



Appendix to the Rector's order
Academy of Public Administration under
the President of the Republic of
Kazakhstan
dated October 20, 2023 No. 734

ACADEMIC POLICY ON POSTGRADUATE EDUCATION PROGRAMS (MASTER 'S DEGREE, DOCTORAL STUDIES)

Preamble

Being an intellectual platform that develops civil servants who are open to new ideas and the demands of the time,

recognizing as its mission the formation of a high managerial culture among civil servants,

based on values such as respect for the individual, decency, openness, professionalism, innovation, contractual capacity, careful attitude to resources,

The Academy of Public Administration under the President of the Republic of Kazakhstan (hereinafter – Academy) approves this Academic Policy as a guide for the teaching staff, students, employees on planning and effective organization of the educational process aimed at the implementation of result-oriented learning.

1. General terms

1.1. The subject of the Academy is the implementation of activities in the field of postgraduate, additional education, and scientific research.

1.2. The studying at the Academy is carried out based on equal access to education for all students, considering the special educational needs and individual possibilities. Academy adheres to the highest standards of academic integrity and intolerance to any corruption violations.

1.3. The activities of the Academy are based on the principles of academic freedom, the integration of education, research and practice, collegial decision-making, social responsibility and transparency.

1.4. The Code of Ethics and Academic Integrity developed at the Academy, the Anti-Corruption Policy and the Anti-Corruption Standard contain requirements for strict compliance by all employees and students.

1.5. The Academy operates on the principles of collegial management. The general provisions and structure are reflected in the Regulations on the Collegial Governing Body of the Academy, approved by the decision of the US dated May 4, 2023, No. 14 Protocol.

1.6. Changes, additions to this policy may be made by the AC on the recommendation of the EPC, Institutes /NSPP and other structural units involved in the educational process.



2. List of abbreviations

ACSA – Agency of the Republic of Kazakhstan for Civil Service Affairs;
Academy – Republican State-owned enterprise "Academy of Public Administration under the President of the Republic of Kazakhstan";
MAC – Medical advisory commission;
SCSE – State compulsory standard of education of the Republic of Kazakhstan;
FA – Final Attestation;
FAC – Final Attestation Commission;
Institutes – Institute of Management and Institute of Diplomacy of the Academy;
IAR – Institute of Applied Research;
IPD – Institute of Professional Development;
IDPs – individual development program of the student;
SIR – Sector of Information Resources;
IEP – individual education plan;
QACCFES – Quality Assurance Committee for Control in the Field of Education and Science of the Ministry of Science and Higher Education of the Republic of Kazakhstan;
ODLC – Office for Development of Language Competences;
ECC – elective courses catalogue;
MSHE – Ministry of Science and Higher Education of the Republic of Kazakhstan;
SCEARA – Scientific center of excellence for advanced research and analysis;
NSPP – National School of Public Policy;
OHPE – Organizations of higher and postgraduate education;
EP – Education program;
DDT – Department of Digital Technology;
LDSD – Legal and Documentation Support Department;
TS – teaching staff;
AQC – Academic Quality Council;
CUDS – Council of Undergraduates/Doctoral Students
SIP – Sector of International Development;
IWDS – independent work of a doctoral student;
IWDSGT – independent work of a doctoral student under the guidance of a teacher;
IWMS – independent work of a master's student;
IWMSGT – independent work of a master's student under the guidance of a teacher;
IWS – independent work of the student;
IWSGT – independent work of a student under the guidance of a teacher;
AC – Academic Council;
FES – Financial and Economic Service;
CMAC – Centralized Medical Advisory Commission;
MCC – Marketing and Communication Center;
CAC – Competence Assessment Center;
EPC – Educational Policy Center;
CSDCP – Center for Strategic Development, Coordination and Partnership;
HRMC – Human Resources Management Center;
ERWDS – experimental research work of a doctoral student;



ERWMS – experimental research work of a master's student;

ERWS – experimental research work of the student;

ECTS – European Credit Transfer and Accumulation System;

GPA – Grade Point Average;

3. Basic concepts and definitions

3.1. The Assessment Center is the most effective method of a comprehensive assessment of the success of an employee /candidate / student, diagnostics of his probable behavior through modeling and involvement in activities close to real work situations.

3.2. competencies – the ability to use the knowledge, skills and abilities acquired in the course of training in professional activity in practice;

3.3. doctoral studies – postgraduate education, the activities of which are aimed at training personnel for scientific, pedagogical and (or) professional activities, with the award of the degree of Doctor of Philosophy (PhD) (doctor in profile) with the mandatory acquisition of at least 180 academic credits. The Academy provides training for professional activities with the award of a doctor's degree in the profile.

3.4. doctor by profile is a degree awarded to persons who have mastered the doctoral program in the relevant field of professional activity and defended their dissertation in the Republic of Kazakhstan or abroad, recognized in accordance with the procedure established by the legislation of the Republic of Kazakhstan;

3.5. doctoral student – a person studying for a doctoral degree;

3.6. a doctoral dissertation is a scientific work of a doctoral student, which is an independent study in which theoretical provisions have been developed, the totality of which can be qualified as a new scientific achievement, or a scientific problem has been solved, or scientifically based technical, economic or technological solutions have been outlined;

3.7. the scientific justification of the dissertation research (research proposal) is a document prepared by a doctoral student and approved by the university during the first or second years of study, including the purpose, objectives and methodology of the study, a review of the literature and the expected results of the study;

3.8. the individual development program of the student (hereinafter referred to as IDP) is a plan independently formed by him for the entire period of study with the help of the program coordinator on the basis of the EP, and includes the following components: an individual curriculum (IC), experimental research work, including an internship plan, practical training (including industrial practice, program, base, deadlines and reporting form), the topic of the master's project / doctoral dissertation with the justification and structure and plan of the project / dissertation, the plan of scientific publications, including foreign, competence growth and competence development plan.

3.9. individual curriculum (hereinafter referred to as IC) is a student's curriculum, independently formed by him for each academic year with the help of a coordinator based on the EP and the catalog of elective disciplines;

3.10. Master's degree is a degree awarded to persons who have mastered the master's degree program;

3.11. a master's student is a person studying for a master's degree;

3.12. master's degree is the level of postgraduate education aimed at training personnel with the award of a master's degree in the corresponding EP with the



mandatory acquisition of at least 60 credits for a 1–year program, for a 2-year program at least 120 credits;

3.13. master's project is the final work of a master's student of a specialized master's degree, which is an independent study containing theoretical and (or) experimental results that allow solving an applied problem of an actual problem of a selected EP;

3.14. academic freedom is a set of powers of subjects of the educational process provided to them for independent determination of the content of education in the disciplines of the component of choice, additional types of training and organization of educational activities in order to create conditions for the creative development of students, teachers and the use of innovative technologies and teaching methods;

3.15. academic period (term) is the period of theoretical training established independently by the educational organization in one of three forms: semester, trimester, quarter;

3.16. academic credit is a unified unit of measurement of the volume of scientific and (or) academic work (workload) of a student and (or) a teacher;

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

3.18. academic hour (master's and doctoral studies) is a unit of measurement of the volume of training sessions or other types of academic work, 1 academic hour is 50 minutes, when switching to online / distance learning, 1 academic hour is 40 minutes, is used in the preparation of the academic calendar (schedule of the educational process), the schedule of training sessions, when planning and taking into account the past educational material, as well as when planning the pedagogical load and taking into account the work of the teacher;

3.19. current control is a systematic examination of students' knowledge in accordance with the curriculum, conducted by a teacher in classroom and extracurricular classes during the academic period;

3.20. midterm control (midterm) – control of students' academic achievements upon completion of a major section (module) of one academic discipline;

3.21. final control – verification of students' academic achievements, carried out after the completion of the study of the discipline during the examination session (intermediate certification);

3.22. academic mobility – the movement of students or research teachers to study or conduct research for a certain academic period (semester or academic year) in another OHPE (within the country or abroad) with the mandatory transfer of mastered curricula, disciplines in the form of academic credits in their OHPE or to continue their studies in another OHPE;

3.23. academic attestation - monitoring the implementation of the individual work plan of the student at the end of each academic year, apart from the final course of students.

3.24. final certification of students (Qualification Examination) is a procedure carried out in order to determine the degree to which they master the scope of academic disciplines and (or) modules and other types of educational activities provided for by the educational program in accordance with the state mandatory standard of higher and postgraduate education;

3.25. independent work of a student (hereinafter referred to as IWS) - work on a specific list of topics allocated for independent study, provided with educational and methodological literature and recommendations, controlled in the form of tests, control papers, colloquiums, abstracts, essays and reports; depending on the category of students, it is divided into independent work of a master's student (hereinafter referred to as IWMS and independent work of a doctoral student (hereinafter referred to as



IWDS); the entire volume of IWS is confirmed by tasks requiring daily independent work from the student;

3.26. double-degree education - the possibility of parallel study according to two curricula (educational programs) in order to obtain two equivalent diplomas (Double Major) or one main and second additional diplomas (Major - Minor);

3.27. The European System of Transfer (transfer) and accumulation of Credits (ECTS) is a method of assigning credit units (credits) to OP components (disciplines, courses, modules), with the help of which the comparison and transfer of academic disciplines mastered by students (with credits and grades) is carried out when changing the educational trajectory, educational institution and country of study;

3.28. the module is an autonomous, completed in terms of learning outcomes, structural element of the EP, having clearly formulated knowledge, skills, competencies acquired by students and adequate evaluation criteria;

3.29. modular training is a way of organizing the educational process based on the modular construction of the EP, curriculum and academic disciplines;

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

3.31. enrollment for an academic discipline (enrollment) – the procedure for online registration of students for academic disciplines;

3.32. credit technology of training – training based on the choice and independent 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 the teacher;

3.33. independent work of a student under the guidance of a teacher (hereinafter referred to as IWST) - extracurricular work of a student under the guidance of a teacher, conducted according to an approved schedule; depending on the category of students, it is divided into: independent work of a master's student under the guidance of a teacher (hereinafter referred to as IWMST) and independent work of a doctoral student under the guidance of a teacher (hereinafter referred to as IWDST). IWST can be carried out in subgroups (at least 7 people). When forming a group of less than 14 people, division into subgroups is prohibited. When forming a group of more than 25 people, it is recommended to divide into subgroups for carrying out IWST.

3.34. Transcript - a document containing a list of mastered disciplines for the corresponding period of study with the indication of credits and grades in alphabetic and numeric terms;

3.35. Grade Point Average (GPA) is a weighted average assessment of the student's academic achievements over a certain period according to the selected program (the ratio of the sum of the products of credits to the digital equivalent of the final grade points for all types of academic work to the total number of credits for these types of work for this period of study);

3.36. elective disciplines – academic disciplines included in the elective component within the established credits and introduced by educational organizations, reflecting the individual training of the student, considering the specifics of socio-economic development and the needs of a region, established scientific schools of higher education institutions;

3.37. discipline program (Syllabus) is a curriculum that includes a description of the discipline being studied, the goals and objectives of the discipline, its brief content, topics and duration of their study, tasks of independent work, consultation time, schedule of knowledge checks of students, teacher requirements, criteria for evaluating students' knowledge and a list of references;



3.38. EP coordination – involves, together with students, the development, formation and coordination of an individual educational trajectory of students, providing support to students in completing individual development plans, preparing internship/internship programs, coordinating internship/internship with LMS completion, assisting the management of the Institute /NSPP in the development of EP, assisting teaching staff in the development of syllabuses of disciplines taking into account the expected results of the EP. The coordination of the EP is included in the teaching load of the teaching staff.

3.39. the technical secretary of the state attestation commission is a person who provides technical support for the work of the commission, including checking the master's project for the uniqueness of the text (for the presence of borrowings and originality); coordinating the process of receiving reviews and reviews; carrying out standard control; organizing and holding meetings of the commission and defense; preparing and submitting documentation for the final certification;

3.40. scientific supervisor – a person who carries out scientific guidance, consulting, organizational and expert work on conducting research of a graduate student within the framework of a master's project;

3.41. scientific consultant – a person who carries out scientific guidance, consulting, organizational and expert work on conducting a doctoral student's research within the framework of a doctoral dissertation;

3.42. preliminary results of the study – publication of articles, reports of speeches at scientific forums and conferences, conducting field research (sociological survey, expert survey, expert interview);

3.43. valid reasons - medical indications confirmed by a sheet of temporary disability documented, as well as force majeure: flood, fire, other natural and man-made disasters.

4. Standards of behavior of employees, students and trainees of the Academy

4.1. Comply with the requirements established by the legislation of the Republic of Kazakhstan and internal legal acts of the Academy for the student;

4.2. Timely and properly fulfill the goals and objectives prescribed in the individual development plan of the student;

4.3. During the period of study at the Academy, adhere to the office-classical style of clothing.

4.4. Contribute to the formation of a positive moral and psychological environment in the team by their attitude to work and study;

4.5. Observe official subordination and business etiquette;

4.6. Observe generally accepted norms of morality and respect universal values;

4.7. Comply with the norms of academic integrity;

4.8. Develop their professional, managerial and personal competencies;

4.9. Demonstrate readiness and ability to make effective decisions in the face of global challenges and competition;

4.10. Demonstrate readiness and ability to develop practical recommendations for solving problems on a regional and global scale for sustainable growth and inclusive development.

5. Education programs



5.1. EP Academies are aimed at training professional managers of a new formation. The Academy's AC is annually reviewed and approved by the EP for compliance with modern challenges and requirements of public administration and public service.

5.2. The Academy implements EP in the profile direction: master's degree programs with a period of study of 1 (one) and 2 (two) years and doctoral studies with a period of study of 3 (three) years.

6. Organization of the educational process

6.1. The Academy provides training in the state, Russian and English languages for each master's and doctoral degree program.

6.2. Training at the Academy is carried out full-time, including using distance learning technologies.

It can introduce a mixed training format - a combination of online courses (in real time), distance learning, including using information and communication technologies and telecommunication means, and offline training formats within one EP.

6.3. Training sessions are organized daily from Monday to Saturday in the period from 09.00 to 20.00 hours in an offline format.

For on-the-job EP, the educational process is organized daily from Monday to Saturday in offline mode with a period from 09.00 hours to 20.00 hours, also in online mode with a period of 19.00 hours to 22.00 hours.

6.4. The organization of the educational process within one academic year is carried out based on the academic calendar, which is approved by the decision of the Academic Council.

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

6.5. The academic year consists of academic periods (semesters of theoretical training), intermediate certification (exams, examination sessions), periods vacations, professional practice, internships, academic and final certifications.

6.6. Each academic period ends with a period of intermediate certification of students (examination session / final control).

6.7. Each academic year (apart from graduate master's and doctoral courses) ends with a period of academic certification. Academic certification is the basis for transfer to the next year.

6.8. Vacations are granted to students after each academic period, while the duration of vacation time in the academic year is at least 7 weeks, apart from the final course.

6.9. Practice is a mandatory type of educational work of the student. When organizing the educational process, it can introduce practice both separately from the academic period and in parallel with the academic period.

6.10. The results of the practice are considered when summing up the results of the interim certification.

6.11. The duration of the practice is determined in weeks based on the standard time of the student's work in practice during the week, equal to at least 30 hours (6 hours a day with a 5-day working week).

6.12. It can introduce a summer semester (apart from the graduate course of undergraduates) lasting at least 6 weeks to meet the needs for additional training, eliminate academic debt or differences in EP, master related or additional EP, including double degree programs.



6.13. When planning the volume of academic work, it is assumed that one academic credit is equal to 30 academic hours for all its types. One academic hour for all types of academic work is equal to 50 minutes. When switching to online /distance learning, it can conduct 1 (one) academic hour for all types of academic work up to 40 minutes, at the appropriate order of the supervising vice-rector.

6.14. Independent work of students is divided into two parts: independent work, which is performed under the guidance of a teacher (IWSGT), and the part that is performed completely independently (IWS).

6.15. The entire volume of IWS is confirmed by tasks that require daily independent work from the student.

6.16. The ratio of interactive classes / lectures, IWSGT and IWS is determined in the ratio of 10/10/10 academic hours, respectively.

6.17. Academic groups are formed according to the principle of an enough students enrolled in this discipline and to this teacher and achieving an enough level of their profitability. Classroom planning is carried out, as a rule, for academic groups of 10 (ten) to 50 (fifty) people, apart from groups where the enrollment was less than 10 students. Practical classes in language disciplines are planned in subgroups of 8 (eight) to 14 (fourteen) people, apart from groups where the enrollment was less than 10 students. It is possible to organize groups / streams for the study of a discipline from students of various Institutes / NSPP.

6.18. The EPC monitors the results of the intermediate certification of students and their analysis. Intermediate and final certification of students is organized by Institutes / NSPP together with the EPC.

6.19. All types of students' written works are subject to mandatory verification for the uniqueness of the text (for the presence of borrowings) in the loan detection system used at the Academy.

6.20. The Academy determines and ensures compliance with the rules for checking for the presence of borrowings.

6.21. Verified master's projects and doctoral dissertations are saved in the system for detecting text borrowings.

6.22. Each teacher independently chooses teaching methods, methods and forms of organizing and conducting training sessions based on the EP and syllabus.

6.23. All training sessions within the approved schedule that were not held should be postponed and conducted according to a separate schedule approved by the supervising Vice-rector.

6.24. Institutes/NSPP are responsible for the implementation of the educational process. Monitoring of the training sessions is carried out by the EPC. Monitoring of training sessions should not interfere with the educational process and cause inconvenience to the teacher and/or students.

6.25. For individual planning of training, Institutes /NSGs offer students a package of educational and methodological materials:

- IDP template (Individual Development Program) (Appendix 1);
- syllabuses;
- materials for self-study, self-control in each discipline, control tasks, case studies, situational tasks, etc. (for SRO and SROP);
- the results of the assessment of the student's competencies (if any);
- forms of accounting documentation and other materials.

6.26. IDP determines the individual educational trajectory of each student.

6.27. Syllabuses are developed by the teaching staff of Institutes/NSPPP in all disciplines of the EP, coordinated with the coordinators of the EP, reviewed and approved by the decision of the meeting of the Directorate of Institutes / NSPP. Syllabuses consist of



a description of the discipline, expected results, course topics, recommended literature with specific chapters and pages, assignments, relevant deadlines, evaluation criteria, etc. (Appendix 2). Teaching staff from the date of approval at the directorate have the right to make changes to syllabuses no later than two weeks after the start of the academic period. Syllabuses with the amendments are approved by the directorates of Institutes/NSPP. Syllabuses should include literature available in the library fund of the Academy.

6.28. The IWSGT includes consultations on the most difficult issues of the curriculum, consultations on homework, projects (works) and other types of tasks. The description of the interactive forms of the IWSGT with the indication of topics, tasks and the volume of hours is contained in the syllabuses. SROP can be conducted in offline or online formats in agreement with the EPC, while at least 30% of classes must be conducted in offline format.

6.29. The heads of the Institutes /NSPP promptly inform the teaching staff and students about the content of the normative documents of the educational process of the Academy, as well as about the changes and additions made to these documents.

7. Attendance

7.1. Students of the Academy are required to attend all types of training sessions in accordance with the approved schedule. Skipping classes without a valid reason is not allowed.

7.2. Students who have missed 15 or more academic hours of classes without a valid reason during one academic period (semester, modules) are subject to expulsion from the Academy.

7.3. Students must work out the missed classes without fail. To do this, a student who has missed training sessions submits an appropriate application addressed to the director of the Institute / NSPP. By order of the Director of the Institute / NSPP, a decision is made to work out missed classes in coordination with the teachers of the disciplines.

7.4. Attendance records are kept by the teacher in the ICademium information system. Attendance monitoring is carried out by the EPC.

8. The structure and content of the master's degree program

8.1. The content of the master's EP consists of:

- 1) theoretical training, including the study of cycles of basic and core disciplines;
- 2) practical training of undergraduates: internships and internships;
- 3) experimental research work, including the implementation of a master's project, – for a specialized master's degree.
- 4) FA.

8.2. The elective component (elective subjects - if there are appropriate credits in the EP) are selected from the ECC by undergraduates independently under the guidance of the EP coordinator until the end of the first week of the current academic year for the first and second semesters and during the last week of the current academic year for the third and fourth semesters.

8.3. The results of the ERWS at the end of each academic period of their passage are made out in the report on the implementation of the IDP. ERWS is planned in parallel with other types of educational work or in a separate period.

8.4. ERWS requirements:



1) corresponds to the profile of the master's EP, according to which the master's project is being carried out and defended;

2) it is based on modern achievements of science, technology and production and contains specific practical recommendations, independent solutions to management tasks;

3) performed using advanced information technology;

4) contains experimental research (methodological, practical) sections on the main protected provisions.

8.5. The main results of the master's project are presented in at least one publication and (or) one presentation at a scientific and practical conference.

8.6. Within two months after the enrollment of undergraduates, by order of the rector, on the basis of the decision of the AC, the topics of master's projects are approved and scientific supervisors are appointed, in accordance with the qualification requirements for the educational activities of organizations providing higher and (or) postgraduate education, and the list of documents confirming compliance with them, approved by the Ministry of Internal Affairs of the Republic of Kazakhstan (Appendix 3).

The supervisor and the Directorate of Institutes/NSPP are fully responsible for admission to the defense of the master's project.

If the management of master's projects is not included in the general teaching load of teaching staff, contracts are concluded with scientific supervisors for the provision of scientific guidance services within two weeks after the signing of the relevant order.

8.7. A graduate student, if necessary, master's additional types of training independently on a paid basis.

8.8. The individual master's development program is compiled for the entire period of study and includes the following sections:

1) IDP;

2) experimental research work (plan of scientific publications), including internship plan;

3) practice (program, base, deadlines and reporting form);

4) the topic of the master's project with the justification and structure and the plan for the implementation of the master's project;

5) increase of competencies and a plan for the development of competencies.

The individual development program of a master's student is compiled by the student for the entire period of study together with the coordinator of the EP, the supervisor and approved at a meeting of the Directorate until the end of November of the admission year. Repeated changes in the IDPs for students of the two-year program are allowed until the end of September of the second year of study. Monitoring of filling And IDPs is carried out in the LMS. Paper versions of the IDPs with signatures are in the student's personal file and are stored in the EPC.

8.9. Every year, at the end of the academic year, a master's student passes an academic certification for the implementation and IDP. By order of the Director of the Institute /NSPP, a commission is created. Reports on the implementation of the iPro are heard and evaluated at an expanded meeting of the Directorate of Institutes/NSPP with the mandatory participation of the EPC, SCEARA, IAR. It can conduct certification in an online format. If the planned IDP activities are not mastered, the master's student is not transferred to the next course.

8.10. The main criterion for the completion of master's degree programs is the development of at least 60 academic credits with a one-year study period, at least 120 academic credits with a two-year study period, in accordance with the approved EP.

8.11. Individuals who have completed their master's degree and successfully passed the final certification are awarded a master's degree according to the requirements of the



State Educational Standard of the Republic of Kazakhstan and are issued a diploma of postgraduate education of their own sample with an appendix (transcript).

8.12. Individuals who have completed their master's degree program, but have not passed the final certification, are issued a corresponding certificate (Appendix 4).

8.13. Representatives of the state body that sent the undergraduate to study at the Academy can participate in the defense of the master's thesis.

9. The structure and content of the doctoral studies

9.1. EP doctoral studies in terms of professional training are developed based on studying the experience of foreign organizations of higher and (or) postgraduate education (hereinafter - OHPE) and research centers that implement accredited programs for the training of doctors in the profile.

9.2. The scientific component of the EP doctoral studies is formed from experimental research work (hereinafter - ERW) doctoral student, scientific publications, writing and defending a doctoral dissertation.

9.3. The doctoral dissertation is carried out during the ERW period. The result of the ERW is a doctoral dissertation.

9.4. The elective component (elective subjects - if there are appropriate credits in the EP) are selected from the ECC by doctoral students independently under the guidance of the OP coordinator until the end of the first week of the current academic year for the first and second semesters and during the last week of the current academic year for the third and fourth semesters.

9.5. The doctoral student is trained based on an individual development program. An individual development program is compiled by a doctoral student for the entire period of study under the guidance of scientific consultants, the coordinator of the EP and is coordinated by the SCEARA, approved by the decision of the Academic Quality Council until the end of November of the admission year. Repeated changes to the IDP can be made before the end of September of the next year of study. Monitoring of IDP filling is carried out in the LMS. Paper versions of the IDP with signatures are in the student's personal file and are stored in the EPC.

9.6. The individual doctoral student development program is compiled for the entire period of study and includes the following sections:

- 1) IEP;
- 2) experimental research work (plan of scientific publications) and internship plan;
- 3) production practice (program, base, deadlines and reporting form);
- 4) the topic of the doctoral dissertation with the justification and structure and the plan for the implementation of the doctoral dissertation;
- 5) competence growth and competence development plan.

9.7. During the first semester of study (no later than academic attestation), the scientific justification of the dissertation research (research proposal) of the doctoral student (Appendix 5) is approved at a meeting of the directorate.

The content of the dissertation research is aimed at the implementation of national priorities, national projects, programs of fundamental or applied research.

9.8. To guide a doctoral dissertation, a doctoral student is assigned scientific guidance within two months after enrollment.

The scientific guidance of doctoral students is carried out by consultants in the number of at least 2 people, one of whom is a highly qualified specialist of the relevant



industry or field of activity in accordance with the requirements of the State Educational Standard of the Republic of Kazakhstan.

Scientific consultants ensure the implementation of the doctoral dissertation and compliance with the principles of academic integrity and research ethics, and timely submission of the dissertation work for defense.

9.9. The scientific manual and the topic of the dissertation are approved by the order of the Rector of the Academy based on the decision of the Academic Council. The doctoral student makes changes (adjustments) to the title of the topic of the doctoral dissertation during the first year of study.

9.10. If the management of doctoral dissertations is not included in the general teaching load of teaching staff, contracts are concluded with scientific supervisors for the provision of scientific guidance services within two weeks after the signing of the relevant order.

9.11. The main results of the doctoral student's research are published in scientific, scientific-analytical and scientific-practical publications in accordance with the Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127 "On approval of the Rules for awarding degrees" (registered with the Ministry of Justice of the Republic of Kazakhstan on May 13, 2011 No. 6951.).

9.12. Every year at the end of the academic year, a doctoral student passes an academic certification for the implementation of an individual development plan. By order of the Director of the Institute SCEARA /NSPP, a commission is created. Reports on the implementation of the IDP are heard and evaluated at an expanded meeting of the Directorate of Institutes/NSPP with the mandatory participation of the EPC, NCPPIA, IAR. It can conduct certification in an online format. If the planned IDP activities are not mastered, the doctoral student is not transferred to the next course.

9.13. The main criterion for the completion of the educational process for the preparation of a doctor in the profile is the development by a doctoral student of at least 180 academic credits, including all types of educational and scientific activities.

9.14. The FA is 12 academic credits in the total volume of the PhD program and is conducted in the form of writing and defending a doctoral dissertation.

The aim of the FA is to assess the scientific-theoretical and research-analytical level of a doctoral student, the professional and managerial competencies formed, readiness to independently perform professional tasks and compliance of his training with the requirements of the professional standard and the EP of doctoral studies.

9.15. Doctoral students carry out mandatory examination of dissertations according to the requirements of the QACCFES of the Ministry of Internal Affairs of the Republic of Kazakhstan independently.

In addition, according to the "Regulations on the Dissertation Council at the Academy" dated May 21, 2021, before entering the defense, the Academy provides verification of dissertations in licensed loan detection systems, including international databases.

9.16. Persons who have mastered the EP of doctoral studies and defended a doctoral dissertation, with a positive decision of the dissertation Council of the Academy, are awarded a doctor's degree in the profile and a diploma of their own sample with an appendix (transcript) is issued.

9.17. Representatives of the state body that sent a doctoral student to study at the Academy may participate in the defense of a doctoral dissertation.



10. Practice

10.1. Practice is a mandatory component of master's and doctoral programs. Depending on the duration of training (1 year or 2 years of master's degree), the student performs an industrial practice. The doctoral student of the program on the profile of doctoral studies - industrial practice.

10.2. The master's internship takes place in government agencies, NGOs, quasi-public sector organizations, etc. The content of the practice is determined by the topic of the master's project. The practical training of undergraduates is carried out in order to consolidate the theoretical knowledge gained in the learning process, acquire practical skills, competencies and professional experience in the master's degree program, as well as the development of best practices.

The doctoral student's industrial practice is carried out in order to consolidate the theoretical knowledge gained in the course of training and improve the professional level. The content of the production practice is determined by the topic of the doctoral dissertation.

10.3. Students are sent to practice in accordance with the academic calendar and the individual plan of the student.

- 10.4. The organization of students' practice is handled by the Institutes/NSPPP.
- sends letters with the practice plans of each student to the place of internship;
- develops and reviews the internship program, submits the list of students sent to practice at the meeting of the directorate for approval at the AQC;
- approves the order for the internship;
- organizes the protection of practice reports;
- determines the head of practices from the Academy;
- organizes the preparation and holding of instructional meetings with students on practical issues;
- provides methodological assistance to the student;
- provides consulting assistance to the student in solving problems that arise during the internship;
- supervises the passage of practice by students;
- requests information about the process of students' internships;

The EPC monitors the timely loading of all documents into the LMS Academy information system by students based on the results of their internship.

10.5. Upon completion of the internship, the Directorate of the Institutes/NSPP prepares:

- an order on the composition of the commission for hearing reports on the internship (signed by the supervising vice-rector);
- schedule for the protection of practice reports (order of the Director of the Institutes/NSPP).

10.6. The students' defense of the report is carried out before the commission.

10.7. The Practice Report includes (but is not limited to):

- a characteristic - a review with the assessment of the head of the receiving party, certified by the seal of this institution;
- written report (according to Annex 6);
- presentation.



10.8. In case of absence of a student on the defense of the report for a good reason, with the written consent of the supervising vice-rector, he gives permission to re-defend the report.

10.9. At the end of the internship, the student uploads all documents (answers to assignments, report, presentation, etc.) to the LMS information system of the Academy.

10.10. Planning and implementation of the practice of undergraduates and doctoral students is carried out with the approval of the student's practice plan by the directorate of the Institutes / NSPP and the head of the practice from the receiving state body.

11. Internship

11.1. Internship is a mandatory requirement for students in master's and doctoral programs.

11.2. Students are sent for an internship in accordance with the academic calendar and the individual student development program. The internship program includes educational and scientific components. The internship is carried out by persons who have preliminary research results and (or) publications on the research topic.

11.3. As part of the experimental research work of a master's student (hereinafter referred to as ERWS), the individual development program of a master's student for familiarization with innovative technologies and new types of production provides for mandatory internship in scientific organizations and (or) organizations of relevant industries or fields of activity.

When completing an internship abroad, the internship is carried out in leading scientific organizations and included in international ratings, including in the relevant direction (by Subject).

The duration of the internship of undergraduates is at least 14 calendar days. The Academy, together with the organization based on which the internship takes place, approves the internship program and the weekly plan.

11.4. As part of the experimental research work of a doctoral student (hereinafter referred to as ERWS), the individual development program of a doctoral student for familiarization with innovative technologies and new types of production provides for mandatory internship in scientific organizations and (or) organizations of relevant industries or fields of activity, including abroad.

The internship of doctoral students is carried out in leading foreign scientific organizations and OHPE, occupying the first 1000 positions in international rankings or the first 200 positions in the corresponding direction (by Subject).

The Academy independently determines the duration of the doctoral student's internship, while the duration of the internship is at least 30 calendar days.

11.5. The organization of the foreign internship of students is carried out by the Institute / NSPP together with the SIP and SCEARA. The organization process is coordinated by the EPC.

11.5.1. Institute/NSPP together with SIP and SCEARA:

- determines strategic foreign partners according to the topics of master's projects and doctoral dissertations;
- develops an internship program, coordinates with a foreign partner, conducts a competition to determine applicants for an internship and, following the results of the competition, submits a list of students and an internship program to the Academic Quality Council for approval. The internship program should correspond to the specialization profile, be relevant and have practical significance and should be designed in accordance with Annex 7. For doctoral students, an individual internship program is developed and approved at the AQC, which must be issued in accordance with Annex 8;



КАЗАКСТАН РЕСПУБЛИКАСЫ ПРЕЗИДЕНТІНІН
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БАСҚАРУ АКАДЕМИЯСЫ**

- plans the budget for the internship (in the case of the organization of the internship at the expense of the state budget);
- prepares and signs an internship agreement between the Academy and the partner, with the approval of the LDS;
- prepares an idea about the direction of students for an internship;
- prepares and signs an agreement between students and the Academy on internship and mutual responsibility;
- determines the internship supervisor from the Academy
- organizes the preparation and holding of instructional meetings of students with the leadership of the Institute/NSPP;
- provides methodological assistance to the student
- provides consulting assistance to the student in solving problems arising during the internship;
- monitors the passage of an internship for students;
- sends proposals to the supervising vice-rector on termination of the internship agreement with the student and (or) expulsion of the student, in case of non-fulfillment of the requirements provided for in the concluded contract, including in case of unauthorized termination of the internship;
- requests information about the process of the trainees' internship from the host party;
- organizes the protection of internship reports;

11.5.2. Institutes/NSPP together with SIP:

- conducts negotiations with strategic partners (establishing contacts, requesting commercial proposals, requesting and sending the necessary documents/ information to the partner, etc.);
- provides organizational support to students for obtaining a visa (if necessary): consultation on the list of documents, preparation of necessary letters, certificates, hotel reservations, tickets.

The EPC is preparing an order for an internship.

11.5.3. The decision on the student's participation in the internship is made at a meeting of the directorates of Institutes/NSHGP, then considered by the Academy's competition commission and submitted for approval to the Academic Quality Council (Appendix 9).

11.6. When admitting undergraduates to undergo a foreign internship, the requirements of the state mandatory standard of postgraduate education, as well as the following criteria, are considered:

- 1) lack of academic debt;
- 2) GPA not lower than 3.33;
- 3) preliminary research results and (or) publications on the research topic;
- 4) presentation from the Institutes/NSPP based on the results of the discussion at the directorate;
- 5) the presence of a permit from the place of work to travel abroad (for chipboard);
- 6) the presence of a supporting document stating that the student is not on the list of the register of debtors / has a temporary exit permit;
- 7) when completing an internship in a foreign language, a language certificate is required:
 - English: Test of English as a Foreign Language Institutional Testing Program (Test of



English as a Foreign Language Institute Testing programs) (TOEFL ITP (TOEFL ITP), threshold score – at least 163 points,

- Test of English as a Foreign Language Institutional Testing Program (Test of English as a Foreign Language Institute Testing Program) Internet-based Test (Internet basic Test) (TOEFL IBT, threshold score – at least 60,
- Test of English as a Foreign Language Paper-based testing (Test of English as a Foreign Language paper basic testing) (TOEFL PBT (TOEFL Peabity)), threshold score – at least 498,
- Test of English as a Foreign Language Paper-delivered testing (Test of English as a Foreign Language Paper delivered testing) (TOEFL PDT (TOYFL PiDiTi)), threshold score – not less than 65,
- International English Language Tests System (International English Language Tests System) (IELTS (AILTS)) threshold score – at least 6.0;
- and/or German: Deutsche Sprachpruefung fuer den Hochschulzugang (Deutsche Sprachpruefung fuer den Hochschulzuan) (DSH, Niveau C1/level C1), TestDaF-Pruefung (TestDaF-prufun) (Niveau C1/level C1);
- and/or French: Test de Français International - Test de Francais Internacional (TFI - not lower than level B1 in the reading and listening sections), Diplome d'Etudes en Langue française – Diploma detude en Lang francaise (DELFL, level B2), Diplome Approfondi de Langue française – Diploma Approfondi de Lang Francaise (DALF (DALF), level C1), Test de connaissance du français – Test de connaissance du francais (TCF (TSF) – at least 50 points).

11.7. When admitting doctoral students to a foreign internship, the requirements of the state mandatory standard of postgraduate education, as well as the following criteria, are considered:

- 1) lack of academic debt;
- 2) presentation from the Institute/NSPP on the results of the discussion at the directorate;
- 5) the presence of a permit from the place of work to travel abroad (for chipboard);
- 6) the presence of a supporting document stating that the student is not on the list of the register of debtors / has a temporary exit permit;
- 7) Individual development program issued in accordance with Annex 1 of this Policy.
- 8) when completing an internship in a foreign language, a language certificate is required:
 - English: Test of English as a Foreign Language Institutional Testing Program (Test of English as a Foreign Language Institute Testing programs) (TOEFL ITP (TOEFL ITP), threshold score – at least 163 points,
 - Test of English as a Foreign Language Institutional Testing Program (Test of English as a Foreign Language Institute Testing Program) Internet-based Test (Internet basic test) (TOEFL IBT, threshold score – at least 60,
 - Test of English as a Foreign Language Paper-based testing (Test of English as a Foreign Language Paper basic testing) (TOEFL PBT), threshold score – at least 498,
 - Test of English as a Foreign Language Paper-delivered testing (Test of English as a



Foreign Language Paper delivered testing) (TOEFL PDT (TOYFL PiDiTi)), threshold score – not less than 65,

- International English Language Tests System (International English Language Tests System) (IELTS (AILTS)) threshold score – at least 6.0;
- and/or German: Deutsche Sprachpruefung fuer den Hochschulzugang (Deutsche Sprachpruefung fuer den Hochschulzugang) (DSH, Niveau C1/level C1), TestDaF-Pruefung (TestDaF-prufun) (Niveau C1/level C1);
- and/or French: Test de Français International TM – Test de Francais Internacional (TFI - not lower than level B1 in the reading and listening sections), Diplome d'Etudes en Langue française – Diploma detude en Lang française (DELFL, level B2), Diplome Approfondi de Langue française – Diploma Approfondi de Lang Française (DALF (DALF), level C1), Test de connaissance du français – Test de connaissance du francais (TCF (TSF) – at least 50 points).

The results of the foreign internship are considered at an expanded meeting of the directorates of Institutes/NSPP with the mandatory participation of representatives of the research unit.

11.8. During the course and at the end of the internship, the student uploads a report and other materials on the results of the internship to the Academy's information system.

11.8.1. The internship report includes (but is not limited to):

- a copy of the internship certificate (according to the terms of the contract and the internship program);
- written report (according to Annex 10);
- presentation.

11.8.2. Upon completion of the internship, the Directorate of the Institute/NSPP prepares:

- draft order on the composition of the commission for hearing reports on the internship (signed by the supervising vice-rector);
- schedule for the protection of internship reports (signed by the Director of the Institute/NSHGP);
- prepares and sends letters of thanks to partners together with SIP;
- submit their recommendations and suggestions on the results of the internship SIP and EPC, for processing the next step to improve the process/cooperation with partners.

11.9. The defense of the report by undergraduates is carried out before the commission (it can conduct the defense in an online format for a good reason). The composition of the commission is formed by the Directorate of the Institute /NSPP, coordinated with the Vice-rector for Scientific Activities and approved by the supervising vice-rector.

11.10. In case of absence of the student on the protection of the report for a good reason, permission is granted to re-protect the report.

11.11. Upon completion of the foreign internship, students who have completed the internship at the expense of budgetary funds, provide supporting documents to the FES within 5 working days:

- 1) for the rental of residential premises (invoices, invoices, checks, card account statement



from the servicing bank, in case of payment by bank card);

2) on the way (travel documents, boarding passes for all directions, invoices, waybill, f/receipt, card account statement from the servicing bank, in case of payment by bank card);

3) for visa processing expenses (receipts for payment of consular fees) and medical insurance (contract, payment receipt, invoice, card account from the servicing bank, in case of payment by bank card), photocopies of passport pages (first page of passport, visa page, pages with marks of the border services of the Republic of Kazakhstan and countries of residence).

In case of failure to submit supporting documents within the prescribed period, the previously listed amounts are deducted from the scholarship of students.

11.12. The student reimburses the costs associated with the internship in the following cases:

1) not leaving and not passing the program for a disrespectful reason;

2) getting an "F" rating when protecting the report;

3) failure to submit supporting documents, including financial;

4) in case of violation of the obligations to work in the civil service established by the "Rules of training, retraining and advanced training of civil servants, requirements for educational organizations engaged in advanced training of civil servants" approved by the Decree of the Government of the Republic of Kazakhstan dated March 15, 2018 No. 125 and the Law "On Civil Service of the Republic of Kazakhstan".

12. Academic Mobility

12.1. To ensure academic mobility, students study certain disciplines in other educational institutions, including abroad. At the same time, a bilateral agreement is concluded between educational organizations.

12.2. In order to benefit from the diverse educational experience of other educational organizations, the "mobility windows" determine the time frame, academic disciplines and the amount of credits that the student learns in another OVPO according to the program of the same level of education.

12.3. At the same time, referral for participation in academic mobility on the basis of contracts and agreements concluded between the governments or departments of the Republic of Kazakhstan and foreign countries at the expense of the republican budget, within the framework of programs funded at the state level, is carried out in accordance with the Rules of referral for study abroad, including within the framework of academic mobility, approved by the Ministry of Internal Affairs of the Republic of Kazakhstan. General competition, without considering the state order for the training of civil servants.

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

12.5. To participate in academic mobility, the student passes a competitive selection. The Competition Commission considers the following criteria when selecting candidates:

1) the level of motivation, considering career growth in public service;

2) English language proficiency level;

3) average academic achievement score (GPA) for the first year of study;



4) the financial situation of the candidate (including the willingness to bear the costs of travel, accommodation, meals, medical insurance, visa processing).

12.6. The final document confirming the student's education under the mobility program is a transcript or its equivalent in the host country. The transcript contains information about the training program: the names of disciplines (module), grades, the number of academic credits mastered.

12.7. The results of training, fully mastered by students within the framework of academic mobility and confirmed by a transcript, are transferred to the EPC.

12.8. Academic mobility programs are implemented within the framework of the Academy's agreements with OHPE partners, are developed by the Institute/NSPP, are discussed and approved by the AC.

12.9. The Academy must have a Memorandum/Cooperation agreement with an educational organization.

12.10. Based on the AC protocol, the Institute/NSPP organizes an academic mobility program:

The Institute/NSPP enters into an agreement with a foreign partner on the passage of the academic mobility program by students;

The FES prepares cost estimates and makes payments on time, except in cases of financing the academic mobility program at the expense of the host organization;

The Institute/NSPP carries out organizational issues for booking air tickets, insurance, hotel accommodation, visa support;

The Institute / NSPP together with the EPC, FES, CSDCP hold an instructional meeting with students on the academic mobility program with the issuance of the necessary materials;

The Institute/ NSPP continuously monitors and monitors the implementation of the academic mobility program.

12.11. The Institute/ NSPP, together with the LSDS, organizes the conclusion of an additional agreement on the passage of the academic mobility program and mutual responsibility between the Academy and the student.

12.12. In the host country, at the place of completion of the academic mobility program, a foreign curator is assigned to students, who deals with all issues of organizing and completing the program of the foreign component, in accordance with the contract concluded with a foreign partner.

12.13. Upon completion of the academic mobility program, within two weeks, the student submits to the Directorate of the Institutes/NSPP a report compiled by him personally, with the attachment of all documents, including a certificate and a transcript, and presents a public report on the completion of the academic mobility program.

12.14. The results of the academic mobility program are discussed at the meeting of the Directorate of the Institutes/NSPP. All materials on the academic mobility program are stored at the Institutes/NSPP.

13. Financing

13.1. Financing of the internship /academic mobility program of students under the state educational order is carried out within the amounts allocated by the relevant budget program, except in cases of financing of the academic mobility program at the expense of the host organization.

13.2. Financing of the internship / academic mobility program of students under an educational grant (including at the expense of scholarship programs of international foundations) is carried out within the amounts allocated by educational grants (unless otherwise specified in the terms of the grant), and from other sources not prohibited by



law, except in cases of financing of the program of the foreign component for the account of the host organization.

13.3. The financing of the internship /academic mobility program of students undergoing training on a fee-based basis is carried out at the expense of the students' own funds and other sources not prohibited by law.

13.4. Financing of the internship/academic mobility program of students at the expense of legal entities is carried out within the amounts allocated by the relevant organization, except in cases of financing of the academic mobility program at the expense of the host organization.

13.5. According to the FES application submitted by the directorates of Institutes/NSPP, an estimate of the costs of the internship / academic mobility program is developed, which is coordinated by all interested structural units, vice-rectors and approved by the Rector of the Academy.

13.6. On the basis of the order on the internship/academic mobility program, in accordance with the approved budget, the FES transfers funds to the card accounts of students (daily allowance, housing costs, travel expenses, visa processing, medical insurance) no later than 5 (five) working days before the start of the internship.

13.7. The norms for calculating the costs of passing a foreign internship for one student at the Academy of Public Administration under the President of the Republic of Kazakhstan under the state educational order are approved by the order of the rector.

13.8. Financing of internship/ academic mobility for students at the expense of their own or other funds is carried out at the expense of their own or other funds.

14. Double-degree education

14.1. A master's student of the Academy studying within the framework of a two-year master's degree program is granted the right to participate in a two-degree education program. This right is implemented in accordance with the Rules of the organization of the educational process on credit technology of training, approved by the Ministry of Education and Science of the Republic of Kazakhstan.

14.2. Double-degree education means studying for one or two semesters in a partner OHPE, mastering the required credits for both training programs with the transfer of the necessary OHPE credits according to the established requirements. Upon completion of training and fulfillment of all the requirements for each of the programs, the student is issued two diplomas of established samples on the award of an academic degree and two transcripts or one joint diploma based on agreements.

14.3. Mandatory conditions for the implementation of double-degree education programs are:

- 1) development and approval of agreed EP;
- 2) mastering by the students included in the double-degree education of the part of the EP in the OHPE partner;
- 3) mandatory recognition and automatic transfer of periods and learning outcomes based on agreements, general principles and quality assurance standards;
- 4) involvement of teachers in double-degree education, joint development of the EP, teaching, participation in general admission and / or attestation commissions;
- 5) students who have fully mastered the programs of double-degree education are awarded the degree of each partner OHPE, or one joint degree based on agreements.

14.4. The financing of the program of double-degree education is carried out at the expense of the republican budget, funds of the Academy or at the expense of individuals and legal entities. The costs of implementing a two-degree education program can be partially or completely covered.



14.5. To study under the program of double-degree education, the student passes a competitive selection. The competitive selection consists of the following stages:

- 1) selection of applicants at the meeting of the NSPP /Institutions Directorate;
- 2) consideration of documents by the admissions committee of the OHPE partner;
- 3) selection of applicants by the Academy's competition commission;
- 4) approval of candidates for participation in the program of double-degree education in the AC.

The Competition Commission considers the following criteria when selecting candidates:

- 1) the level of motivation, considering career growth in public service;
- 2) English language proficiency level;
- 3) average academic achievement score (GPA) for the first year of study;
- 4) the financial situation of the candidate (including the willingness to bear the costs of travel, accommodation, meals, medical insurance, visa processing).

14.6. Foreign students included in the program of double-degree education undergo similar enrollment procedures in the general contingent of students with a special mark "included education" and an indication of the period, the duration of training, the number of disciplines and the volume of credits being mastered.

14.7. The individual curriculum of the student includes a list of academic disciplines, their labor intensity (in credits and hours), distribution by semesters, OHPE partners, where they will master the EP, the order of transfer.

14.8. The double-degree educational program considers the requirements of the State Educational Institution of the Republic of Kazakhstan and the requirements of the partner OVPO organization.

14.9. The list of disciplines of the EP of both parties is considered when drawing up an individual curriculum of the student. Also, the student fully passes all types of practices and final certification.

14.10. When studying under the programs of double-degree education, it is possible to use various learning technologies through distance learning.

14.11. In order to implement the program of double-degree education, the Academy must have a Memorandum/Agreement with the OHPE partner, contract. The terms, amount of funding, obligations of the student and other issues are reflected in the contract or an additional agreement between the Academy, the student, and, if necessary, the state body or the OHPE partner.

14.12. Upon completion of the double-degree program, the student submits to the directorate of the Institutes/NSPP a written report compiled by him personally, with the attachment of all documents, including a diploma with a transcript, and presents a public report on the completion of the double-degree program.

14.13. The results of the student's development of loans in the partner OHPE are credited considering the requirements of the program at the meeting of the AC.

15. Evaluation system

15.1. Educational achievements of students in all types of educational tasks are evaluated according to the point-rating letter system of knowledge assessment in accordance with the requirements of credit technology:

Evaluation by letter	Digital equivalent	Points (percentage)	Assessment by traditional system
A	4,0	95-100	Excellent



A-	3,67	90-94	Good
B+	3,33	85-89	
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	
C	2,0	65-69	Satisfactory
C-	1,67	60-64	
D+	1,33	55-59	
D-	1,0	50-54	
FX	0,5	25-49	Unsatisfactory
F	0	0-24	

15.2. Depending on the specifics of the discipline, each teacher independently determines the policy and mechanism for accumulating assessment points during the entire period of study in the discipline with mandatory attendance based on the Evaluation System at the Academy.

15.3. To check the educational achievements of students, the teacher is offered (but not limited to) the following types of control of students' knowledge:

- current control;
- border control;
- final control.

At the same time, the choice of one or another type of control and the weight ratio is determined by the teacher independently, with the condition that the share of the final control cannot exceed 50% of the final grade.

15.4. The forms of all types of knowledge controls are determined by the teacher of the relevant discipline and are indicated in the syllabus of the discipline.

15.5. The form of control for all disciplines of the current period is approved by the supervising vice-rector a month before the examination session.

15.6. The procedure of retaking all types of controls in order to increase the positive rating to a higher one is not allowed.

15.7. The results of the final control are entered by the teacher into the information system of the Academy within 48 hours after the end of the exam.

15.8. The schedule of final control (exam, examination session or intermediate certification) in accordance with the academic calendar is compiled by the PSC in agreement with the Directorate of the Institutes / NSPP and approved by the supervising Vice-rector. The schedule is brought to the attention of teachers and students no later than 2 (two) weeks before the start of the examination session.

15.9. The exam is taken by a teacher from among the teaching staff, for whom the relevant discipline is assigned. In case of his absence, the exam can be taken by the director of the Institutes / NSPP or a teacher appointed by the director of the Institute / NSHGP from among the faculty of the Institutes / NSPP. Depending on the specifics of the discipline and the form of knowledge control, the exam can be taken by a Commission of several teachers (at the discretion of the teacher and the directorate of the Institutes / NSPP), which is formed by the director of the Institutes / NSPP.

15.10. In case of receiving an "unsatisfactory" grade corresponding to the "FX" mark, the student can retake the final control (exam) no more than once according to the



discipline/module in accordance with the academic calendar without re-passing the program of the discipline/ module.

15.11. In case of receiving an "unsatisfactory" grade corresponding to the "F" mark, the student is re-enrolled in this academic discipline / module, attends all types of training sessions, performs all types of academic work according to the program and retakes the final control (exam) by discipline/module. In the absence of a discipline for which an "unsatisfactory" grade was obtained in the upcoming semester/semesters and/or in the EP of a modular training format, it is possible to replace the academic discipline with a similar academic discipline corresponding in content and number of credits, when considering the student's application at the directorate of the relevant Institute/School, the Academic Quality Council and a positive decision Academic Council.

15.12. A transcript signed by the rector and sealed is issued to a student who has been expelled from the OHPE. All academic disciplines and (or) modules that the student studied are necessarily recorded in the transcript, indicating all the grades received for the final control (exam), including the FX and F grades corresponding to the equivalent of "unsatisfactory".

15.13. A student who did not appear for the exam for a good reason but has a positive assessment for the current and milestone controls, enjoys the right to take the exam when providing supporting documents.

15.14. If there is a valid reason, an individual exam schedule is established by the order of the supervising Vice-rector with the consent of the Director of the Institute /NSHGP and the head of the EPC.

15.15. A student who has completed the discipline program in full but has not appeared for the exam without a valid reason, is rated "unsatisfactory" - "F" for the exam. The student can retake the exam without re-passing the program of the discipline / module on a paid basis.

15.16. A student who does not agree with the exam result may file an appeal to the supervising Vice-rector within the next working day after the results of the exam are presented. For this purpose, in the first month of the school year, the EPC issues an order on the composition of the Appeals Commission. If the exam was conducted with the participation of the Commission, an appeal is not expected.

15.17. A student who has scored a transferable point and transferred to the next course of study, but has academic debt, re-studies the relevant disciplines on a fee basis and liquidates academic debt according to an individual schedule of classes approved by the supervising vice-rector.

15.18. A student who has completed the course program in full, but has not scored a minimum transfer score, in order to increase the average academic performance, is given the opportunity to re-study certain disciplines on a fee basis in the summer semester and take exams on them according to an approved individual schedule.

15.19. A student who has not scored at the end of the academic year, considering the results of the summer semester transfer score, remains for the second course of study.

15.20. A student enrolled in a repeat course of study adjusts the IDP in accordance with the EP.

15.21. A student within the framework of a state educational order who has been left for a repeat course of study is deprived of the opportunity to continue studying within the framework of a state educational order.

15.22. The student has a debt on the discipline in case of receiving an unsatisfactory final assessment on the discipline.

15.23. Repeated admission of the exam is carried out by the teacher who conducted the first admission of the exam. In case of his absence, the exam can be taken by the director of the Institutes / NSPP or a teacher appointed by the director from among the



faculty of the Institutes / NSPP, or a Commission of several teachers formed by the Institutes / NSPP.

15.24. The transferable score of students for the next course of study is at least 2.0 GPA for the academic year.

15.25. The transfer of students to the next course of study is approved by the order of the rector. The order to transfer from course to course is prepared by the EPC based on the results of the academic certification on the recommendation of the Directorate of the Institutes / NSPP.

15.26. A student who has scored the required GPA score and transferred to the next course of study, in the presence of academic debt, re-studies the disciplines for which he has debts, on a fee basis.

15.27. When transferring or restoring a student, the course of his training is determined considering the prerequisites and the difference in disciplines of the mandatory component of the curricula of the current period of study.

16. Final attestation

16.1. Final certification of undergraduates

16.1.1. The purpose of FA is to evaluate the achieved learning outcomes and mastered competencies upon completion of the master's degree program.

IA of undergraduates is conducted in the form of a master's project defense.

16.1.2. To conduct the FA of undergraduates, an FAC for EP is created. The FAC consists of an odd number of representatives of at least seven people, including the chairman of the commission, the deputy chairman of the commission, members of the commission, except for the secretary who does not have the right to vote.

During the absence of the Chairman of the commission, he is replaced by the Deputy chairman of the commission. In case of a conflict of interest at a meeting of the FAC, the interested person is obliged to inform the members of the FAC and refrain from evaluating.

The FAC, as its members, includes persons with an academic degree or academic title corresponding to the profile of graduates. Highly qualified civil servants who correspond to the profile of the graduates can also be included.

The composition of the FAC is approved by the order of the Rector of the Academy on the recommendation of the Institutes/NSPP no later than 1 month before the FA.

The FAC meeting is held under the leadership of its Chairman.

A meeting of the commission is considered competent if at least two thirds of its members take part in its work.

16.1.3. Students who have completed the educational process and have fully fulfilled the requirements of the EP and IDP (positive academic achievements, protection of practice and internship reports, successful completion of the scientific component) can FA.

16.1.4. Admission to the FA of students is carried out by the order of the rector based on the submission of the Directorate of the Institute / NSPP before the start of the FA. The draft order of the rector is prepared by the EPC based on the submissions of the directorates (Appendix 11) and data on academic performance.

16.1.5. A student who has a document on the relevant education issued by foreign educational organizations is not allowed to IA without its nostrification by the National Center for the Development of Higher Education of the Ministry of Education and Science of the Republic of Kazakhstan.

16.1.6. If the student fails to appear at the FA for a valid reason, the decision to postpone the protection to a later date (no more than 1 (one) year) is made by the FAC. Students write an application in any form.



16.1.7. If the student fails to appear at the IA for no good reason, the grade "unsatisfactory" - "F" is given.

16.1.8. A master's student who has mastered the full theoretical course of the master's degree program, but has not completed the ERWS, is given the opportunity to re-master the ERWS credits and defend the master's project in the next academic year on a fee basis. The amount of loans disbursed by the ERWS is established based on the submission of the Institutes/NSPP.

16.1.9. It can conduct FA in an online format, with the appropriate order / order of the rector or the supervising vice-rector.

16.1.10. The requirements for writing, registration and the procedure for defending a master's project are specified in the corresponding Manual.

16.2. Final certification of doctoral students.

16.2.1. The purpose of the FA is to assess the experimental-theoretical and research-analytical level of the doctoral student, the former professional and managerial competencies, readiness to independently perform professional tasks and compliance of his training with the requirements of the professional standard and the EP of doctoral studies.

The FA of doctoral students is conducted in the form of defending a doctoral dissertation in accordance with the Regulations on the Dissertation Council at the Academy of Public Administration under the President of the Republic of Kazakhstan.

16.2.2. To pass the defense of a doctoral dissertation, a doctoral student is given a referral to the DC.

The doctoral dissertation is checked for the detection of borrowing of the text of other authors, which is carried out by the National Center for State Scientific and Technical Expertise.

16.2.3. A doctoral student who has completed a full course of theoretical training in the doctoral program, but has not completed the ERWS, is given the opportunity to re-master the academic credits of the ERWS and defend his dissertation in subsequent years on a paid basis.

16.2.4. A doctoral student who has completed a full course of theoretical training in the doctoral program, who has completed research and development (ERWS), but has not defended his doctoral dissertation, the results of training and academic credits are assigned and given the opportunity to defend his dissertation for two years after graduation on a free basis, and in subsequent years on a paid basis in the amount of at least 4 academic credits.

16.2.5. At the same time, after 3 years after graduation, the doctoral student is defended only after the re-approval of the scientific justification of the dissertation research (research proposal on a paid basis).

17. Movements of students

17.1. Academic leave

17.1.1 Academic leave is a period for which students in educational institutions temporarily interrupt their studies for medical reasons and in other exceptional cases:

- based on the conclusion of the Medical advisory commission (MAC) at an outpatient polyclinic organization lasting from 6 (six) to 12 (twelve) months due to illness;
- based on the conclusion of the Centralized Medical Advisory Commission (CMA) of an anti-tuberculosis medical organization in case of tuberculosis disease for no more than 36 months;
- based on the summons for conscription into the Armed Forces of the Republic of Kazakhstan for the period of conscription for military service, in cases established by law;



- in case of birth, adoption or adoption of a child/children of up to 3 (three) years, in cases established by law.

17.1.2. In order to grant academic sick leave for a period of 6 to 12 months, the student must provide:

- 1) application for academic leave addressed to the Rector of the Academy;
- 2) the conclusion of the medical advisory commission at the outpatient polyclinic organization.

In order to grant academic leave in case of tuberculosis for a period of no more than 36 months, the student must provide:

- 1) application for academic leave addressed to the Rector of the Academy;
- 2) the decision of the Centralized Medical Advisory Commission of the tuberculosis organization.

17.1.3. In order to grant academic leave until the child reaches the age of three, the student must provide:

- 1) application for academic leave addressed to the Rector of the Academy;
- 2) documents (certificate) of birth, adoption or adoption of a child/children.

17.1.4. In order to grant academic leave to conscript students, it is necessary to provide:

- 1) application for academic leave addressed to the Rector of the Academy;
- 2) a summons for military service.

17.1.5. If the issue is resolved positively, the EPC prepares a draft Order of the Rector of the Academy for granting academic leave to the student within 3 (three) working days, indicating the dates of its beginning and end.

17.1.6. When granting academic leave:

- a person studying within the framework of a state educational order retains the right to further education within the framework of a state educational order, and the financing of his education is interrupted (except for the financing of expenses provided for the payment of scholarships in accordance with the established procedure to grant holders who are on academic leave on the basis of the conclusion of the MAC in accordance with paragraph 12 of the Decree of the Government of the Republic of Kazakhstan from 07.02.2008, No. 116) for the period of the granted academic leave and is resumed after its completion;

- a person studying on a paid basis suspends tuition for the period of academic leave.

17.1.7. A student who has returned from academic leave before the start of the next academic period, but no later than two weeks before the start of training, submits an application addressed to the rector for withdrawal from academic leave and submits relevant documents indicating the possibility of continuing his studies (a certificate of the MAC on the state of health from the medical organization that observed the patient, etc.).

Based on this, the EPC within 3 (three) working days develops a draft Order of the rector on the student's withdrawal from academic leave with an indication of the EP, course and group and submits for approval.

17.1.8. If the date of leaving academic leave or going on academic leave does not coincide with the beginning or end of the academic period, then the student must, according to an individual schedule, complete all academic tasks and score the points necessary for admission, or enroll in the summer academic period in the disciplines for which the difference has formed. The Institutes/NSPP approves an IDP who has come out of academic leave at a meeting of the directorate.

17.1.9. A student who has returned from academic leave must eliminate the difference in the disciplines of the working curricula, if any.

17.1.10 The student, in parallel with the current training sessions to eliminate the difference in the disciplines of the working curriculum, during the academic period attends



all types of training sessions, passes all types of knowledge control provided by the EP, to obtain admission to intermediate certification.

17.2. Deduction, restoration, re-education

17.2.1. Upon completion of training, the master's student is expelled:

- in connection with the full development of the EP, based on the Protocol on the award of the master's degree;
- in connection with the full development of the EP, except for loans for IA and ERWS with the issuance of an appropriate certificate (Appendix 3);
- upon completion of the training, the doctoral student is expelled in connection with the full development of the EP, except for FA credits (doctoral dissertations);

17.2.2. A student may be expelled from the Academy for the following reasons:

- at his own request based on an application addressed to the rector;
- loss of the status of a civil servant;
- indications for health reasons based on the conclusion of the MAC;
- the presence of unliquidated academic debts within the specified period, as well as non-fulfillment or improper fulfillment of obligations provided for by the legislation of the Republic of Kazakhstan;
- failure to attend classes without a valid reason for more than 15 (fifteen) total academic hours during one semester;
- failure to comply with the requirements stipulated in the Code of Ethics and Academic Integrity;
- for violating the terms of the agreement on the provision of educational services, including non-payment of tuition fees.

When cases of the above reasons for the expulsion of a student are identified, the Institute /NSPP submits the issue of expulsion to a meeting of the AQC. Based on the meeting of the minutes of the AQC, the rector's order on expulsion is issued.

17.2.3. In case of expulsion for the reasons specified in clause

17.2.2., the Academy sends a notification to the state body that sent the civil servant for training.

17.2.4. An academic certificate of the prescribed form is issued to a student who has been expelled from the Academy.

17.2.5. Reinstatement to the number of students is carried out only on a paid basis, except in cases when the student was expelled due to the loss of the status of a civil servant and regained his status in court.

The student applies for reinstatement to the rector, in which he expresses a desire to continue his studies. A transcript certificate for continuing education is attached to the application for restoration.

The procedure for the restoration of training:

1) the student applies for reinstatement to the rector with a certificate of academic performance attached – no later than 5 (five) working days before the start of the next academic period;

2) based on the provided certificate of academic performance, the Directorate of the Institute /NSPP determines the course of study, the difference of disciplines in the curricula, prepares a submission for enrollment / restoration;

3) in coordination with the directorate of the Institute/NSPP and the supervising vice-rector of the PSC, prepares an order of the rector of the Academy on the restoration of the student for training;

4) the procedure and deadlines for the liquidation of debts and /or differences in the disciplines of the EP are drawn up by the order of the Director of the Institute / NSPP.



КАЗАҚСТАН РЕСПУБЛИКАСЫ ПРЕЗИДЕНТІНІН
**ЖАНЫНДАҒЫ МЕМЛЕКЕТТІК
БАСҚАРУ АКАДЕМИЯСЫ**

The duration of the elimination of the academic difference is one semester. The elimination of the academic difference involves:

- 1) attendance of classes by students in order to master these courses;
- 2) performing tasks in order to determine the rating;
- 3) passing the exam in order to obtain the planned amount of credits.

17.3. Change of surname

17.3.1. The student applies for a change of surname in the name of the rector with a copy of a new identity card and a document that is the basis for changing the surname (marriage certificate and other);

17.3.2. In agreement with the director of the Institute/NSPP and the supervising vice-rector, the EPC prepares an Order to change the name of the student.