



On Approval of the Model Rules for the Activities of Organisations of Higher and Postgraduate Education

Unofficial translation

Order of the Minister of Education and Science of the Republic of Kazakhstan of October 30, 2018 № 595. Registered with the Ministry of Justice of the Republic of Kazakhstan on October 31, 2018 № 17657.

Unofficial translation

Footnote. The title - as reworded by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 dated 02.08.2023 (shall come into effect upon expiry of ten calendar days after the day of its first official publication).

Under sub-paragraph 10) of Article 5-3 of the Law of the Republic of Kazakhstan “On Education” **I HEREBY ORDER:**

Footnote. The Preamble - as reworded by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 dated 02.08.2023 (shall become effective ten calendar days after the date of its first official publication).

1. That the enclosed Model Rules for the Activities of Organisations of Higher and Postgraduate Education shall be approved.

Footnote. Paragraph 1 - as reworded by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 dated 02.08.2023 (shall be put into effect upon expiry of ten calendar days after the day of its first official publication).

2. The Department of Preschool and Secondary Education of the Ministry of Education and Science of the Republic of Kazakhstan in accordance with the procedure established by the Legislation of the Republic of Kazakhstan shall provide:

1) state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days from the date of state registration of this order, sending its copy in paper and electronic form in Kazakh and Russian languages to the Republican State Enterprise on the Right of Economic Management "Republican Center for Legal Information" for official publication and inclusion into the Reference Control Standard Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

3) placement of this order on the Internet resource of the Ministry of Education and Science of the Republic of Kazakhstan after its official publication;

4) within ten working days after the state registration of this order, submission of the information on implementation of measures provided for in subparagraphs 1), 2) and 3) of

this paragraph to the Legal Department of the Ministry of Education and Science of the Republic of Kazakhstan.

3. Control over execution of this order shall be entrusted to the Vice-Minister of Education and Science of the Republic of Kazakhstan, E. Sukhanberdiyeva.

4. This order shall enter into force upon the expiry of ten calendar days after the day of its first official publication.

*Minister of Education and Science
of the Republic of Kazakhstan*

Y. Sagadiyev

Approved
by Order of the Minister
of Education and Science
of the Republic of Kazakhstan
№ 595 of October 30, 2018

Footnote. The upper right corner - as reworded by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 145 dated 18.11.2022 (shall take effect ten calendar days after the date of its first official publication).

Model Rules for the Activities of Organisations of Higher and (or) Postgraduate Education

Footnote. The title - as reworded by order of the Minister of Education and Science of the Republic of Kazakhstan № 282 of 09.06.2021 (shall come into effect ten calendar days after the date of its first official publication).

Footnote. The Standard Rules - as reworded by order of the Minister of Education and Science of the Republic of Kazakhstan № 539 of 24.12. 2020 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

Chapter 1. General Provisions

1. These Model Rules for the Activities of Organisations of Higher and Postgraduate Education (hereinafter - the Rules) have been developed pursuant to sub-paragraph 10) of Article 5-3 of the Law of the Republic of Kazakhstan “On Education” (hereinafter - the Law “On Education”) and determine the procedure for the activities of organisations of higher and (or) postgraduate education.

Footnote. Paragraph 1 - as reworded by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 dated 02.08.2023 (shall be put into effect upon expiry of ten calendar days after the day of its first official publication).

2. Higher and (or) postgraduate education shall be offered by organisations of higher and (or) postgraduate education (hereinafter - OHPE) of the following types: national research universities, national organisations of higher and (or) postgraduate education, research universities, universities, academies, institutes and equated to them (conservatoire, higher school, higher college).

Footnote. Paragraph 2 - as reworded by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 of 20.01.2023 (shall come into effect upon expiry of ten calendar days after the day of its first official publication).

3. The objective of the OHPE is to train personnel with higher and postgraduate education by creating the conditions required to master educational programmes aimed at the professional formation and development of the individual based on the achievements of science and practice.

4. OHPE shall implement their activities under the Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan “On Education”, “On Science”, “On Non-Profit Organisations”, “On Joint Stock Companies”, “On Commercialisation of Scientific and (or) Scientific-Technical Activities”, “On Countering Corruption” and other regulatory legal acts of the Republic of Kazakhstan governing educational and scientific activities, as well as these Rules and the Charter.

Military special educational institutions (hereinafter referred to as MSEIs) shall implement their activities with regard to the peculiarities of normative legal acts approved under Article 5-1 of the Law “On Education”.

Footnote. Paragraph 4 - as reworded by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 145 dated 18.11.2022 (shall be put into effect upon expiry of ten calendar days after the day of its first official publication).

Chapter 2.

Procedures for the activities of organisations of higher and (or) postgraduate education

Footnote. The title of Chapter 2 - as reworded by order of the Minister of Education and Science of the Republic of Kazakhstan № 282 of 09.06.2021 (shall be implemented ten calendar days after the date of its first official publication).

5. OHPE shall be managed under the laws of the Republic of Kazakhstan, these Rules and the Charter of the OHPE on the principles of sole authority and collegiality.

MSEIs shall be managed under the laws of the Republic of Kazakhstan, the Rules of the MSEIs activities and the charter of MSEIs.

6. Depending on their organisational and legal form and form of ownership, the governing bodies of OHPE shall be boards of directors and (or) supervisory boards, the establishment thereof not contradicting the legislation of the Republic of Kazakhstan.

Forms of the OHPE collegial management (academic council, board of trustees, methodical (educational-methodical, scientific-methodical) council, the standard rules for the organisation of their work, including the procedure for their election, shall be approved by the competent authority in the field of science and higher education as per paragraph 9 of Article 44 of the Law “On Education”.

The activity of the OHPE management bodies shall be regulated by the laws of the Republic of Kazakhstan and the OHPE 's internal regulations.

Footnote. Paragraph 6 - as reworded by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 from 20.01.2023 (shall be brought into force upon expiry of ten calendar days after the day of its first official publication); as amended by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 from 02.08.2023 (shall be put into force upon expiry of ten calendar days after the day of its first official publication).

7. OHPE shall elaborate their development strategies, and (or) development programmes, and (or) development plans, and ensure their efficient implementation.

8. OHPE's activities shall be directly managed by its Head who shall be appointed (elected) to the position and dismissed from the position in line with the current laws of the Republic of Kazakhstan.

9. Depending on the organisational-legal form and form of ownership of the OHPE, the appointment of vice-rectors of the OHPE, their number and official powers shall be determined in line with the current laws of the Republic of Kazakhstan.

The head of MSEIs shall have deputies, whose appointment shall be made under the current legislation of the Republic of Kazakhstan in the field of defence and security.

10. The Head of OHPE shall act on behalf of OHPE without power of attorney, represent its interests before any authorities, dispose of the OHPE property under the procedure established by law, conclude contracts, issue powers of attorney, open bank accounts and make other transactions, issue orders and instructions binding on all employees.

11. The Head of OHPE shall manage the OHPE on the principles of collegiality, ensure the quality of training of students, observance of the requirements of state mandatory standards of higher and postgraduate education, approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 2 dated July 20, 2022 (recorded in the Register of State Registration of Regulatory Legal Acts under № 28916).

Footnote. Paragraph 11 - as revised by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 dated 02.08.2023 (shall come into effect upon expiry of ten calendar days after the day of its first official publication).

12. The head of a OHPE shall be certified under the procedure established by the laws of the Republic of Kazakhstan. In higher education institutions, the head shall be certified pursuant to the procedure prescribed by the laws of the Republic of Kazakhstan in the field of defence and security.

13. With the exclusion of the heads of the Academy of Justice and MSEIs, the head of the OHPE shall report annually on the strategic and development plan to the governing bodies, and at the end of the academic year shall hold reporting meetings with the public on the educational, research and financial activities of the OHPE.

The financial report of the OHPE shall be agreed in advance with the governing bodies.

14. Human resources management of OHPE shall be implemented in line with its human resources policy, which is based on the principles of human resources development,

meritocracy, including recruitment, stimulation of OHPE employees to professional development of pedagogical and scientific employees of OHPE under the procedure prescribed by the legislation in force.

Footnote. Paragraph 14 - as revised by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 from 20.01.2023 (shall be put into effect upon expiry of ten calendar days after the day of its first official publication).

15. OHPE shall set and ensure adherence to the requirements for the candidature of employees for employment by determining the qualification characteristics of employee positions as per sub-paragraph 2 of paragraph 2 of Article 43-1 of the Law “On Education”.

Herewith, OHPE shall ensure that lectures are given by teachers who have the academic degree of the “Candidate of Science” or “Doctor of Science”, or the degree of the “Doctor of Philosophy (PhD)” or “Doctor of Science by Profile”, or the academic degree of the “Doctor of Philosophy (PhD)” or “Doctor of Science by Profile”, or the degree of the “Doctor of Philosophy (PhD)” or “Doctor of Science by Profile”, and/or the academic title of the “Associate Professor (Assistant Professor)” or “Professor (if any)”, as well as with Master’s degrees in relevant sciences and (or) senior lecturers, with at least three years of teaching experience or at least five years of practical work experience by profile.

Scientific workers, honoured workers of culture, art, sports, members of creative unions or experienced professionals with practical experience in the branch of the economy relevant to the profile of the direction of training may be involved in lecturing and (or) conducting other types of training sessions.

At higher education institutions and the Academy of Justice, professionals specified in the qualification characteristics of pedagogical positions and persons equated to them approved under sub-paragraph 13) of Article 5-1 and sub-paragraph 10) of Article 5-2 of the Law “On Education” shall be allowed to conduct lectures, supervise theses (projects), research works of students.

Footnote. Paragraph 15 - as revised by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 of 20.01.2023 (shall take effect upon expiry of ten calendar days after the day of its first official publication); as amended by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 of 02.08.2023 (shall be enacted upon expiry of ten calendar days after the day of its first official publication); dated 12.10.2023 № 526 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

16. OHPE shall elaborate, approve and enforce the regulations on competitive recruitment of teaching and research staff positions.

The procedure for appointing faculty members to positions at universities shall be determined under sub-paragraph 14) of Article 5-1 of the Law “On Education”.

17. The OHPE shall establish and approve its structure. However, the structural subdivisions shall cover the areas and types of the OHPE's activities.

At OHPE established in the form of a non-commercial joint-stock company (hereinafter referred to as NJSC), the Board of Directors shall have the exclusive competence to make decisions on the establishment and liquidation of academic structural subdivisions directly implementing the academic policy objectives of the OHPE.

The structure of the MSEIs shall be established as per sub-paragraph 3) of paragraph 2 of Article 22 of the Law of the Republic of Kazakhstan “On Defence and Armed Forces of the Republic of Kazakhstan”, sub-paragraph 3) of paragraph 19 of Chapter 3 of the Regulations on the National Security Committee of the Republic of Kazakhstan approved by the Decree of the President of the Republic of Kazakhstan, sub-paragraph 2) of paragraph 2 of Article 9 of the Law of the Republic of Kazakhstan “On Internal Affairs Bodies of the Republic of Kazakhstan”, sub-paragraph 13) of Article 9 of the Constitutional Law of the Republic of Kazakhstan “On Prosecutor's Office”.

Footnote. Paragraph 17 - as reworded by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 from 20.01.2023 (shall be brought into effect upon expiry of ten calendar days after the day of its first official publication).

18. OHPE shall elaborate, approve and ensure observance of the regulations on structural subdivisions.

19. The personnel scheduling chart shall be established by the OHPE and approved annually by its head (executive body).

At the OHPE established in the form of NJSC, the personnel scheduling chart shall be approved by the executive body within the limits of the approved headcount by the Board of Directors as per paragraph 9-2 of Article 44 of the Law “On Education”.

At MSEIs, the personnel scheduling chart shall be determined by the relevant authorised public authority.

Footnote. Paragraph 19 - as revised by order of the Acting Minister of Education and Science of the Republic of Kazakhstan № 614 dated 29.12.2021 (shall become effective ten calendar days after the date of its first official publication).

20. The norms of teaching load, forms and amounts of labour remuneration for the employees of OHPE shall be established under Article 52 of the Law “On Education”.

Herewith, the teaching load of the teaching staff shall be determined in view of the norms of the teaching load of OHPE, and according to the individual study plans of the students, schedules of academic classes.

The norms of teaching load, forms and amounts of remuneration of employees shall be set in compliance with the laws in force in the field of defence and security at MSEIs.

Footnote. Paragraph 20 - as revised by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 of 20.01.2023 (shall enter into force ten calendar days after the date of its first official publication).

21. The educational activities of OHPE shall be based on its academic policy, which is a system of measures, rules and procedures for planning and management of educational

activities, and effective organisation of the educational process, aimed at implementing student-centred learning and improving the quality of education.

22. The academic policy shall be developed and observed as per the laws in force in the field of science and higher education, with due regard to the priorities and objectives of the OHPE.

The structure and areas of academic policy shall be decided by the OHPE.

Footnote. Paragraph 22 - as reworded by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 dated 02.08.2023 (shall be implemented upon expiry of ten calendar days after the day of its first official publication).

23. The academic year at OHPE shall commence in September, for the Master's Degree programmes in September and January, and shall be completed as per the academic calendar.

The starting and ending dates of the academic year at OHPE shall be decided by the relevant authorised public authorities.

24. To enrol students, OHPE shall develop, approve and ensure adherence to the OHPE Admission Regulations, based on the Model Rules for Admission to Training in Educational Organisations Implementing Educational Programmes of Higher and Postgraduate Education approved as per sub-paragraph 9) of Article 5-3 of the Law “On Education”.

Students shall be enrolled in military and special educational institutions implementing educational programmes of the corresponding level, approved under subparagraph 9) of Article 5-1 of the Law “On Education”. OHPE shall provide enrolment, transfer and reinstatement of students in the information system of the competent authority in the field of science, and higher education accompanied by a supporting document envisaged by the Standard Regulations, rules of transfer and reinstatement at the OHPE, adopted under sub-paragraphs 6), 10) of paragraph 2 of Article 43-1, paragraph 9-2 of Article 44 of the Law “On Education”.

Within one month after issuing documents on education to graduates, the OHPE shall enter these data into the information system of the competent authority in the field of science and higher education.

OHPE shall ensure the functioning of the information system on issued education documents and create an electronic database (archive) of education documents, including those previously issued.

The OHPE shall ensure the accuracy of data entered into the information system of the competent authority in the field of science and higher education.

OHPE shall ensure adherence to the basic requirements to the content of documents on higher and (or) postgraduate education of its own sample and regulations for their accounting, and issuance as per Appendix 17 to the order approved by order № 47 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated February 10, 2023 (recorded in the Register of State Registration of Regulatory Legal Acts under № 31894).

Footnote. Paragraph 24 - as reworded by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 dated 02.08.2023 (shall take effect ten calendar days after the date of its first official publication).

25. The size of tuition fee for education under educational programmes of higher and (or) postgraduate education and the form of the contract of educational services provision shall be approved by the OHPE.

The OHPE shall enter the amount of payment and details on payment of students into the information system of the competent authority in the field of science and higher education.

At OHPE established in the form of NJCS, approval of the amount of tuition fees for educational programmes of higher and (or) postgraduate education shall fall within the exclusive competence of the Board of Directors.

Footnote. Paragraph 25 - as revised by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 from 20.01.2023 (shall be put into effect upon expiry of ten calendar days after the day of its first official publication); as amended by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 from 02.08.2023 (shall be put into effect upon expiry of ten calendar days after the day of its first official publication).

26. The educational activity of the OHPE shall be implemented under the Regulations for Organising the Educational Process on Credit Technology of Education approved by Order of the Minister of Education and Science of the Republic of Kazakhstan № 152 of April 20, 2011 (recorded in the Register of State Registration of Regulatory Legal Acts under № 6976).

Footnote. Paragraph 26 - as reworded by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 from 20.01.2023 (shall be entered into force ten calendar days after the date of its first official publication).

27. OHPE offering distance learning and online learning, shall ensure adherence to the requirements for educational organisations to provide distance learning and the regulations for the organisation of the educational process of distance learning and online learning on educational programmes of higher and (or) postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan № 137 dated March 20, 2015 (recorded in the Register of State Registration of Regulatory Legal Acts under № 10768).

At MSEIS, distance learning educational process shall be organised under the rules for the organisation of distance learning educational process approved as per sub-paragraph 4-1) of Article 5-1 of the Law “On Education”.

Footnote. Paragraph 27 - as reworded by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 from 20.01.2023 (shall become effective ten calendar days after the date of its first official publication).

28. OHPE shall specify time norms by types of academic work when planning and organising the educational process, the ratio of hours between types of academic work, learning technologies, including the use of distance education technologies.

29. Written works of students (term papers, diploma theses (projects), master's theses (projects) and doctoral dissertations) shall be examined for the presence of borrowed material and the use of text with synonymous replacement of words and expressions without changing the meaning (paraphrase), including the use of text translated from another language (hereinafter - borrowing).

The OHPE shall develop, approve and enforce the Regulations for Reviewing the Existence of Borrowings.

Doctorate theses verified in the system of borrowing detection shall be kept in the database of the National Centre for State Scientific and Technical Expertise.

Research papers of teachers and academic staff presented for publication, as well as diploma theses (projects), master's theses (projects) of students shall be reviewed in the systems of borrowing detection.

Footnote. Paragraph 29 - as reworded by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 from 20.01.2023 (shall go into effect upon expiry of ten calendar days after the day of its first official publication).

30. The OHPE teacher shall independently choose teaching methods, ways and forms of organising and conducting training sessions based on the educational programme, working curricula (syllabuses) and best international teaching practices.

31. OHPE shall elaborate, approve and ensure observance of the regulations for transfer and reinstatement of students as per the norms hereof.

Transfer and reinstatement of students from one educational programme to another, from one OHPE to another shall be performed during summer and winter holidays.

Herewith, in case of state of emergency, emergencies of social, natural and man-made nature, wartime, as well as in conditions of armed and military conflicts in the country of study, transfer and reinstatement of nationals of the Republic of Kazakhstan, fellow countrymen from foreign OHPE shall be performed during the academic year.

A student shall be transferred or reinstated to any OHPE irrespective of the terms of expulsion upon reinstatement, excluding educational organisations under the President of the Republic of Kazakhstan and MSEIs.

Upon adoption of a decision by the competent authority in the field of science and higher education on suspension, withdrawal and deprivation of the licence and (or) supplement to the licence to engage in educational activities, the student of the given OHPE shall be transferred to other OHPE to continue training during the current semester from the date of adoption of the decision by the competent authority in the field of science and higher education on suspension, withdrawal and deprivation of the licence and (or) supplement to the licence.

In the event of voluntary cancellation of the licence and (or) attachment to the licence to engage in educational activities or liquidation of the OHPE, the student of this OHPE shall be transferred to other OHPE to continue his/her studies during the current semester from the date of voluntary cancellation of the licence and (or) attachment to the licence or liquidation of the OHPE.

Upon suspension, withdrawal or expiry of accreditation, excluding educational organisations under the President of the Republic of Kazakhstan and MSEIs, a student of this OHPE shall be transferred to other OHPE to continue his/her education within one month from the date of decision on suspension, withdrawal or expiry of accreditation.

An OHPE student shall be transferred or reinstated after expulsion, if he/she has successfully completed the first academic period of the programme under study as per the individual study plan.

A student shall be transferred from the fee-based study to study under the state educational order pursuant to the procedure approved as per sub-paragraph 26) of Article 5-3 of the Law “On Education”.

A student enrolled under an educational grant shall be transferred with retention of the educational grant to another OHPE.

In transferring a student, the receiving OHPE shall consider course of studies, profile of the educational programme, academic achievements, as well as cases of violation of academic honesty by the student.

A relevant commission shall be established for the transfer or reinstatement of students for the re-crediting of the results of study of the OHPE programme.

Students shall be transferred or reinstated to OHPE that have a licence and (or) supplement to the licence to engage in educational activities, as well as those that have international specialised accreditation by national and (or) foreign accreditation bodies included in the registers and (or) associations of accreditation bodies of the member states of the Organisation for Economic Co-operation and Development (OECD) in the field of education, excluding educational organisations under the President of the Republic of Kazakhstan and MSEIs.

When a competent authority in the field of science and higher education decides to suspend, withdraw and revoke a licence and (or) supplement to a licence to engage in educational activities, voluntarily terminate a licence and (or) supplement to a licence to engage in educational activities or liquidate the OHPE, suspend, revoke or expire accreditation, students cannot be transferred and reinstated to the given OHPE.

Students enrolled under educational grants approved for individual OHPE programmes, as well as for pedagogical specialities within the allocated quota, shall be transferred to another OHPE programme only on a fee-paying basis.

Students, master's students, trainees and residency students transferring from other OHPE to a national OHPE or other OHPE shall pay the difference in the cost of the educational grant.

Students shall be transferred from groups of educational programmes of higher education, requiring creative training to other groups of educational programmes provided that they have a certificate of unified national testing with a score not lower than the established threshold score as per the Model Regulations for Admission to Training in educational institutions, implementing educational programmes of higher and postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan № 600 of October 31, 2018 (recorded in the Register of State Registration of Regulatory Legal Acts under № 17650) (hereinafter referred to as the Model Regulations).

Students can be transferred from other groups of educational programmes of higher education, to educational programmes of pedagogical direction if they have a certificate of unified national testing with a score not lower than the established threshold score as per the Model Regulations.

Students shall be transferred from foreign OHPE to the OHPE, in which the state educational order is posted for the respective level of education, field of education and year of enrolment and (or) having international specialised accreditation of national and (or) foreign accreditation bodies, included in the registers and (or) associations of accreditation bodies of member states of the Organisation for Economic Co-operation and Development (OECD) in the field of education.

Within three business days from the moment of issuing the decision on transfer, dismissal, admission, enrolment of students OHPE shall enter the relevant changes in the information system of the competent authority in the field of science and higher education.

The rules of transfer and reinstatement of students shall be approved at OHPE under sub-paragraph 12) of Article 5-1 of the Law “On Education”.

At decision-making by the competent authority in the field of science and higher education on suspension, withdrawal and deprivation of the licence and (or) supplement to the licence to engage in educational activities, voluntary termination of the licence and (or) supplement to the licence to engage in educational activities or liquidation of the OHPE, suspension, withdrawal or expiry of the term of accreditation, excluding educational organisations under the President of the Republic of Kazakhstan and higher education institutions, the OVPO shall place the respective data on the official web-site.

However, the data shall be placed on the main page of the official web resource of the OHPE. The information is placed above the header of the site, font size shall not be less than 20 pixels (px), bold font, in the news block (if available on the main page). The data shall be published at the first position of the list and shall not be moved down when newer news are added.

Footnote. Paragraph 31 - as reworded by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 from 20.01.2023 (shall take effect ten calendar days after the date of its first official publication); as amended by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 of 02.08.2023 (shall enter into force ten calendar days after the date of its first official publication).

32. Academic leaves shall be provided to the students based on the conclusion of the medical advisory board at the outpatient and polyclinic organisation for a period of 6 to 12 months due to illness, summons to military service, birth, adoption of a child until he/she reaches the age of three years.

OHPE shall establish and ensure adherence to the procedure for granting academic leaves of absence to students.

33. OHPE shall organise educational and methodical work under the Regulations for Organising and Implementing Educational, Methodical and Research Work in Educational Organisations approved by order of the Minister of Education and Science of the Republic of Kazakhstan № 583 dated November 29, 2007 (recorded in the Register of State Registration of Regulatory Legal Acts under № 5036).

MSEIs shall organise educational and methodical work under the Regulations for Organising and Implementing the Educational Process, Educational and Methodical, Research and Methodical Activities in Military and Special Educational Institutions approved as per sub-paragraph 4) of Article 5-1 of the Law “On Education”.

Footnote. Paragraph 33 as amended by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 dated 02.08.2023 (shall be effective ten calendar days after the date of its first official publication).

34. To improve the quality of educational activities, the OHPE shall establish and enforce an internal quality assurance system based on international standards and guidelines for quality assurance of higher and postgraduate education in the European Higher Education Area (EHEA), which shall cover:

- 1) quality assurance policy;
- 2) development and approval of programmes;
- 3) student-centred learning, teaching and assessment;
- 4) enrolment, performance, recognition and certification of students;
- 5) teaching staff;
- 6) learning resources and student support system;
- 7) information management;
- 8) public awareness;
- 9) ongoing monitoring and periodic evaluation of programmes;
- 10) periodic external quality assurance.

A council (committee, commission) on academic quality shall be established at the OHPE faculty (school), excluding the Academy of Justice and MSEIs, which makes decisions on the content and conditions of educational programmes, on the assessment policy and other academic issues of the faculty (school), organises a survey of students on the compliance of the quality of educational programmes and (or) disciplines/modules, on the facts of breach of academic integrity.

The Council (committee, commission) on Academic Quality shall be composed of teachers, students, representatives of administrative and management staff of OHPE.

Footnote. Paragraph 34 - as reworded by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 from 20.01.2023 (shall come into effect upon expiry of ten calendar days after the day of its first official publication).

35. Academic honesty shall be the foundation of the learning process, the realisation of which shall be ensured by the OHPE.

The basic principles of academic honesty shall include:

- 1) ensuring academic honesty as a core institutional value that builds integrity and mutual respect in academic work;
- 2) approval of fair and objective rules of academic honesty aimed at fostering high ethical values;
- 3) providing a consistent and continuous learning trajectory for the student by determining a clear mechanism and procedure for the re-crediting of student credits based on verifiable transcripts from other educational organisations;
- 4) teacher's respect for their students as a mentor who fosters an academic culture;
- 5) encouraging and incentivising participants in the educational process to promote and protect academic honesty;
- 6) the instructor defines a clear discipline policy, expected requirements from the student;
- 7) determination by the teacher of the policy of clear parameters for the evaluation of students' learning achievements;
- 8) adopting measures under the laws of the Republic of Kazakhstan for breaching the principles of academic honesty;
- 9) providing an academic environment that is educationally, socially and psychologically supportive of students that prevents academic dishonesty.

36. OHPE shall create and ensure observance of special conditions for the education of persons with special educational needs, including: special teaching methods, technical, educational means, living environment, psychological and pedagogical support, medical, social and other services, which are essential for the mastering of educational programmes by persons with special educational needs.

Footnote. Paragraph 36 - as reworded by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 from 20.01.2023 (shall become effective ten calendar days after the date of its first official publication).

37. Vocational practical training shall be a compulsory component of the educational programme of personnel training.

Vocational practical training shall be subdivided into academic, pedagogical, research, industrial and predegree practice.

OHPE shall develop, approve and ensure compliance with the regulations for the organisation and conduct of vocational practical training and the regulations for the designation of organisations as practice bases.

At the same time, the rules of organisation and conduct of pedagogical practice for students in the sphere of education “Pedagogical Sciences” shall be developed and approved by OHPE in line with the methodological recommendations approved by the competent authority in the field of science and higher education.

When implementing the major educational programme, and minor educational programme, an organisation (enterprise) corresponding to the major educational programme profile shall be designated as the practice base.

OHPE shall determine the form of the professional practice agreement.

Types, terms, scope and content of vocational practical training shall be specified in the educational programme.

Organisations with qualified personnel to supervise the vocational practical training and material and technical facilities shall be identified as a base for the vocational practical training programme.

The procedure for developing and approving the programme for any type of vocational practical training and internships in MSEIs shall be specified by the Regulations for Organising and Conducting Vocational Training and Internships by Students of Military and Special Educational Institutions approved under sub-paragraph 11) of Article 5-1 of the Law of the Republic of Kazakhstan “On Education”.

Footnote. Paragraph 37 as amended by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 dated 02.08.2023 (shall be put into effect ten calendar days after the date of its first official publication).

38. Learning achievements of adults through non-formal education shall be recognised under the Regulations for Recognition of Learning Achievements of Adults through Non-formal Education offered by organisations included in the list of recognised non-formal education providers, approved under sub-paragraph 48) of paragraph 15 of the Regulations on the Ministry of Science and Higher Education of the Republic of Kazakhstan adopted by Decree of the Government of the Republic of Kazakhstan № 580 of August 19, 2022 “On Certain Issues of the Ministry of Science and Higher Education of the Republic of Kazakhstan”.

Footnote. Paragraph 38 - as reworded by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 dated 02.08.2023 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

39. An office of the Registrar shall be established in the OHPE in order to register students for academic disciplines, record mastered credits, organise interim and final attestation and maintain the entire history of students' academic achievements.

A unit for monitoring and control (evaluation) of the quality of education shall be established in OHPE for the purpose of registration for academic disciplines, recording of mastered credits, organisation of interim and final attestation and maintenance of the whole history of students' academic achievements.

40. A unit for monitoring and control (evaluation) of the quality of education shall be established in MSEIs for the purpose of registration for academic disciplines, recording of mastered credits, organisation of interim and final attestation and maintenance of the whole history of students' academic achievements.

Herewith, OHPE shall enter data on current control of academic progress, interim and final attestation, attendance of students in the information system of the competent authority in the field of science and higher education.

Learning achievements of students in languages (Kazakh, foreign, Russian) shall be evaluated under the point-rating letter system of evaluation of learning achievements of students in foreign languages based on the level model and translation into ECTS and traditional scale as per Appendix 2 hereto.

The level and description of language proficiency shall correspond to the Common European Framework of Reference (hereinafter - CEFR) of foreign language proficiency (A1, A2, B1, B2, C1, C2).

Footnote. Paragraph 40 - as reworded by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 from 20.01.2023 (shall enter into force ten calendar days after the date of its first official publication).); as amended by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 dated 02.08.2023 (shall be put into effect upon expiry of ten calendar days after the day of its first official publication).

41. A student shall be expelled from the OHPE programme in the following cases:

1) for academic failure;

2) for breaching the principles of academic honesty;

3) for breaching the Internal Regulations and the Charter of the HEI;

4) for infringement of the terms and conditions of the agreement on provision of educational services, including non-payment of tuition fees;

5) of their own volition.

42. If the grade “FX” “unsatisfactory” is received, it shall be allowed to pass the final control (examination) again no more than once pursuant to the OHPE academic calendar without repeating the programme of the academic discipline (module).

In the event of receiving a grade of “unsatisfactory”, corresponding to the grade “F”, the student shall be re-enrolled in this academic discipline (module), attend all types of training

sessions, perform all types of academic work, as per the programme and retake the final control.

A transcript signed and stamped by the OHPE head shall be issued to the student who has been expelled from the OHPE.

All courses and (or) modules completed by the student with a final grade, including FX and F grades, shall be recorded on the transcript.

43. For the final attestation of the OHPE students an attestation commission for educational programmes or areas of training shall be established, the procedure and composition of which shall be decided by the OHPE.

A State Attestation Commission shall be established for final attestation of students under the Rules for Conducting Current Academic Progress Control, Intermediate and Final Attestation of Students, approved under sub-paragraph 5) of Article 5-1 of the Law “On Education”.

44. The competence of the Attestation Commission shall include:

1) verification of the level of compliance of theoretical and practical training of graduates with the established requirements of educational programmes;

2) awarding the graduate with a Bachelor's or Master's degree or the qualification “specialist” in the relevant educational programme;

3) developing proposals aimed at further improving the quality of staff training.

45. Repeated passing of the comprehensive examination or defence of the diploma thesis (project), master's thesis (project) to increase the positive grade shall be prohibited.

46. The retake of the comprehensive examination, as well as the repeated defence of the diploma work (project), master's thesis for persons who received an unsatisfactory grade shall be prohibited during this period of final attestation.

47. The student who received the grade “unsatisfactory” at the final attestation shall be expelled from the OHPE by the order of the OHPE head as “who did not comply with the requirements of the educational programme: who did not defend the thesis (project) or master's thesis (project)” or “who did not comply with the requirements of the educational programme: who did not pass the comprehensive examination”.

In HEIs the student who obtained the grade “unsatisfactory” on the final attestation shall be expelled from OHPE as “who did not fulfil the requirements of the educational programme : who did not defend the diploma thesis (project) or master's thesis (project)” or “who did not fulfil the requirements of the educational programme: who did not pass the comprehensive examination”, as per the Laws of the Republic of Kazakhstan “On Military Service and Status of Military Personnel”, “On Special State Bodies of the Republic of Kazakhstan”, “On Law Enforcement Service”.

Footnote. Paragraph 47 as amended by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 dated 02.08.2023 (shall become effective ten calendar days after the date of its first official publication).

48. The student who has passed the final attestation and confirmed the mastering of the educational programme of higher and (or) postgraduate education, by the decision of the attestation board shall be awarded the degree of “bachelor” or “master” or assigned the qualification of specialist in the corresponding educational programme and shall be issued diploma with a transcript on a free basis.

The transcript to the diploma shall contain the latest grades based on the point-rating letter grading system for all types of academic and (or) research (experimental-research) work with specification of their volume in academic credits and hours.

49. OHPE shall specify the forms and requirements for the completion of educational documents of its own sample under paragraph 5-1 of Article 39 of the Law “On Education”.

Numbers and QR codes of own educational documents shall be generated in a special service offered by the competent authority in the field of science and higher education.

Educational documents of own sample that do not have generated numbers and QR codes shall be considered null and void.

In OHPE established in the form of NJSC, the approval of the form and requirements for the completion of own educational documents shall be the exclusive competence of the Board of Directors.

Footnote. Paragraph 49 - as reworded by order of the Acting Minister of Education and Science of the Republic of Kazakhstan № 614 dated 29.12.2021 (shall be implemented ten calendar days after the date of its first official publication); as amended by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 dated 02.08.2023 (shall be brought into effect upon expiry of ten calendar days after the day of its first official publication).

50. A student of a higher education programme who has final grades A, A – “Excellent”, B-, B, B+, C+ “Good” in academic disciplines and other types of academic activities (excluding final attestation) with a grade point average (GPA) not lower than 3.5, as well as who passed final attestation with grades A, A – “Excellent”, shall be awarded a diploma with honours (not including grades in additional types of training).

Thus, the student who has during the entire period of study retakes or repeated passes of the final control (examination) shall not be issued a diploma with honours.

Footnote. Paragraph 50 - as revised by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 from 20.01.2023 (shall take effect ten calendar days after the date of its first official publication).

51. The doctoral theses shall be defended under the Rules for Awarding Degrees approved by Order of the Minister of Education and Science of the Republic of Kazakhstan № 127 dated March 31, 2011 (recorded in the Register of State Registration of Regulatory Legal Acts under № 6951).

Footnote. Paragraph 51 - as reworded by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 dated 02.08.2023 (shall be put into effect upon expiry of ten calendar days after the day of its first official publication).

52. The list of graduates who have completed educational programmes of higher and (or) postgraduate education shall be placed in the information system of the competent authority in the field of science and higher education with specification of their surname, first name, patronymic (if any), educational programmes and numbers of issued diplomas excluding higher educational establishments.

Footnote. Paragraph 52 - as revised by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 dated 02.08.2023 (shall go into effect ten calendar days after the date of its first official publication).

53. OHPE shall ensure employment of at least 50% of graduates in the field of personnel training during the year of graduation.

In this case, OHPE shall ensure monitoring of the number of jobs created for graduates. In situations of restrictive measures taken by the respective public authorities, state of emergency, social, natural and anthropogenic emergencies OHPE shall ensure employment of at least 50 per cent of graduates in the field of training within two years after graduation.

54. The OHPE educational activities shall be an integral part of the educational process and shall be aimed at the formation of patriotism, citizenship, internationalism, high morality and ethics, legal culture, interfaith tolerance, as well as at the development of students' diverse interests and abilities.

In MSEIs, moral-building activities shall involve additional types of work determined by the Rules of Activity of Military Special Educational Institutions approved under sub-paragraph 3) of Article 5-1 of the Law “On Education”.

55. Moral building activities shall be based on mutual respect for the human dignity of students and teaching staff.

Moral building activities shall be based on the values of Kazakhstani identity and unity, spiritual and moral values of the Rukhani Zhangyru Social Consciousness Modernisation Programme, healthy lifestyle culture and “zero tolerance” to corruption manifestations.

OHPE shall support the functioning of student self-governance bodies established by students on a voluntary basis. Student self-governance bodies shall elect a chairperson and a vice-chairperson from the number of students and shall be allowed to participate in the meetings of the collegial governing bodies of the OHPE when discussing issues related to the interests of students.

56. OHPE research activities in line with their types of activities shall include:

1) implementation of fundamental, applied, exploratory (initiative) research, development and design works, including those in innovative directions;

2) carrying out scientific research under an order, agreement with third-party organisations;

- 3) arrangement of research work of students, master's and doctoral students;
- 4) development and implementation of innovative training technologies and research results in the educational process and production;
- 5) building innovative infrastructure for research activities, creation and implementation of a mechanism for commercialisation of scientific developments, excluding higher educational establishments;
- 6) protection of intellectual property and copyrights of researchers and developers.

57. OHPE shall implement and enforce international co-operation under the laws of the Republic of Kazakhstan and international treaties of the Republic of Kazakhstan.

OHPE shall establish direct links with foreign educational, scientific and cultural organisations, international organisations and foundations, conclude bilateral and multilateral cooperation agreements, engage in international exchange programmes for students, teachers and researchers, train personnel from among foreign citizens, join international non-governmental organisations (associations) in the field of science and higher education.

Herewith, OHPE shall coordinate the issue of opening of foreign structural subdivisions (institutes, centres, chairs), whose activities shall be aimed at getting acquainted with culture, customs, traditions and language learning of a foreign state with the competent authority in the field of science and higher education.

Upon request of the competent authority in the field of science and higher education, OHPE shall submit reports on the implementation of international cooperation and activities of foreign structural subdivisions (institutes, centres, chairs) established at the OHPE.

OHPE shall conclude bilateral and multilateral agreements on cooperation with foreign organisations, participate in international exchange programmes for students, teaching and research staff, join international non-governmental organisations (associations) in the field of science and higher education in coordination with the relevant authorised public authority.

Footnote. Paragraph 57 - as reworded by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 dated 02.08.2023 (shall go into effect upon expiry of ten calendar days after the day of its first official publication).

58. MSEIs shall train specialists from among foreign nationals under international agreements and contracts.

59. The availability of information resources at the OHPE shall be a prerequisite for the implementation of educational activities.

60. The library fund shall be an integral part of information resources and shall encompass educational, educational and methodical, scientific literature, as well as electronic publications in line with educational programmes.

Footnote. Paragraph 60 - as reworded by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 from 20.01.2023 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

61. OHPE shall ensure the functioning of the education management information system (high-tech information and educational environment, including a website, information and educational portal, automated system of credit technology support, a set of information and educational resources), extended computer network with broadband and high-speed Internet access.

OHPE, excluding MSEIs, shall provide integration of the information system with the information system of the competent authority in the field of science and higher education.

Herewith, the Head of the OHPE shall ensure completeness, reliability and timeliness of filling in the forms of administrative data approved by the competent authority in the field of science and higher education.

OHPE, excluding the Academy of Justice and higher education institutions, shall annually publish data on the website of OHPE stating the main indicators of financial and economic activity for the reporting year in line with the laws of the Republic of Kazakhstan.

Footnote. Paragraph 61 - as reworded by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 from 20.01.2023 (shall become effective ten calendar days after the date of its first official publication); as amended by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 379 dated 02.08.2023 (shall take effect ten calendar days after the date of its first official publication).

62. The availability of its own material assets or those belonging to the right of economic management, operational management or trust management for OHPE institutions with the participation of public authorities or quasi-governmental organisations of at least 5% shall be a prerequisite for the implementation of educational activities.

Footnote. Paragraph 62 - as reworded by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan № 23 from 20.01.2023 (shall be put into effect upon expiry of ten calendar days after the day of its first official publication).

63. Budgetary and extra-budgetary funds received from the implementation of activities under the laws in force in the Republic of Kazakhstan shall serve as sources of financial resources.

64. OHPE institutions shall spend budgetary funds allocated in the volume of the state educational order and extra-budgetary funds as prescribed by the current legislation.

65. Sabbatical leave to leading scientists working for OHPE shall be granted in accordance with paragraph 3 of Article 13 of the Law of the Republic of Kazakhstan "On Science".

The procedure and conditions for granting a sabbatical, as well as working off or reimbursement of expenses, are determined by the OHPE internal documents.

Footnote. The standard rules have been supplemented by paragraph 65 pursuant to the order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 24.06.2024 № 307 (effective ten calendar days after the date of its first official publication).

to the Model Rules for the
Activities of Organisations
of Higher and (or)
Postgraduate Education

**Score-rating letter system of evaluation of learning achievements of students
with their conversion into the traditional grading scale and ECTS**

Assessment by letter system	Numerical equivalent	Points (% content)	Traditional grading scale
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	Unsatisfactory
FX	0,5	25-49	
F	0	0-24	

Appendix 2

to the Model Rules for the Activities of Organisations
of Higher and (or)
Postgraduate Education

**Score-rating letter system of evaluation of students' learning achievements in foreign
languages in line with the level model and conversion into ECTS and traditional grading scale**

Level and description of language proficiency pursuant to the Common European Framework of Reference (hereinafter referred to as CEFR)	Assessment by letter system	ECTS assessment	Numerical equivalent of points	% content	Traditional grading scale
	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good

A1	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory
Level and description of language proficiency as per CEFR	Assessment by letter system	ECTS assessment	Numerical equivalent of points	% content	Traditional grading scale
A2	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory
Level and description of language proficiency as per CEFR	Assessment by letter system	ECTS assessment	Numerical equivalent of points	% content	Traditional grading scale
B1	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory
Level and description of		ECTS assessment		% content	

language proficiency as per CEFR	Assessment by letter system		Numerical equivalent of points		Traditional grading scale
B2	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory
Level and description of language proficiency as per CEFR	Assessment by letter system	ECTS assessment	Numerical equivalent of points	% content	Traditional grading scale
C1	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	
	D	E	1.0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory
Level and description of language proficiency as per CEFR	Assessment by letter system	ECTS assessment	Numerical equivalent of points	% content	Traditional grading scale
C2	A	A	4.0	95-100	Excellent
	A-		3.67	90-94	
	B+	B	3.33	85-89	Good
	B	C	3.0	80-84	Good
	B-		2.67	75-79	
	C+		2.33	70-74	
	C	D	2.0	65-69	Satisfactory
	C-		1.67	60-64	
	D+		1.33	55-59	

D	E	1.0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory

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