scientific-pedagogical, industrial and innovative area of activity. The purpose of training, based on the principle of in-depth self-education in combination with high scientific activity and academic mobility of students, is to prepare a doctoral dissertation and obtain the highest scientific qualification - the academic degree of doctor of philosophy (PhD).

For more information contact to the Student Service Center

Student Service Center

Cabinet: B102

Telephone: 8 (7172) 39-81-18 (ext. 124)

General rules of the internal regulations

University "Turan-Astana", the rights and obligations of students

Dear students, the future of our republic is in your hands. Your future will depend on your professionalism, competence and desire to work. Therefore, you should know everything about your rights and responsibilities.

3. Students must:

- 3.1. Strictly and steadily comply with these rules.
- 3.2. Systematically and deeply master theoretical knowledge with practical skills in the chosen specialty (program).
- 3.3. Attend basic and supplementary classes, perform all types of tasks in accordance with the curriculum and programs in a quality and timely manner.
- 3.4. Comply with the discipline, time to come to school, to perform the mode of the university.
- 3.5. Comply with the requirements of safety, hygiene, fire safety, provided for by the relevant rules and instructions.
- 3.6. Keep clean and tidy in the classrooms and in the university.
- 3.7. Take care of the University property (furniture, equipment, teaching aids, computer equipment, etc.).
- 3.8. Watch your appearance (be neatly dressed).
- 3.9. Participate in the public life of the University (during the "Round Tables", meetings, at various events, general cleaning, community work days, etc.).
- 3.10. Do not miss or be late for classes without good reason.
- 3.11. Address teachers on "You", by name and patronymic and with due respect.
- 3.12. During the classes it is strictly prohibited to:
 - use a mobile phone, etc. distracting from occupations by means of communication;
 - chew gum;
 - take food in the dining room and in the classroom.
- 3.13. In the absence of classes for any reason, inform the curator or methodologist of the dean's office and submit an supporting document.
- 3.14. To restore the property damaged by him.
- 3.15. Follow student ethics.
- 3.16. It is strict to comply with all instructions and orders of dean's office staff and teachers.

4. University students have the right to:

- 4.1. Make suggestions for improving the educational process.
- 4.2. Attend events held by the university: student evenings, contests, meetings with honored and well-known figures of the Republic of Kazakhstan and foreign countries, "round tables", thematic seminars, conferences and other events.
- 4.3. Use the library fund of the University.
- 4.4. To be elected to the "Committee on Youth Affairs", to take part in solving surveys of its activities.
- 4.5. Freely express your opinion.

6. Daily routine at the University

- 6.1. Training sessions at the University are held according to the schedule of studies, which is compiled by the training unit and approved by the Vice-Rector.
- 6.2. Classes at the University are held in two shifts. Beginning of classes for students of the first shift at 9-00. Beginning of classes for students of the second shift at 14-00.
- 6.3. Breaks between classes 10 minutes.
- 6.4. Entrance of students after the call is allowed only with the permission of the dean.

8. It is strictly prohibited in the University's premises:

8. 1. To be in outerwear and headdresses.
8. 2. Smoking in the educational building, as well as on the territory of the University.
8. 3. Consumption of alcoholic beverages, both on the premises of the University and on its territory.
8. 4. Appearing at the University in a drunken state.
8. 5. To interfere with classes.

9. Responsibility

9.1 For violation of these rules, the following types of disciplinary action are applied to students:

- remark;
- reprimand with a warning;
- deduction from the number of students (for violation of **p. 3.11., 3.15., 3.16., 8.3., 8.4.**);
- money penalty.

9.2. Cash penalty is charged in the following cases:

- in case of damage to the property of the University, the amount of the fine depends on the damage.

CREDIT SYSTEM OF EDUCATION

For international recognition of national educational programs, ensuring the mobility of students and faculty of educational organizations, as well as improving the quality of education and ensuring continuity at all levels and levels of higher and postgraduate professional education, three-level training of specialists in the Republic of Kazakhstan: "Bachelor" - "Master" "Doctor" is conducted on a single credit technology training.

The credit technology of education is an educational system aimed at increasing the level of self-education and the creative development of knowledge on the basis of individualization, selectivity of the educational trajectory and accounting for the amount of knowledge in the form of loans.

In the credit system of education, the accounting for the laboriousness of academic work is carried out according to the volume of material taught, that is, in credits. At the same time, the volume of each discipline is determined in credits based on state compulsory educational standards and model curricula.

The task of the credit system of education is to develop students' abilities for self-organization and self-education. Their implementation is provided by each student's free access to library collections and databases, the availability of teaching aids and recommendations for all disciplines and for all types of classes - workshops, coursework and degree projects, practices, as well as visual aids, audio and video materials.

About some terms of credit system of education

When transferring from the secondary education system to the higher education system, the student is confronted with concepts and definitions completely new to him, therefore this handbook contains a glossary (dictionary) containing the basic concepts related to the credit system of education:

- 1) academic calendar - a calendar of training and control activities, professional practices during the school year, indicating the days of rest (holidays and holidays);
- 2) academic mobility is the transfer of students or research teachers to study or conduct research for a specific academic period: a semester or academic year to another institution of higher education (domestically or abroad) with mandatory recalculation of developed educational programs in the form of credits in university or to continue their studies in another university;
- 3) academic freedom - a set of powers of the subjects of the educational process, granted to them to independently determine the content of education in the elective component disciplines, additional types of training and organization of educational activities in order to create conditions for the creative development of students, teachers and the application of innovative technologies and teaching methods;
- 4) the student's academic rating is a quantitative indicator of the level of mastery of the students of the curriculum of disciplines, based on the results of interim certification;
- 5) academic degree - the degree awarded by educational organizations to students who have mastered relevant educational curricula, according to the results of final certification;
- 6) academic hour - the contact time of the student with the teacher on a schedule for all types of classes (classroom work) or on a separately approved schedule;
- 7) active handouts (AWP) - illustrative materials distributed in training sessions to motivate the student to successfully master the subject creatively (abstracts of lectures, references, slides, examples, glossary, tasks for independent work);
- 8) qualification Examination - a procedure carried out to determine the degree of their mastering the volume of academic disciplines stipulated by the state general educational standard;
- 9) intermediate certification of students - a procedure carried out during the examination session in order to assess the quality of the students' mastery of the content of part or all of the academic discipline after its completion;
- 10) independent work of the student - work on a certain list of topics set aside for independent study, provided with educational and methodical literature and recommendations, controlled in the form of tests, examinations, colloquiums, essays, essays and reports; depending on the category of students, it is divided into independent work of a student (hereinafter - IWS), independent work of a graduate student (hereinafter - CPM) and independent work of a doctoral student (hereinafter - PSA); the entire volume of an SRO is confirmed by assignments that require the student to do daily independent work;
- 11) learning achievements of students - the knowledge, skills, abilities and competencies of students, acquired by them in the learning process and reflecting the achieved level of personal development;
- 12) control of students' educational achievements - checking the level of students' knowledge by various forms of control (current, boundary and final) and certification, determined independently by the higher education institution;
- 13) ongoing monitoring of students' academic performance - a systematic examination of students' knowledge in accordance with the curriculum, conducted by the teacher in the classroom and extracurricular classes during the academic period;
- 14) double-diploma education - the possibility of parallel education in two curricula (educational programs) in order to obtain two equivalent diplomas (Double Major) or one major and second additional diplomas (Major - Minor);
- 15) European system of transfer (transfer) and credit accumulation (ECTS) - a method of assigning credit units (credits) to the components of educational programs (disciplines, courses, modules), with which the comparison and re-calculation of the academic disciplines developed by students (with credits and grades) when changing educational trajectory, school and country of study;
- 16) individual curriculum - curriculum, which is formed for each academic year by students independently with the help of an adviser on the basis of the standard curriculum and the catalog of elective disciplines;

- 17) credit, credit-hour - a unified unit of measurement of the student's / teacher's academic work;
- 18) credit technology of training - training based on the selection and self-planning by the student of the sequence of studying disciplines using credit as a unified unit of measurement of the volume of educational work of the student and teacher
- 19) final control - control of students' educational achievements in order to assess the quality of their mastery of the program of an academic discipline, conducted during the interim attestation in the form of an exam, if the discipline is studied for several academic periods, then the final control can be carried out in a part of the discipline studied in this academic period;
- 20) boundary control - control of students' educational achievements at the end of the section (module) of one academic discipline;
- 21) enrollment - the procedure for pre-registering students for academic disciplines;
- 22) point-rating letter system for evaluating educational achievements - a system for evaluating the level of educational achievements in points corresponding to the internationally accepted alphabetic system with a digital equivalent, and allowing to establish a rating of students;
- 23) registrar's office (department, sector) is an academic service that registers the entire history of student learning and ensures the organization of all types of knowledge control and the calculation of its academic rating;
- 24) independent work of the student under the guidance of a teacher (hereinafter - the SRTP) - extracurricular work of the student under the guidance of a teacher, carried out according to the approved schedule; depending on the category of students, it is divided into: independent work of a student under the guidance of a teacher (hereinafter - IWST), independent work of a graduate student under the supervision of a teacher (hereinafter - SRMP) and independent work of a doctoral candidate under the guidance of a teacher (hereinafter - SRDP);
- 25) Grade Point Average (GPA) - the weighted average of the student's academic achievement in one academic year in the chosen program (the ratio of the sum of the work of credits to the digital equivalent of the intermediate assessment grade in disciplines to the total number of credits for the current period of study);
- 26) working curriculum - a document developed by educational organizations independently on the basis of the standard curriculum of the specialty and the individual curricula of students;
- 27) course description - a brief description of the discipline (consists of 5-8 sentences), which includes the goals, objectives and content of the discipline;
- 28) prerequisites - disciplines containing the knowledge and skills necessary to master the discipline under study;
- 29) post-requisites - disciplines for the study of which requires knowledge and skills acquired upon completion of the study of this discipline;
- 30) syllabus - a curriculum that includes a description of the discipline under study, goals and objectives of the discipline, a brief of its content, topics and duration of their study, tasks for independent work, consultation time, schedule of students knowledge checks, teacher requirements, assessment criteria students' knowledge and references;
- 31) transcript - a document containing a list of mastered disciplines for the relevant period of study with an indication of credits and grades in alphabetic and numerical terms;
- 32) tutor - teacher, acting as an academic consultant of the student on the development of a particular discipline;
- 33) standard curriculum - a document regulating the list and scope of educational disciplines of the professional educational curriculum, the order of their study and forms of control.
- 34) advisor - a teacher who performs the functions of an academic mentor of a student in a relevant specialty, assisting in the choice of a learning trajectory (the formation of an individual curriculum) and the development of an educational program during the period of study;
- 35) elective disciplines - academic disciplines included in the component of choice within the framework of established 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 of the higher educational institution.

FEATURES OF THE ORGANIZATION OF THE EDUCATIONAL PROCESS AT THE CREDIT TECHNOLOGY OF TRAINING IN TURAN-ASTANA UNIVERSITY

The organization of the educational process at the University "Turan-Astana" on the credit technology of education is carried out by the main educational and auxiliary departments (dean's offices, educational-methodical management, student service center).

Credit technology training is based on the choice and self-planning by students of the sequence of studying disciplines using credit as a unified unit of measurement of the student's and teacher's academic work.

In the case of credit technology, the accounting of the laboriousness of study work is carried out according to the volume of material taught, measured in credits.

The credit technology of education is cumulative, which means a growing accounting of previously mastered loans for all levels of education.

By the beginning of the school year, students are provided with an information package that includes:

1. Handbook guide;
2. Catalog of elective disciplines (QED)
3. The individual curriculum (IEP) of the student;
4. Student's methodical complex.

The academic year at the University "Turan-Astana" consists of academic periods (semesters), period intermediate certification (final control), practice and holidays. The duration of one semester is 15 weeks, the final control is at least 1 week, the holidays are at least 7 weeks per academic year.

It is allowed to introduce a summer semester with the exception of a graduation course of up to 6 weeks to meet the need for additional training, eliminate academic debts or differences in curricula, study disciplines in coordination with other universities, and master loans to students with their mandatory recalculation in their high school.

During one academic period, the student must master 18-22 credits.

Student Service Center

In connection with the transition to the credit system of education in 2004, the office of the Registrar Office was created, restructured into the Student Service Center (DSP), which is an independent structural unit of the university, designed to organize students' quality control organizations. DSP deals with the registration of the entire history of the student's educational achievements and ensures the organization of all types of knowledge control and the calculation of its academic rating, and also provides all types of services, including state ones. DSP activities are carried out in accordance with the Law of the Republic of Kazakhstan "About Education", Model Rules for Higher Education Institutions, the Provision on DSP and other normative and legal acts regulating the educational process. DSP is located in office B102.

Your mentors - curator and adviser

The curator conducts educational work, creates closer contacts between the university administration, public organizations, university training staff and students of the group. The curator's activity is aimed at fostering a sense of civic responsibility and patriotism among students, their all-round cultural development, creating a group atmosphere of friendship and mutual assistance, conscientious attitude to study, engaging students in scientific and social work. For conducting educational work, the curator uses meetings, conversations, meetings with university graduates, conducts excursions and so on.

The curator performs the following functions:

- organizes and personally participates in student group meetings, major social events;
- monitors the progress and discipline of students, organizes the necessary assistance in a timely manner;
- maintains communication with teachers, leading classes in the group;
- participates in the selection and appointment of the head of the group.

In order to select and implement an individual educational trajectory of training, as well as to ensure the mobility and flexibility of curricula in the conditions of the credit system of education in higher educational institutions, an advisory service is organized, or the so-called office of academic consultants - advisors.

An adviser is a teacher who assists in choosing an individual learning path and mastering an educational program during the study period. In addition, the adviser can provide advice in addressing future career issues, determining the theme of graduation work, determining the basis of professional practice. Advisors should represent the academic interests of students to assist him in the preparation and adjustment of the individual curriculum.

Tasks of the adviser:

- assisting students in defining an individual learning path and mastering an educational program;
- identification of the needs, interests and inclinations of the student when choosing the trajectory of training in the relevant specialty;
- providing advice to students in the choice of disciplines;
- assistance to the student in the preparation of individual curricula, if necessary - their adjustment;
- participation in the work of expert commissions that consider issues of academic performance and academic status of students.

The adviser introduces the student with the features of the academic life of the University, the content of the working curriculum, the requirements for obtaining a diploma, the possibilities of the chosen specialty and is an assistant in choosing an individual learning path in accordance with the student's inclinations, opportunities, interests and goals.

REGISTRATION ON DISCIPLINES

An important aspect of the educational process is the organization of the procedure for registering students for disciplines. Students make a choice of disciplines under the guidance of the dean and adviser. Record of students for the study of disciplines organized by the DSP.

Students entering the university are registered before the beginning of the first semester after the orientation week.

The rest of the students are registered for the next semester disciplines and repeated courses at the end of each semester during the registration period specified in the Academic calendar.

Registration of students is carried out only on the disciplines of the upcoming semester according to the curriculum of a particular specialty.

Registration for the next semester discipline and retake of disciplines (Retake) takes place at the end of each semester during the registration period specified in the Academic calendar. For admission to registration, you must pay for the upcoming semester.

The order of registration and re-registration of students on academic

disciplines

The registration procedure includes the following steps:

The student should contact an adviser who advises and gives explanations on the choice of disciplines before registering.

After coordination with the adviser, the student forms his individual curriculum. The IEP is approved by the dean of the faculty, and surrenders to the DSP. One copy of the student's IEP is kept in the DSP and serves as the basis for monitoring the implementation of the curriculum, the second is in the dean's office, and the third is handed to the student.

Period of re-registration. If a student wishes to change his list of studied disciplines, he can do it only during the re-registration period and only for the disciplines that are included in the schedule. Changes in disciplines are carried out through the deans of faculties in the registration department and only with the agreement with the student's adviser. The duration of the re-registration period is the first week of the semester.

Attention! A student cannot make adjustments to an IEP after this period is completed.

HOW IS THE KNOWLEDGE OF STUDENTS CONTROLLED?

Credit technology of education clearly reflects not only the structure of curriculum courses, workload, but also learning outcomes.

Regular control and accounting of the academic achievements of the student ensures his high motivation to continuous learning and research work, to continuous self-improvement and self-learning. Independent work of students at the credit technology of education is an integral part of the entire educational process.

Attendance of at least 80% of classes in each discipline is mandatory for all students.

In case of arrears in payment of tuition, a student is not allowed to study, to intermediate and final controls, until full repayment of the debt.

The system of monitoring and evaluation of students' educational achievements include periods of current, mid-term control, intermediate certification and final state certification.

Ongoing monitoring is a systematic monitoring of student's academic progress conducted by a teacher. One of the forms of assessment of students' knowledge during the academic semester is the rating (boundary) control, which is conducted on the 8th and 15th week by the leading discipline teacher. The organization of the mid-term knowledge control is carried out by deans and DSP. The grade is set for each discipline separately as a percentage on a 100% scale. The results of rating control are taken into account when passing exams in academic disciplines during the examination session.

The final control is the control of the student's educational achievements carried out after the completion of the discipline during the examination session. With the introduction of the summer semester, a summer examination session is established.

For the discipline "Physical Education" affixed differentiated offset. The score is not taken into account when calculating the GPA, but credit for this discipline is necessary for mastering the normative amount of credits and obtaining a diploma.

The final stage of training students is the state final certification, conducted to determine the professional solvency of the graduate.

According to the results of final certification, the graduate receives a diploma of higher education and a transcript with academic indicators for the entire period of study.

Exam Session

Two weeks are given for the full-time examination session. Exam schedule compiled by the Educational and Methodological Department.

The form of the final control of students' knowledge of academic disciplines is an exam conducted at the end of the study of the discipline of the DSP in the form of computer testing.

The results of the examination session, all types of certification are recorded in accordance with the individual curriculum in the DSP.

The student, in case of disagreement with the results of 1 and 2 of the midterm control, as well as the examination mark, within three days following the rating and final control, may appeal to the appeal commission. The application for appeal is submitted personally to students in the name of the dean of the faculty and is considered by the subject appeal committee of the department.

In the case of skipping the exam (s) or the entire exam session, the student, if there is a valid reason, has the right to extend the deadline for the exam session. The application is submitted in the name of the dean to the students personally. Before the end of the examination session, the student or his legal representative (parents, spouses, in case of impossibility of personal appeal) must inform the dean's office and the DSP about the reason for skipping the session.

One of the components of the educational process in the credit system is the summer semester, which is organized on a fee basis at the initiative of the student for the purpose of additional training, the elimination of academic debts, and the elimination of differences in curricula. The duration of the summer semester is determined by the academic calendar of the educational process.

Knowledge Rating Scale

Monitoring and evaluation of the student's knowledge is carried out according to a point-rating alphabetic system with a corresponding transfer to the traditional grading system according to the student's grading scale below.

Point-rating letter system for evaluating students' academic

achievements with transfer to a traditional rating scale

Score by Letter system	Marks	In percentage	Rating by 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	Satisfactory
C	2.0	65-69	
C-	1.67	60-64	
D+	1.33	55-59	
D	1.0	50-54	Failure
F	0	0-49	

What is GPA?

According to the results of the student's final progress, the average score (GPA) is calculated. Students who do not receive the established pass rate (GPA) in the current academic year and summer semester of the same academic year are offered a repeated course of study. To transfer a student from one course to another, the following average passing points (GPA) are established: to the second course - at least 1.7; on the third - not less than 2.0; on fourth - at least 2.1; on the fifth - at least 2.3; subject to the completion of the full course of the current individual plan.

What is the retake of disciplines?

Students who have academic debts based on the results of the exam session must retrain for the discipline for which they are in arrears.

“Retake” is carried out only on a paid basis for all specialties and forms of education, during the summer semester.

Access to registration at Retake opens after payment of the cost, taking into account the number of credits, but no later than the re-registration period.

About the special diploma

If you set a goal to study only “good” and “excellent” and on completion of the University “Turan-Astana” to receive a special diploma, then from the first days of your stay at the university organize your studies so that there is not a triple in your transcript.

A graduate of a higher educational institution who passed all exams for the entire period of study with grades "A", "A-", "B +", "B" "B-" and scored an average grade point score (GPA) of at least 3.5 , as well as defended graduate work and passed the state exams with grades "A" or "A-", is awarded a diploma with honors.

In what cases can be expelled from the university "Turan-Astana"?

A student may be expelled from the University "Turan-Astana":

- at own will;
- for medical reasons;
- for financial arrears of tuition fees;
- for violation of the Charter of the university, the internal regulations;
- in connection with the transfer to another university.

A student who wishes to deduct at his own request from the University "Turan-Astana" must write an application addressed to the rector with a request for expulsion.

A student expelled from the university is issued an academic transcript of the established form.

When can I get an academic leave?

A student can take an academic leave, i.e. to temporarily interrupt their studies for health reasons, including maternity, in connection with the call to the Armed Forces of the Republic of Kazakhstan. Academic leave is granted only on the basis of the conclusion of the medical advisory commission (CWC) of the city student clinic for a period of 6 to 12 months, in exceptional cases up to 2 years, or a certificate of conscription to the Armed Forces of the Republic of Kazakhstan

The student submits an application for registration of academic leave in advance of the exam session.

A student returning from academic leave before the beginning of the next academic period, submits an application addressed to the head of the educational organization about withdrawing from academic leave and

Provides a certificate from the BCC about the state of health of the medical organization that observed the patient.

A student returning from academic leave must eliminate the difference in working plans (if necessary) in a timely manner.

For more information on applying for academic leave, contact the DSP and the medical office of the university.

Medical room

Medical worker: Tursunova Zinakul Bolatovna

Cabinet: B107

ORDER OF TRANSFER AND RESTORATION IN TURAN-ASTANA UNIVERSITY

Transfer rules

The student has the right to transfer from one organization to another, from one specialty to another (only those studying on the basis of secondary education are entitled) or from one form of education to another. Translation is allowed only after the completion of at least one academic period (semester), during the holidays, for students who do not have academic debts and who have received an established grade point average (GPA).

The transfer of a student from one educational organization to another for all forms of education and specialties is done with the consent of the leaders of both educational organizations and is executed by the relevant orders. A student who wants to transfer to another educational organization submits an application for transfer in the name of the head of the organization where he is studying, and, having received a written consent to the translation, sealed, he appeals to the head of the educational organization of interest. TO

A statement of the transcript or a copy of the transcript certified by the signature of the head and sealed must be attached to the application for transfer to the head of the host educational institution.

When deciding the issue of transfer, the head of the educational organization that hosts the student issues an order to transfer it. At the same time, within three days, a written request is sent to the educational organization, where the student had previously studied, about forwarding his personal file.

A student is transferred from course to course based on the results of the summer exam session by order of the head of the educational organization, taking into account his transfer score. A student who does not receive an established transfer point remains for a second course.

Recovery rules

A person who is expelled from a higher educational institution has the right to be reinstated in the number of students by order of the head of the educational organization for any form of education.

The student has the right to reinstatement regardless of the limitation period of expulsion, but subject to the completion of at least one academic period. The number of credits, mastered by the student until the moment of deduction, is counted by the university in full. Expelled student can recover for any specialty and the corresponding year of study according to the academic transcript.

To restore to the educational organization, the student submits an application addressed to the head of the educational organization, in which he expresses a desire to continue his studies. An application of the established form (original) is attached to the application for restoration. The head of the unit on the basis of the presented Help determines the course, the difference in the disciplines of the curriculum. The decision on the restoration should be made by the head of the educational organization two weeks before the start of classes so that the student has the opportunity to enroll in academic disciplines and form his own individual curriculum.

When restoring and transferring a deadline for the delivery of the difference in the curriculum.

To pass the difference of disciplines in the curriculum, the student must register for the discipline and pay for the training. The student on a paid basis, dismissed during the semester for non-payment of tuition fees, in case of repayment of arrears of payment, have the right to recover within four weeks from the date of dismissal.

INFORMATION ABOUT THE ORGANIZATION OF THE STUDENT'S INDEPENDENT WORK

With the credit system of education, the amount of independent work performed by students increases. The purpose of the IWS is to create opportunities for the student to receive individual qualified advice on the material of the classroom, on the content of additional topics of the IWS, as well as for the implementation of course, semester projects, computational-graphic and control works. Classes are held in specially designated classrooms, individually with each student (group of students). The schedule of the CDS is compiled by the department. One copy of the schedule is posted on the department bulletin board, one is at the teacher. During the CDS, the learner acts as an active participant in the educational process and acquires the skills of free critical thinking, the ability to argue and defend his position, and initiative.

INFORMATION ABOUT THE ORGANIZATION OF PRACTICE IN TURAN-ASTANA UNIVERSITY

The practice of students and undergraduates of the university is an important part of the educational process, serves to consolidate and deepen the theoretical knowledge, the acquisition of practical knowledge and skills in the studied specialty. The internship is mandatory along with the passage of the theoretical disciplines of the curriculum.

In order to better prepare for the practice, the student should become familiar with the practice program, compile and study the recommended reference and guidance literature, receive the necessary advice on the organization and methods of work from the head of the practice, from the department.

The methodological instructions (programs) of the practice reflect the requirements for the internship, the purpose and content of the practice, the terms of the internship, the basic rules and requirements for writing a report on the results of the practice.

All practices are conducted in accordance with the Regulations on the conduct of professional practice at the university. The practice has a status equivalent to an academic discipline, and is a component of the student's educational trajectory.

