

Қазақстан Республикасы Мәдениет және спорт министрлігі		Министерство культуры и спорта Республики Казахстан
«Халықаралық туризм және меймандостық университеті» коммерциялық емес акционерлік қоғамы		Некоммерческое акционерное общество «Международный университет туризма и гостеприимства»

REFERENCE GUIDE

FOR THE STUDENT OF THE INTERNATIONAL UNIVERSITY OF TOURISM AND HOSPITALITY

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DEAR FRESHMAN!

The staff and the student community of our university are happy to welcome you. Our university was founded in 2019 on the initiative of Elbasy and in accordance with the instructions of the Head of State.

At the beginning of the 2020-2021 academic year, the International University of Tourism and Hospitality has more than 600 students in 19 specialties, and employs more than 200 teachers and staff.

The exchange of experience and the introduction of new technologies and the practical orientation of our programs are important factors in ensuring the quality of training. Our partners – foreign universities, scientific organizations, production centers, world hotels and restaurants-help us in this. Our University is a participant in various international projects, thanks to which the academic mobility of teachers and students is developing. Our teachers are the best in their profession, with extensive teaching experience and practical skills. We hope that this will bring interesting, new and promising opportunities to your learning process.

Today, the International University of Tourism and Hospitality is at the stage of dynamic growth, we have a new development strategy, mission, vision. We have set a goal for ourselves: to enter the Top 100 best universities in the world in the near future.

Our educational institution occupies a leading position in the educational programs of the bachelor's degree.

You are holding in your hands a "Guidebook", which was prepared especially for you, so that you are informed about all issues of the academic process and business ethics at the university. University means new rules of learning and behavior for you, another stage of your development, personal growth.

First of all, you need to understand that a student is different from a schoolboy in that he is treated here as an adult who is responsible for his words, actions and behavior. That now you are fully responsible for yourself, for the results of your studies. You will not have a class teacher, your parents studied under a different education system, and do not know many of the innovations introduced in recent years in the country's higher education system.

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We try to create all the necessary conditions for you to be happy to come to study at the International University of Tourism and Hospitality, as well as to spend rich and useful free time and develop your talents.

In the first year, you will have a **curator** – a person whose main task is to help you adapt to the higher education system, and if you have any questions, you should first contact the curator.

In the "Guide Book" you will find information about the people who work here, when and how you can contact them for questions of interest or if you have any difficulties. Here you will find all the necessary information about the rules of the organization of the educational process in credit technology, the rules of transfer, recovery and deduction, etc. **The Code of Ethics of students** will help you to properly build relationships with students, teachers, and administration.

Thus, the Guidebook is a set of rules and regulations necessary for successful training, and we hope that you will carefully study them and quickly join the ranks of the student community of the International University of Tourism and Hospitality.

GOOD LUCK TO YOU IN YOUR STUDIES AND LIFE!

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1. INFORMATION ABOUT THE MANAGEMENT OF THE UNIVERSITY AND ITS STRUCTURAL DIVISIONS

Position, Full Name	Days/hours of student admission	Telephone	e-mail
Ректорат			
Chairman of the Management Board- Rector Murzamadiyeva Mainura	Thursday 10:00 – 11:00	+77052971 507	Mainura.murzamadiyeva@iuth.edu.kz
Vice-Rector for Academic and Scientific Work Ivashov Arslan	Thursday 10:00 – 11:00	+77024551 062	Arslan.ivashov@iuth.edu.kz
Vice-Rector for Financial and Economic Affairs Aralbekova Karlygash	Monday 15:00 – 17:00	+77774401 424	Karlygash.aralbekova@iuth.edu.kz
Vice-Rector for Educational and Social Work Nurgazinova Svetlana	Wednesday 16:00 – 17:00	+77053361 323	Svetlana.nurgazinova@iuth.edu.kz
Head of the project office «International university of tourism and hospitality – honesty platform» Alaydarov Ak-Adil	Friday 12:00 – 13:00	+77073174 356	Akadil.alaidarov@iuth.kz
Faculty of Tourism and Sports			
Dean Sadykov Zhassulan	Mon., Tue., Wed., Thu. 15:00 – 16:30	+77015418 301	Zhassulan.sadykov@iuth.edu.kz
Vice-Dean Turganbek Moldir	Mon., Tue., Wed., Thu. 10:00 – 11:30	+77025121 153	Moldir.turganbek@iuth.edu.kz
Head of the Department «Tourism and Hospitality»			
Atyasheva Darya	Mon., Tue., Wed., Thu. 10: 00-11: 30 15:00 – 16:30	+77086357 417	Darya.atasheva@iuth.edu.kz
Head of the Department «Sports and General Education disciplines»			
Omarov Bakhitzhan	Mon., Tue., Wed., Thu. 10: 00-11: 30 15:00 – 16:30	+77018353 410	Bakhitzhan.omarov@iuth.edu.kz

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2. GENERAL INFORMATION ABOUT THE INTERNAL REGULATIONS

Each organization has its own rules, which are called Internal Regulations. They determine the order of stay and the norms of behavior of all categories of members of the organization: employees, teachers, students, visitors. This is necessary to ensure normal working conditions and effective organization of the educational process, taking into account the goals and objectives of the organization, the interests and needs of the team members.

Since September 2020, you are also a member of the large team of the International University of Tourism and Hospitality. A student is an adult who has consciously chosen a University and is responsible for the period of life associated with learning, so it is necessary to observe the order established at the University. These are, first, the norms of the Ethical Code of Students, and second, the academic (i.e., study-related) norms and rules of study.

In order to ensure security and limit the presence of unauthorized persons on the territory of the University, a pass mode is established based on the access card ID. The access card may not be transferred to other persons. If the card is lost, the student must receive a new card. Re-issuance is carried out on a paid basis. If you miss classes due to the loss of the card, then this is not a valid reason.

During your stay at the University, you should observe the generally accepted ethical standards of behavior:

- neat appearance, clothing that is usually worn in public places (it is not allowed to stay at the university in sports uniforms, shorts, slates, evening dresses, too short, open or "non-standard" bright clothes, except for special events of the University);
- be tactful and polite when addressing teachers, employees of structural divisions of the University;
- when talking to students, do not raise your voice, laugh out loud;
- it is unethical to publicly criticize the professional and personal qualities of teachers, staff, and other students;
- put the cell phone on silent mode during classes;
- do not eat or drink in classrooms;
- do not enter the classrooms, library, dining room in outerwear;
- buy only in designated areas.

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For outerwear on the ground floor there is a wardrobe. If you feel unwell or ill, you can go to the medical office, which is located on the first floor.

In order to ensure the protection of their health and ensure the safety of the health of the people around them, students must necessarily undergo an annual medical examination.

All written requests (applications) on academic and financial issues are accepted by the coordinator at the Student Service Center addressed to the rector, Vice-Rector for Educational and Social Work. Sample applications are available on the University's website (Student Service Center).

If you change your last name, first name, patronymic, place of residence, personal phone numbers and phone numbers of your parents, you must inform your coordinator to the Student Service Center within three days.

Students should be strictly guided by the educational services agreement concluded with the IUTH.

The main indicator of students' academic performance is their GPA - Grade Point Average. According to the results of each semester, after the end of the examination session, students can receive a transcript that reflects the results of academic performance.

Attendance of classes is one of the mandatory conditions of the student's academic work. In case of absence from classes, students must confirm a valid reason with an official document, which must be submitted to the dean's office on the first day of entering the school. The Dean of the faculty considers this application and, if the reason is justified, the dean's office issues an order to provide an individual schedule for completing current tasks or passing boundary controls. Certificates from medical institutions are accepted within 3 days after their issuance.

3. ACADEMIC CALENDAR

Planning of educational activities at the University is carried out on the basis of the Academic Calendar, which reflects the periods of all types of training and control activities, practices during the academic year, indicating the days of rest (holidays and holidays).

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The academic calendar is approved for the academic year in the context of forms and stages of training annually and no later than April 1 is placed in the AIS "Platonus" for the information of students, teaching staff and employees.

The academic year consists of periods of theoretical training, intermediate certification (examination sessions) and final certification (defense of final papers), professional practices, the duration of which depends on the number of credits allocated, and holidays, the duration of which is at least 7 weeks in the academic year. Public holidays are also indicated in the Academic Calendar.

All training sessions that fall on public holidays must be rescheduled and conducted according to a separate schedule approved by the Dean of the Faculty.

The teacher is personally responsible for timely informing the head of the graduating department about the need to extend the periods of performance of certain activities or the need to appoint another teacher with the appropriate qualifications in connection with their alleged absence due to illness, business trip, etc.

Teachers are required to carry out all types of training and control activities in a timely manner within the time limits set by the Academic Calendar. If necessary, the teacher may be given the opportunity to extend the periods of performance of certain activities on the basis of an application addressed to the Vice-Rector for Academic and Scientific Work, indicating a reasoned justification, provided that this extension does not lead to a deterioration in the quality of the educational process and infringement of the rights of students.

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**ACADEMIC CALENDAR for
the 2020/2021 academic year educational program:
"6B11101 - Organization of the tourism and hospitality industry"
(admission 2020)**

№	Training, control and other events Dates of the event	Training, control and other events Dates of the event
AUTUMN SEMESTER		
1	Knowledge Day	September 1, 2020
2	Fall semester	September 1 – December 15, 2020
3	Border control	October 13-19, 2020 (after classes);
4	Public holidays	December 9-15, 2020 (after classes) December
5	Final control (winter session)	1, December 16 - 17, 2020;
6	Holidays	January 1-2, 2021)

Total weeks: theoretical training – 15 weeks
session-2 weeks
vacation-2 weeks

SPRING SEMESTER		
1	Spring semester	January 18 – April 30, 2021
2	Border control	March 1-6, 2021 (after classes);
3	Public holidays	April 24-30, 2021 (after classes)
4	Final control (summer session)	March 8; March 21-23; May 1; May 7, May 9, July 6
5	Educational practice	2021 May 3-22, 2021

Total weeks: theoretical training – 15 weeks
session-3 weeks
vacation-12 weeks

Summer semester		
1	Summer semester	May 24 – June 26, 2021
2	Final control	June 28 – July 3, 2021

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**ACADEMIC CALENDAR for the 2020/2021 academic year
educational program: "6B11102-International and domestic tourism"
(admission 2020)**

№	Training, control and other events Dates of the event	Training, control and other events Dates of the event
AUTUMN SEMESTER		
1	Knowledge Day	September 1, 2020
2	Fall semester	September 1 – December 15, 2020
3	Border control	October 13-19, 2020 (after classes);
4	Public holidays	December 9-15, 2020 (after classes) December
5	Final control (winter session)	1, December 16 - 17, 2020;
6	Holidays	January 1-2, 2021)

Total weeks: theoretical training – 15 weeks
session-2 weeks
vacation-2 weeks

SPRING SEMESTER		
1	Spring semester	January 18 – April 30, 2021
2	Border control	March 1-6, 2021 (after classes);
3	Public holidays	April 24-30, 2021 (after classes)
4	Final control (summer session)	March 8; March 21-23; May 1; May 7, May 9, July 6
5	Educational practice	2021 May 3-22, 2021

Total weeks: theoretical training – 15 weeks
session-3 weeks
vacation-12 weeks

Summer semester		
1	Summer semester	May 24 – June 26, 2021
2	Final control	June 28 – July 3, 2021

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**ACADEMIC CALENDAR for the 2020/2021 academic year
educational program:
"6B11103 - Organization of excursion services and individual tours"
(reception 2020)**

№	Training, control and other events Dates of the event	Training, control and other events Dates of the event
AUTUMN SEMESTER		
1	Knowledge Day	September 1, 2020
2	Fall semester	September 1 – December 15, 2020
3	Border control	October 13-19, 2020 (after classes);
4	Public holidays	December 9-15, 2020 (after classes) December
5	Final control (winter session)	1, December 16 - 17, 2020;
6	Holidays	January 1-2, 2021)

Total weeks: theoretical training – 15 weeks
session-2 weeks
vacation-2 weeks

SPRING SEMESTER		
1	Spring semester	January 18 – April 30, 2021
2	Border control	March 1-6, 2021 (after classes);
3	Public holidays	April 24-30, 2021 (after classes)
4	Final control (summer session)	March 8; March 21-23; May 1; May 7, May 9, July 6
5	Educational practice	2021 May 3-22, 2021

Total weeks: theoretical training – 15 weeks
session-3 weeks
vacation-12 weeks

Summer semester		
1	Summer semester	May 24 – June 26, 2021
2	Final control	June 28 – July 3, 2021

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**ACADEMIC CALENDAR for the 2020/2021 academic year
educational program: "6B11104-Hotel and restaurant business"
(admission 2020)**

№	Training, control and other events Dates of the event	Training, control and other events Dates of the event
AUTUMN SEMESTER		
1	Knowledge Day	September 1, 2020
2	Fall semester	September 1 – December 15, 2020
3	Border control	October 13-19, 2020 (after classes);
4	Public holidays	December 9-15, 2020 (after classes) December
5	Final control (winter session)	1, December 16 - 17, 2020;
6	Holidays	January 1-2, 2021)

Total weeks: theoretical training – 15 weeks
session-2 weeks
vacation-2 weeks

SPRING SEMESTER		
1	Spring semester	January 18 – April 30, 2021
2	Border control	March 1-6, 2021 (after classes);
3	Public holidays	April 24-30, 2021 (after classes)
4	Final control (summer session)	March 8; March 21-23; May 1; May 7, May 9, July 6
5	Educational practice	2021 May 3-22, 2021

Total weeks: theoretical training – 15 weeks
session-3 weeks
vacation-12 weeks

Summer semester		
1	Summer semester	May 24 – June 26, 2021
2	Final control	June 28 – July 3, 2021

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**ACADEMIC CALENDAR for the 2020/2021 academic year
educational program: "6B11105 - Management of tourist destinations"
(admission 2020)**

№	Training, control and other events Dates of the event	Training, control and other events Dates of the event
AUTUMN SEMESTER		
1	Knowledge Day	September 1, 2020
2	Fall semester	September 1 – December 15, 2020
3	Border control	October 13-19, 2020 (after classes);
4	Public holidays	December 9-15, 2020 (after classes) December
5	Final control (winter session)	1, December 16 - 17, 2020;
6	Holidays	January 1-2, 2021)

Total weeks: theoretical training – 15 weeks
session-2 weeks
vacation-2 weeks

SPRING SEMESTER		
1	Spring semester	January 18 – April 30, 2021
2	Border control	March 1-6, 2021 (after classes);
3	Public holidays	April 24-30, 2021 (after classes)
4	Final control (summer session)	March 8; March 21-23; May 1; May 7, May 9, July 6
5	Educational practice	2021 May 3-22, 2021

Total weeks: theoretical training – 15 weeks
session-3 weeks
vacation-12 weeks

Summer semester		
1	Summer semester	May 24 – June 26, 2021
2	Final control	June 28 – July 3, 2021

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**ACADEMIC CALENDAR for the 2020/2021 academic year
educational program: "6B01401-Physical culture and sports"
(admission in 2020)**

№	Training, control and other events Dates of the event	Training, control and other events Dates of the event
AUTUMN SEMESTER		
1	Knowledge Day	September 1, 2020
2	Fall semester	September 1 – December 15, 2020
3	Border control	October 13-19, 2020 (after classes);
4	Public holidays	December 9-15, 2020 (after classes) December
5	Final control (winter session)	1, December 16 - 17, 2020;
6	Holidays	January 1-2, 2021)

Total weeks: theoretical training – 15 weeks
session-3 weeks
vacation-12 weeks

SPRING SEMESTER		
1	Spring semester	January 18 – April 30, 2021
2	Border control	March 1-6, 2021 (after classes);
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4	Final control (summer session)	March 8; March 21-23; May 1; May 7, May 9, July 6
5	Educational practice	2021 May 3-22, 2021

Total weeks: theoretical training – 15 weeks
session-3 weeks
vacation-12 weeks

SUMMER SEMESTER		
1	May 24 – June 26, 2021	May 24 – June 26, 2021
2	June 28 – July 3, 2021	June 28 – July 3, 2021

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4. GENERAL CONCEPTS OF CREDIT TECHNOLOGY OF TRAINING

Planning of the content of education, the way of organizing and conducting the educational process is carried out on the basis of credit technology of training in accordance with the state mandatory standards of higher education.

With credit technology, the learning load is measured by the time required for the student to study the academic discipline, module, or the entire OP and necessary to achieve the established learning outcomes in the educational program of higher education.

The workload is measured by standardized units – academic credits.

The academic load includes all the educational activities of the student – lectures, seminars, laboratory and studio classes, term papers (projects), all types of professional practice, research work and graduation work, independent work of the student, including under the guidance of a teacher.

Academic credit (ECTS) is equal to 30 hours, of which at least 9-10 hours are allocated for contact classroom work of students.

To ensure a wide awareness of students on the content of elective disciplines offered by the faculty, a Catalog of elective disciplines is published. The catalog of elective disciplines is placed in electronic form in the AIS "Platonus".

The academic year consists of academic periods: theoretical training, intermediate certification, practical training, holidays, final certification (in the final year), and it is also allowed to introduce a summer semester (except for the final year) to meet the needs for additional training, eliminate academic debt or differences in curricula, study academic disciplines and master loans to students in other educational organizations with mandatory transfer in their organization of higher and (or) postgraduate education, increase the average academic score (GPA), the development of a related or additional educational program, including in the framework of a two-degree education. The duration and terms of all periods of each academic year are indicated in the Academic Calendar, which is published and approved before the beginning of the new academic year.

The full academic load of one academic year corresponds to 60 academic credits. At the same time, within one semester, the student, as a rule, masters 30 academic credits.

The average score (GPA) is calculated based on the credit-digital equivalent system. The total value is the quotient of the sum of the products of the digital equivalent of the assessment by the number of credits assigned to the module, divided by the total number of credits for which the student has registered.

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Example of GPA calculation:

English	3	A	4.00
Fundamentals of Tourismology	2	B	3.00
Kazakh language	3	F	0

English $4.00 \times 3 = 12.00$

Fundamentals of Tourismology $3.00 \times 2 = 6.00$

Kazakh language $0 \times 3 = 0$

Total = $12 + 6 + 0 = 18.00$

Total number of credits = $3+2+3 = 8$

$$GPA = \frac{\text{Total value}}{\text{Total number of credits}} = \frac{18.00}{8} = 2,25$$

If the average score after the decimal point at GPA represents counting with two digits of C. the story, then it is necessary to round up to the tenth of the GPA (IR to the decimal point) mathematics distant rule: if the decimal digit 0,1,2,3 or the second one ends in 4, then the first digit after the decimal point does not change; if the digit after the decimal point at 5,6,7,8 the second one ends in 9, then the first digit after the decimal point increases by one, remarkable imagination: $2,23 = 2,2$; $2,25 = 2,3$; $2,27 = 2,3$ etc.

The requirements for the courses and courses for the translation of S. V. ballet are presented by the minimum order of the translation section of the rector and the training program is approved. The translated level of the GPA, as well as the personal level, are reflected in the student's GPA of the AIS "Platonus", who is studying in the transcript.

In the next academic performance of the minimum university of velichy set the average ballet (GPA), transfer to the next course of the admitting student:

- from the 1st to the 2nd year – 1.6;

- from the 2nd to the 3rd course-2.0;

- from the 3rd to the 4th course - 2.2;

The introduction of a shonanpylet semester is allowed (except for the final course) for an additional duration of at least 6 weeks to meet the training needs, or eliminate the educational differences of academic debt in the plans of V., S. V. the study of other disciplines and in their bucket by students of educational universities is transferred to the university credits are required to master, increase the performance of secondary ballet (GPA).The maximum number of credits allowed in the summer to study semester is 20 academic credits.

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During the period for a fee for a student of academic disciplines, the elimination of the difference of discipline in the OP is recorded on the basis of RUPA, types of attend all classes of training, all current pass types of control, intermediate get admission to certification. If the non-academic academic schedule of classes in the perio of the discipline of the difference of the current academic year is included, for the summer semester on a fee-based basis is recorded by the students.

The student, and have not fully studied the GPA level set by the program who has reached the past ballet, begins in the period with the aim of being able to re-enroll for a fee and is provided with a shonapyet and ballet study discipline semester-based on a fee-based basis and this is by its subject repeated academic performance exams increase to pass the average.

Students who do not score the minimum passing grade (GPA), turn to the courses and the Grant is deprived of their educational training.

The academic difference in the disciplines of RUPa, not eliminated in the semester of letne V., S. I. V. the course on the courses at zero is already at the re-determination of how the academic is recorded, the dra of the debt is taken into account.

A student who is left for a second course to continue his / her studies on a contractual basis, until September 10 of the next academic year, is obliged to conclude a contract for the provision of paid educational services.

When re-studying the course, the tuition fee is paid based on the academic disciplines actually studied (credits mastered). In this case, an order is issued, the basis for which is the statement of the student and his PPI. Payment for the cost of educational services is charged until the moment of deduction, i.e. until the release of the order for deduction. When transferring from another university, restoring, or leaving academic leave, the calculation of the cost of training for the course is made from the actual subjects studied in the current academic year

A student who has returned from academic leave must eliminate the difference in educational programs and working curricula (if any) during the intermediate certification of students without payment or during the summer semester with payment according to established standards.

The history of students 'academic achievements (transcript) is reflected in the AIS "Platonus" (login via the University's website):

- The transcript contains a list of completed disciplines for the corresponding period of study, indicating credits and grades in alphabetical and numeric terms, as well as all types of professional practice.
- The transcript records all the student's final grades, including the positive results of repeated exams.

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- In the appendix to the diploma (transcript), the latest grades according to the point-rating letter system of grades for all types of educational and (or) research (experimental research) work are indicated, indicating their volume in academic credits and hours.

- The transcript is issued by the Department of the Organization of the educational process in the prescribed form and as needed.

5. GENERAL ACADEMIC RULES OF THE EDUCATIONAL PROCESS

5.1 DURATION AND CONTENT OF THE ACADEMIC PERIOD, STUDENT KNOWLEDGE CONTROL PROCESSES, AND VACATION DAYS

The academic year at the University includes two semesters: 15 weeks each (autumn and spring) and to eliminate academic debt, eliminate the difference in academic disciplines formed during the transfer from one specialty to another or recovery, to increase the average academic performance score (GPA), a summer semester of up to 6 weeks is planned. The educational process is carried out in accordance with the academic calendar, which is developed and approved for each academic year. The fall and spring semesters end with exam sessions lasting 2-3 weeks each.

According to the educational program, the following types of practices are planned: educational and industrial, international and pre-graduate. Any type of practice provides consolidation of the received theoretical knowledge and formation of practical, professional skills.

If at school you had lessons where you were explained new material and immediately interviewed with an assessment, then the training sessions in accordance with the credit technology of training have their own forms and features:

Lecture classes are classes that are conducted primarily by the flow and have an organizing and guiding role in the educational process. At the lecture classes, students are provided with information material on the discipline in accordance with the syllabus. The task of the student is not only to listen, but also to master the listened material, which is then fixed in practical classes. If the lecture is carefully listened to and well understood, it activates the student's mental activity.

Practical classes are a type of classes that provides in-depth study and consolidation of lecture material on the basis of solving situational, practical

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problems, case studies, conducting business games, discussions and other forms of organizing a training session. Develops the creative independence of the student. In the course of practical classes, the student acquires the skills of registration of scientific papers and masters the art of oral and written presentation of the material, development and justification of conclusions. Practical classes are more focused on solving various applied problems.

Laboratory classes – classes held in a specially equipped classroom to consolidate the lecture material and test the results of practical classes based on experimental methods using equipment and devices.

Independent work of the student (SRS) – completely independent study by the student of a certain list of topics or questions of the discipline, performing tasks for them in accordance with the educational and methodological literature recommended by the teacher, methodological developments and programs.

Independent work of a student under the guidance of a teacher (SRSP) is one of the forms of educational work in the credit technology of training, which is carried out in the form of consultations both in a group and individually, and performs two functions: advisory and supervisory.

The advisory function is as follows:

- to assist in the implementation of the student's independent work;
- the ability to re-listen to the explanation of the difficult topic of the lecture for the student;
- performing practical tasks to consolidate the educational material.

The control function is carried out during the current boundary control, accounting and evaluation of the student's knowledge.

In the educational process for students on the bachelor's degree program, the following are provided:

- Current control of students' development of the studied disciplines, which is carried out at practical, seminar classes;
- Boundary control of students' knowledge-assessment of the development of a certain section of the discipline, conducted on 7-8 and 15 weeks of the academic period (semester);
- Final control (exam) – conducted during the examination session.

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Holidays are granted to students after each semester; the duration of winter holidays is at least two weeks, summer-up to 11 weeks. For students who will be studying in the summer semester, the vacation is reduced to 6 weeks.

For all types of classroom classes, the academic hour is set to last 50 minutes.
1 credit is equal to 15 academic hours.

5.2 STUDENT KNOWLEDGE CONTROL SYSTEM

To check the educational achievements of students (the formation of expected learning outcomes), the following types of control of students' knowledge are provided

- current control;
- border control;
- final control (final exam).

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

Points for completing tasks of the current control are distributed in the syllabus of the discipline by week in accordance with the number and degree of complexity of the tasks performed.

The grades of the current control are set in the attendance log in the AIS "Platonus" and in the "Moodle" in strict accordance with the maximum possible number of points for the corresponding academic week according to the syllabus of the discipline.

Boundary control (RC) – control of educational achievements of students within the framework of an academic discipline, carried out according to the Academic Calendar.

The boundary control points reflect the cumulative total assessment of the student's current academic performance (according to the points shown in the attendance log) and the results of performing special boundary control tasks (if necessary).

Estimates of boundary control are set in the statement of boundary control in the AIS "Platonus". The number of boundary controls is determined by the working curriculum and is indicated in the syllabus of the discipline; as a rule, during the development of the discipline, points are awarded for two boundary controls (RC1 and RC2).

During the first boundary control (RC1), the student's academic performance for the first 7 weeks of the semester is evaluated. During the second milestone control

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(RC2), the academic performance for the period from the 8th to the 15th week of the semester is evaluated.

The final exam in the discipline is held during the intermediate certification (examination session), lasting at least 2 weeks. The results of the final exam are entered in a separate examination sheet in the AIS "Platonus".

The form and procedure for conducting the final exam for each academic discipline is established by the faculty no later than two months after the beginning of the academic period.

The form of conducting the current, boundary controls, depending on the specifics of the discipline, is set by the teacher.

Current, milestone controls can be conducted in the form of colloquiums, test surveys, written tests, assessment of students' participation in debates, round tables, business games, solving situational problems, etc. Detailed information about the forms of conducting current and boundary control is included in the syllabus of the discipline and is brought to the attention of students in the first two weeks of the semester.

The maximum performance indicator for boundary controls in the discipline as a result is 100 points maximum for each boundary control, including the results of the current controls.

The number of points awarded during the certification week may not exceed the maximum allowed number set in the syllabus of the discipline for the corresponding week.

Changes in the results of boundary control in order to increase them are not allowed.

If the student did not score points on the boundary controls during the semester for a valid reason, documented (due to illness with the provision of exculpatory documents, etc.), he can be provided with an individual schedule for passing subjects (an order of the dean's office is issued). The student who has received the appropriate order for individual delivery is obliged to meet with the teachers and determine the scope and types of work required for their implementation.

All points must be worked out by the student before passing the final exam. It is not allowed to change the points of RC1, RC2 after passing the final exam.

Final control-checking the educational achievements of students, conducted after the completion of the study of the discipline during the examination session (intermediate certification).

Students who have scored at least 50 points (RC1+RC2) based on the results of boundary controls are allowed to take the final knowledge control.)/2. The maximum score for the final exam is 100 points.

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The final score for the discipline is calculated using the following formula:

$$(PK\ 1+PK\ 2)/2 \times 0,6+(Their\ 0,4).$$

Thus, the boundary controls are 60%, the final control (final exam) it is 40% of the final grade in the discipline.

Admission to the examination session is issued by the order of the Dean of the faculty. The final control (exam) is not allowed:

- students who scored less than 50 points $(RC1+RC2)/2$ based on the results of boundary controls;
- students who have more than 50% of missed training sessions in the discipline (with the exception of those who were absent for good reasons with the confirmation of exculpatory documents, but with the mandatory completion of all missed classes);
- students who have not passed the course papers (projects) in the relevant discipline;
- students on the basis of a contract for the paid provision of educational services, who have arrears in the payment of tuition.

The duration of the examination sessions and the number of examinations are determined in accordance with the approved working curriculum of the educational program and the Academic Calendar. Responsibility for the organization and conduct of the examination session is assigned to the dean's office of the faculty, the Department of the organization of the educational process.

Students must pass all exams in strict accordance with the working and individual curriculum for the approved academic programs of the disciplines.

The procedure for conducting the examination session is regulated by the Rules for conducting the final control (examination session).

All students should be familiar with the Rules of Credit Technology Training (CTE), as well as the Academic Integrity Policy, which sets requirements for the behavior of students during the final control of educational achievements. The responsibility for timely familiarization of students with the above-mentioned normative documents is assigned to the graduating department.

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The letter system of assessment of educational achievements of students, corresponding to the digital equivalent of the four-point system

Rating in letters	Digital equivalent of points	Percentage	Description of ratings (clear criteria)
A	4,0	95-100	it is put in the case when a complete, detailed answer to the question is given, the totality of conscious knowledge about the object is shown, which is manifested in the free operation of concepts, the ability to identify its essential and non-essential features, cause-and-effect relationships. Knowledge about the object is demonstrated against the background of understanding it in the system of this science and interdisciplinary connections. The answer is formulated in terms of science, is presented in literary language, is logical, evidential, and demonstrates the author's position of students.
A-	3,67	90-94.9	it is put in the case when a complete, detailed answer to the question is given, the totality of conscious knowledge about the object is shown, the main provisions of the topic are evidently disclosed; the answer traces a clear structure, a logical sequence that reflects the essence of the disclosed concepts, theories, phenomena. Knowledge about the object is demonstrated against the background of understanding it in the system of this science and interdisciplinary connections. The answer is presented in literary language in terms of science. There may be shortcomings in the definition of concepts, corrected by the student independently in the course of the answer.
B+	3,33	85-89.9	it is put in the case when the students are given a full, detailed answer to the question, the main provisions of the topic are evidently disclosed in the answer, a clear structure, logical sequence is traced, reflecting the essence of the disclosed concepts, theories, phenomena. The answer is presented in literary language in terms of science. The answer contains errors corrected by the student with the help of the teacher.
B	3,0	80-84.9	it is put in the case when a full, detailed answer to the question is given, the ability to identify essential and non-essential signs, cause-and-effect relationships is shown. The answer is clearly structured, logical, and expressed in literary language in terms of science. There may be shortcomings or minor errors corrected by the student with the help of the teacher.
B-	2,67	75-79.9	it is put in the case when a detailed answer to the question is given, the ability to identify essential and non-essential signs, cause-and-effect relationships is shown. The answer is clearly structured, logical, and stated in terms of science. However, minor mistakes or omissions were made, corrected by the student with the help of leading questions.

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C+	2,33	70-74.9	it is put in the case when a complete, but not sufficiently consistent answer to the question is given, but at the same time the ability to identify essential and non-essential signs and cause-and-effect relationships is shown. The answer is logical and stated in terms of science. There may be 1-2 mistakes in the definition of the basic concepts that the student found it difficult to correct on their own.
C	2,0	65-69.9	it is put in the case when an insufficiently complete and insufficiently detailed answer is given. The logic and consistency of the presentation have violations. Mistakes were made in the disclosure of concepts, the use of terms. The student is not able to independently identify significant and non-essential signs and cause-and-effect relationships. The student can concretize the generalized knowledge, proving their main points by examples only with the help of the teacher. Speech design requires corrections, corrections.
C-	1,67	60-64.9	it is put in the case when an incomplete answer is given, the logic, and the sequence of the presentation have significant violations. Gross mistakes were made in determining the essence of the disclosed concepts, theories, phenomena, due to the lack of understanding of their essential and non-essential features and connections by the students. There are no conclusions in the response. The ability to reveal specific manifestations of generalized knowledge is not shown. Speech design requires corrections, corrections.
D+	1,33	55-59.9	it is put in the case when an incomplete answer is given. There is an illogical presentation. The teacher finds it difficult to prove it. A lot of significant errors in the definitions of terms, concepts, characteristics of facts, phenomena. There are no conclusions in the response. Speech is illiterate. When answering additional questions, the Student begins to realize the existence of a connection between knowledge only after the teacher's suggestion.
D	1,0	50-54.9	it is put in the case when an incomplete answer is given, which represents scattered knowledge on the topic of the question with significant errors in the definitions. There is a fragmentary, illogical presentation. The student is not aware of the connection of this concept, theory, phenomenon with other objects of the module (discipline). There are no conclusions, concretization and evidence-based presentation. The speech is illiterate. Additional and clarifying questions of the teacher do not lead to correction of the student's answer not only to the question posed, but also to other questions of the module (discipline).
F	0,5	25-49	it is put in the case when an incomplete answer is given, there are gross errors in the definitions. There is no logic to the presentation. There are no conclusions, evidence-based presentation. The speech is completely illiterate. There are no answers to additional and

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			clarifying questions from the teacher.
FX	0	0-24	it is put if the student found gaps in knowledge of the main material provided by the program, did not master more than half of the program of the module (discipline), made fundamental mistakes in the answers, did not complete individual tasks provided for by the forms of the current, intermediate and final control, did not work through all the main literature provided by the program.

5.3 RULES FOR SELECTING AND REGISTERING FOR THE SUBJECTS OF THE SELECTION COMPONENT (ELECTIVE SUBJECTS)

When you start learning, the disciplines that are required and called the required component are already known. The list of such documents is approved by the Ministry of Education and Science and the University cannot cancel or replace them. This list is contained in the Standard Curriculum of the SSE (State General Education Standard of Higher Professional Education). But the University has the opportunity to give its students a whole list of elective subjects (disciplines of the choice component) and this is why the educational programs of different universities differ from each other. Students independently form their individual learning paths based on the expected learning outcomes and competencies that will be acquired as a result of mastering the educational program. The choice of subjects of the elective component is carried out taking into account the professional orientation of the student. The choice of disciplines should be carried out with the obligatory consideration of the sequence of study of disciplines. A student can not be registered for a discipline if in the previous semester he did not master the prerequisites for this discipline.

Registration of the student for the discipline is carried out online in the AIS "Platonus" with the methodological assistance of advisors and an employee of the OOUP (office-registrar). Each student is assigned an identification number (login, password).

Registration for academic disciplines of students of all courses, except for the 1st course, is held in April. Re-registration for the discipline is held from August 20 to 30 of each academic year. Registration of students of the 1st year for academic disciplines is carried out in the first week of the academic year.

In the first week, students of the 1st year have meetings with deans of faculties, heads of departments, and advisors. Advisors conduct a general introduction to the credit system of training.

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Groups of elective component disciplines are formed according to a sufficient number of students. The number of students in the formation of groups of at least 10 students. If the number of students is less than the set number, the discipline is not opened. Students who have signed up for an undisclosed discipline are recommended to re-register for the discipline, warning them about it within 3 days.

Students are registered for the disciplines and then the IUP is compiled.

The PPI is formed for each training course in the AIS "Platonus" and the printed PPI (in 2 copies) is signed by the student and submitted to the adviser for approval. In the absence of comments, the adviser signs the PPI and coordinates it with an employee of the PPI (registrar office). The PPI is approved by the dean of the faculty in two printed copies: one is stored in the dean's office and serves as the basis for monitoring the implementation and development of the professional curriculum, the second is handed over to the student, the employee of the PPI (registrar office) is guided by the electronic version of the PPI.

The student is personally responsible for the preparation of their PPI and the completeness of the development of the course of study in accordance with the requirements of the curriculum of the educational program.

The head of the graduating department and the advisors are responsible for timely informing students who have academic debts about the possibilities of their elimination in subsequent periods of theoretical training in order to comply with the principle of prerequisite.

When students return from an academic leave, a business trip abroad, restoration or transfer from another university, the Department of Educational Process Organization registers students according to personal statements in previously formed disciplinary streams/groups, while preference is given to groups with a smaller number of students.

The student can apply for the transfer of credits in the disciplines mastered in other universities within the framework of academic mobility programs, if they correspond to the approved curriculum of the OP.

Students who have returned from academic leave, as well as transferred from other universities, are credited with credits in the disciplines for which the equivalence of the disciplines of the OP is established.

In the case of re-crediting of the subjects studied during the foreign business trip under the academic mobility program, the application is submitted within 3

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working days after the issuance of the order on the return from the foreign business trip.

The application for credit transfer is accompanied by supporting documents (submission of the graduating department, a transcript or certificate indicating the courses completed, the amount of academic load and the grades received).

5.4 ORGANIZATION OF TRAINING, PRODUCTION AND PRE-GRADUATE PRACTICE

Each student must complete an internship (in accordance with the SES) during the training process. The practice can be completed only within the time limits specified in the Schedule of the educational process, the academic calendar.

To complete the internship, the student must determine the basis of the practice. The practice base is enterprises, organizations, institutions, educational institutions, scientific institutes and centers, etc., where professional practice is conducted. The university departments provide assistance in choosing the practice base.

At the end of all types of practice, the student submits a report to the supervisor and defends it before the commission. The assessment based on the results of the practice is entered in the statement and the academic transcript, and is also taken into account when calculating the GPA.

During the development of educational programs, students undergo professional practices provided for in the curriculum of the programs in accordance with the state mandatory standards of education.

The passage of professional practices by students is based on the concept of continuous practical training, which involves the continuous continuous formation of practical skills and competencies throughout the entire period of training.

The main and mandatory types of professional practices of students are: educational, pedagogical, industrial, pre-graduate.

All types of practice are conducted in accordance with the practice programs, which contain the basic requirements for the organization and conditions of practice, under the guidance of the practice leaders approved by the Dean of the Faculty.

The internship program is developed by the graduating department taking into account the profile of the educational program, the nature of the enterprise, the organization-places of internship (practice base), expected learning outcomes and is approved by the Faculty's Educational and Methodological Council (UMS).

The practice programs should be aligned with the practice bases.

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The organization of practice at all stages should be aimed at ensuring continuity and consistency of mastering professional skills by students in accordance with the requirements for the level of training of the graduate.

Students' educational practice can be conducted in University departments or at enterprises, institutions and organizations.

Industrial, pre-graduate practice of students is carried out, as a rule, at enterprises, institutions and organizations that are the bases of practice in accordance with the existing contracts for the provision of the base of practice.

Responsibility for the timely conclusion of contracts with organizations for conducting professional practice of students on the basis of these organizations, the compliance of the practice base with the profile of the educational program and the expected results of training is borne by the head of the graduating department, who oversees the work of the appointed practice managers.

Practice managers are responsible for the timely and high-quality organization of professional practices of students, monitor the timely completion of practice diaries by students-interns, advise students on all issues related to the passage of practice and carry out certification of the results of practice with the entry of grades in the certification statements.

Students have the right to independently search for a base of professional practice and initiate the conclusion of an internship contract, provided that the proposed base of practice corresponds to the profile of the educational program and the expected results of training under the program in terms of the formation of practical skills and abilities.

In order to implement the concept of continuous practical training, long-term cooperation is encouraged with organizations that provide annual passage on their basis of various types of professional practice within the framework of the development of the educational program, thereby contributing to continuity and continuity in the formation of the necessary professional competencies of students.

The terms of practical training are set by the University in accordance with the curriculum and Academic Calendar.

The curriculum of educational programs determines the number of credits corresponding to each type of practice. Students register for the appropriate type of practice and include it in their individual training plan.

The student-trainee prepares the results of the practice in the form of a written report, which he defends before the commission at the graduating department in the corresponding period of intermediate certification according to the Academic Calendar.

The assessment of the results of the student's practical training is equated with the assessment of theoretical training, is taken into account when considering the

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appointment of a scholarship and when calculating the total GPA and transferring it to the next year of study, and is entered in the statement of practice.

The general results of the practice are summed up at the meetings of the Educational and Methodological Council of the faculty with the participation of representatives of the practice bases.

Students are required to complete all types of professional practice and certification of practice results in a timely manner in accordance with the individual curriculum and Academic calendar.

A student who has not passed any of the types of practice and has not defended the report on practice is determined by the academic debt on practice, and the student is not subject to transfer from course to course, and is not allowed to the final state certification.

5.5 THE PROCEDURE FOR ADMISSION TO THE SUBJECTS OF REPEATED STUDY (ACADEMIC DEBT), ACADEMIC DIFFERENCE AND THE ORGANIZATION OF THE SUMMER SEMESTER

A student who receives an "Unsatisfactory" grade or fails to show up for the exam for a disrespectful reason, as well as does not score a transfer grade, can liquidate their debts in the summer semester.

The summer semester is organized on a fee - based basis for the purpose of additional training to gain a transferable score, eliminate academic arrears in disciplines and differences in academic programs.

The duration of the summer semester is 6 weeks.

The following students are required to complete the summer semester

- those who have a transferable GPA score below the established level;
- those who scored below 50 points of the final assessment in the discipline;
- who did not eliminate the academic difference within the established time frame.

The summer semester can also be used by students who do not have academic debts at the end of the next course and are transferred to the next course, but want to take additional disciplines.

For the summer semester, it is allowed to apply for no more than 12 credits, of which no more than three disciplines of the mandatory component.

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The organization and conduct of the summer semester is based on the schedule of classes. Attendance of classes and timely delivery of debts is mandatory.

The student must personally make an entry (registration) for the subjects of repeated study or academic difference. The discipline of the summer semester is "opened", i.e. it is included in the schedule if there are at least 5 people who have signed up for this discipline.

The student must make the payment of credits for the subjects of repeated study or academic difference before the start of classes.

6. RULES FOR THE ELIMINATION OF ACADEMIC DEBTS, TRANSFER AND EXPULSION OF STUDENTS

During the session, students must pass the exam strictly according to the plan and all the individual studies in the far approved schedule to pass the scheduled exams in accordance with the working hours. The department has the right, if necessary, to allow the student to individually pass the final control (exam) in the presence of documents, deadlines confirming the reasonableness of the transfer of the exam. In this case, the decree on the issues of the vice-rector with a visa and signature is also issued academically.

The transfer from course to course is made at the end of the year, and at the end of the session on the DECU for the university faculty of examination materials on the basis of the winter order.

Students who have successfully passed all the basic plans (mandatory) and elective subjects, as well as those who have successfully scored a transfer GPA score, are transferred to the next course.

Academic course for students the average passing score on the course must have a cumulative transfer in the order (GPA):

- from the 1st to the 2nd year – 1.6;
- from the 2nd to the 3rd course – 2.0;
- from the 3rd to the 4th year – 2.2.

6.1 LIQUIDATION OF DEBTS

Students who could not pass the current tasks, boundary controls or pass the intermediate certification (exam) within the established time frame due to illness or other valid reasons (family circumstances, natural disasters) and documented by the

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relevant organization, have the right to apply to the Dean's Office on the formation of an individual schedule for passing all types of controls. In case of a positive decision, the individual deadlines for passing the current and boundary controls are set by the order of the Dean of the Faculty.

Students who have received a cumulative GPA below the established level, who have academic arrears, must re-study the disciplines in the summer semester. If students do not reach the GPA level set for transfer from course to course at the end of the summer semester, they remain for a second course of study.

Repeated training on the same course is allowed no more than twice for the entire period of training on a paid basis. Repeated training in one course is issued by the order of the rector on the personal application of the student. The application is submitted in the name of the rector with a visa of the Dean of the Faculty to the Registrar's office.

A student who is left for re-study (re-course), regardless of the grades received for the course, is assigned a list of academic disciplines that are mandatory for re-mastering in the registrar's office.

The payment is set based on the cost of one loan and the list of subjects required for repeated training.

A student who has not received credits from the bachelor's degree program has the right to get credits (in the summer semester) or to extend (repeat course) the term of study with the payment of additional services in compulsory and elective disciplines.

A student-the holder of a state educational grant, who has received a transfer score and transferred to the next course, but has an academic debt, has the right to re-study the relevant disciplines and pass all forms of control of the intermediate certification (exam) on a paid basis.

A student studying under a state educational grant, who is left for a second course of study, is deprived of the educational grant and continues his further education on a paid basis.

6.2 DEDUCTION

The student's expulsion is carried out by the order of the rector on the recommendation of the dean of the faculty with the visas of the head of the Registrar's office and the Vice-rector for academic and scientific work.

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The student is expelled from the university in the following cases:

- for academic failure (for non-attendance of training sessions without a valid reason for more than 25 hours-the student is reprimanded (orally), for missing more than 30 hours without a valid reason-a strict reprimand (in writing), and for more than 35 hours - expulsion);
- for violating the principles of academic integrity;
- for violating the Internal Regulations and the Charter of the University;
- for violation of the terms of the agreement on the provision of educational services, including non-payment of tuition fees;
- at your own request.

A student who wants to be expelled must write an application to the Rector with a request for expulsion, indicating the reason for the expulsion and receives the consent (visa) of the Dean of the faculty, accounting, the head of the OUPP, the vice-rector for academic and scientific work. After that, he submits it to the Dean's Office.

Upon termination of attendance of training sessions, the student may be expelled for academic failure, i.e. for non-attendance of training sessions without a valid reason.

The Dean's Office of the faculty prepares a submission for deduction addressed to the rector of the university for decision - making.

A student on a paid basis who was expelled during the semester for non-payment of the tuition fee, in case of repayment of the payment arrears, has the right to recover within four weeks from the moment of expulsion. In this case, the student submits an application for reinstatement to the rector, attaching a payment receipt to the application. The points in the disciplines received by the student before the moment of deduction are counted in full during the restoration.

In case of deduction and withdrawal of the order on deduction of the student, the funds paid for the payment of the tuition fee are not subject to refund.

The expelled student is given a Transcript.

6.3 RECOVERY

A student who is expelled from the University at his own request or for missing classes and losing contact with the University is entitled to reinstatement in the next academic year only on a paid basis with a one-time payment for reinstatement and with the delivery of the difference in working curricula.

Students can be reinstated to any form of study, any OP, regardless of the period of deduction, provided that the first academic period of the program under study is fully completed in accordance with the PPI.

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The student can be restored to any OP (specialty), taking into account the academic difference in the disciplines of the curricula.

A student can be reinstated to the final course only if there is no academic difference in the disciplines or if the difference is included in the schedule of training sessions of the current academic period.

Recovery is carried out only on a paid basis.

When the student is reinstated, a contract is signed with him.

The right to restoration is lost:

- a student who was expelled from the first year for academic arrears at the end of the first semester of the academic year;
- a student expelled for violating the requirements of the University **Students' Code of Ethics** and internal regulations.

A student who has been deducted for financial arrears of tuition fees is entitled to reinstatement within four weeks from the date of issuing the expulsion order with a one-time reinstatement payment.

6.4 TRANSFERRING

A student has the right to transfer from one university to another, from one educational program to another during the summer or winter holidays, with the difference in working curricula being paid for.

Transfer of students from other universities to IUTH is possible if the following conditions are met:

- similar credit training system;
- compliance with the directions of training and programs of the University;
- lack of "unsatisfactory" (F) grades based on the results of the first academic period (semester, trimester) and the average academic passing score (GPA) corresponding to the transfer course;
- the difference in academic disciplines should be no more than five disciplines.

A first-year student has the right to transfer only if they have successfully mastered the academic disciplines of the first academic period (semester).

The procedure for transferring a student from another university is as follows:

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1) a person wishing to transfer submits an application for transfer to the rector of the university where he / she is studying and receives a sealed written consent for the transfer;

2) submit an application to the rector for admission to it, attach the original transcript, an application for transfer from the university where he studied (signed by the head and stamped), copies of the certificate of passing the UNT or CT (for bachelor's degree);

3) the dean's office of the faculty, on the basis of the submitted documents, recalculates the mastered credits in accordance with the OP to which it is transferred, determines the difference in disciplines in the curricula, draws up a Comparison sheet (Appendix 1), sets the course of study in accordance with the mastered prerequisites;

4) by the order of the rector, the student is enrolled in the student body on the basis of an application signed by the dean of the faculty, the head of the OOUP, the vice-rector for academic and scientific work;

5) an employee of the OOUP (office registrar) makes up the student's IUP;

Within 3 working days from the date of issuing the order, a written request for the direction of his personal file is sent to the university where the student previously studied;

When transferring a student from another OVPO, a contract is signed with him.

7. GENERAL TERMS OF USE OF THE LIBRARY

The library provides readers with books, newspapers, magazines, and other materials available in the library for temporary use. The delivery of literature to the house is made on a subscription.

Literature intended for use in the reading room of the library is not issued at home. To improve the service of readers who are not able to study in the library's reading rooms for any reason, the library provides for the issuance of literature at home on a "Night Pass".

Encyclopedias, reference books, dissertations, current periodicals, rare and valuable books are issued only for work in reading rooms. The last and only copies with the stamp "Mandatory copy" are not subject to delivery to the house.

Readers can extend the period of use of books, other printed works and other materials taken from home, if there is no demand for them from other readers. When receiving books, other printed works and other materials, readers carefully review the

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publications and, if any defects are found, inform the librarian on duty. The last reader who used the publication is responsible for the damage to the books.

Readers who violate the rules of use or cause damage to the library bear administrative, civil (material) liability in the forms provided for by the current legislation of the Republic of Kazakhstan, the Charter of the IUTH and the Rules of Use of the library.

Readers who are responsible for the loss or unintentional damage of the publication replace them with the same publications or copies of them, or with publications recognized by the library as equivalent, and if it is impossible to replace them, they reimburse the real market value.

Students, researchers, teachers and university staff have the right to use the IUTH library.

Readers are served by ID cards. When signing up for the library, readers should familiarize themselves with the Terms of Use and confirm the obligation to comply with them with their signature in the reader's form.

Every year, readers are required to re-register in the library from September 1 to October 30. Readers who have not been re-registered are not served by the library.

Upon departure (expulsion, dismissal) from the university, readers are required to return to the library all the publications listed for them.

Readers are required to comply with the rules of use of the library, i.e., the procedure established by these rules for registering in the IUTH library, the procedure for using books and other publications obtained from the collections of the IUTH library, the procedure for annual re-registration, the procedure for using the library's reading room and subscription.

The use of the library is free of charge. The list of additional paid services provided by the library, as well as restrictions, is approved by the Rector of the IUTH.

7.1 TERMS OF USE OF THE READING ROOM

1. It is not allowed to enter the reading room with bags, personal and library books, magazines, newspapers, clippings from printed publications and other printed materials.

2. When receiving publications from the free access fund, the reader is obliged to sign for each received publication in the reader's form. This signature is a

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document confirming the date and fact of the issue of books and other publications to the reader by the librarian.

3. The number of books, other printed works and other materials issued in the reading room is not limited. If there is a one-time increased demand, the number of copies issued may be limited. Literature issued to the reading room from the main book depository can be reserved by the reader for the entire period of its use.

4. Encyclopedias, reference books, rare and valuable publications are issued for use only in the reading room.

5. Literature received for use in the reading room must be returned within a day before the closing of the reading room. In case of violation of this rule, readers may be deprived of the right to use the library for up to 1 month. In case of repeated violation – for a longer period, determined by the library administration.

6. It is forbidden to take out literature from the reading room.

7.2 SUBSCRIPTION TERMS OF USE

1. Readers who have the right to use the library subscription must fill in the required form, clearly, with all the necessary information. Upon receipt of the publication, the reader signs the book form.

2. Readers sign in the reader's form for each copy of the publication received on the subscription.

3. The period of use of literature issued at home and the number of publications issued on a subscription are limited and determined differentially:

- educational-issued for the current academic year, with mandatory delivery until June 25 of the current year;

- * works for extracurricular reading (fiction) – for 15 days;

- * periodicals-for 15 days in the amount of 2 titles;

- the number of copies issued at a time (not counting textbooks) should not exceed 5 copies.

4. The period of use may be extended if there is no demand for the materials from other readers, or reduced if the publication is available in one copy or is in high demand.

5. 15 days after the expiration of the period of use of the works of the press, the librarian makes a reminder of the need to return them within ten days. If the printed works are not returned to the library within this period, the librarian sends a written

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request to the student's parents or persons replacing them to return or replace them within two months with equal content and cost.

The request must contain a warning that in case of non-return or inability to replace the reader will be charged in an undisputed manner the value of these works in the amount of the market value of the lost publications.

7.3 TERMS OF USE OF THE ELECTRONIC RESOURCE ROOM

1. The library's computer room provides its visitors with the opportunity to work independently on computers.
2. All readers of the UNIVERSITY library have the right to use the computer.
3. Working time on the computer is provided by appointment on the application form for a period of no more than 2 hours.
4. Computer users are required to make an entry in the accounting log before starting work and at the end of it.
5. Users who are responsible for the loss or unintentional damage to the database, operating system and hardware are subject to disciplinary and material liability.
6. The information of temporary users is deleted on a weekly basis.
7. It is forbidden to use the computer for gaming purposes.
8. When using the Internet, it is prohibited to visit and download sites with pornographic, terrorist and offensive content.

7.4 RIGHTS AND OBLIGATIONS OF READERS

Library readers have the right to: free use of the main types of library and information services provided by the library;

- receive books and other sources of information for temporary use;
- receive full information about the composition of the funds through the library and bibliographic information system;
- get advice on finding and selecting sources of information;
- use the funds of all structural divisions of the library;
- make proposals for the formation of funds and improvement of the library's work.

Readers are required to:

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- take care of books, other printed works and other materials obtained from the library's collections;
- return them in due time;
- do not take them out of the library premises if they are not recorded in the reader's form or other accounting documents;
- do not make notes on the pages of books;
- do not tear out or bend the pages;
- do not disrupt the placement of books and magazines in open access funds;
- do not remove cards from catalogs and card files.

7.5 RIGHTS AND OBLIGATIONS OF THE LIBRARY

The library has the right to:

- constantly monitor the return of issued books, other printed works and other materials to the library;
- make the next issue only after receiving from the reader the previously issued works of the press, the period of use of which has expired;
- revoke the right to use the library for readers who violate the rules of the library for a period established in each individual case, depending on the degree of violation.

The library is obliged to:

- provide a high culture of service to readers;
- provide readers with assistance in selecting the necessary works of print through recommendation conversations and providing them with catalogs and card files, recommendation lists and other reference and bibliographic and informational materials, as well as in organizing thematic book exhibitions-views of new literature and other events;
- promote your collections, develop and encourage interest in books;
- improve library and information services to readers by introducing computerization and advanced technology;
- keep records, store and use books, other printed works and other materials (CD, audio and video materials) in accordance with the established rules.;
- be responsible for the safety of their funds;

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- create and maintain the necessary conditions for the work of readers in the library;
- provide readers with the necessary literature during the holidays;
- regularly make minor repairs to print works (gluing torn and falling pages, binding, cover, etc.).

8. ACADEMIC MOBILITY AND CREDIT TRANSFER

In order to implement one of the key principles of the Bologna Process – the principle of promoting academic mobility, the ITiG encourages training or research during a certain academic period in another educational and scientific organization (within the country or abroad), with the mandatory transfer of credits for the conducted educational and/or research work.

Academic mobility is carried out in the form of educational or scientific internships.

Educational (academic) internship – training, advanced training or retraining on the basis of an individual plan of the student or an international (including joint) educational program, which specifies the disciplines that are expected to be studied in another domestic or foreign university.

Scientific (research) internship – the activity of collecting and analyzing information and materials of a scientific-theoretical and scientific-practical nature for writing a thesis, monograph on the specialty and / or preparing a textbook, textbook, etc. on the basis of the library fund and other resources of other universities and countries.

Types of academic mobility: individual, group (collective, under the guidance of a teacher, or independently as part of a group), internal (within the country) academic mobility, external (international) academic mobility, incoming (international) academic mobility, short-term academic mobility (from 10 days to 4 months) and long-term academic mobility (more than 4 months to 1 year).

Credit mobility-transfer of students for a limited period of study or internship abroad-as part of the ongoing study at their university – in order to accumulate academic credits (after the mobility phase, students return to their educational organization to complete their studies).

Academic mobility of students is carried out within the framework of inter-university agreements / agreements or joint projects: a tripartite agreement/agreement of the student, sending and receiving university for internal academic mobility, and an invitation for international academic mobility.

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Referral for participation in academic mobility within the framework of programs funded from the state budget is carried out in accordance with the Rules of referral for study abroad, including within the framework of academic mobility.

The period of stay in another organization under the credit mobility program and the list of subjects to study with subsequent credit transfer are determined by the student in agreement with the graduating department, taking into account the curriculum of the educational program.

Credit transfer-recognition of the equivalence of the volume and content of disciplines or research work studied/conducted by the student in another educational institution to the disciplines/program of research work according to the curriculum of the educational program, with the inclusion in the student's transcript of credits and grades for these disciplines/research work on the basis of a document (transcript) from the organization where the student was in the framework of the academic mobility program.

Credit transfer is carried out by the dean's office together with the Department of the Organization of the educational process on the basis of the student's application and the presentation of the graduating department with supporting documents.

The graduating department is responsible for objectively establishing the equivalence of the volume and content of the studied disciplines or the conducted research work to the requirements of the curriculum of the educational program.

The final document confirming the student's training 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, grades, and the number of academic credits mastered.

Stay at another university under the academic or credit mobility program is issued by the relevant order, regardless of the source of funding for training, no later than 10 days before the start of the corresponding semester of study.

To participate in international credit mobility, you must have knowledge of a foreign language at the level provided by the host educational organization.

9 STUDENT CODE OF ETHICS

9.1 GENERAL PROVISIONS

This Code defines the generally recognized standards of behavior of students of the International University of Tourism and Hospitality (hereinafter – the University) and is intended to form and regulate ethical standards of behavior aimed at maintaining a high culture and developing the spiritual potential of students.

The Student's Code of Ethics is developed in accordance with the Constitution of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On

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Education" and the Rules for organizing the educational process on credit technology of education.

Students of the university, striving for the formation of a system of truly democratic relations between students, teachers and administration, accept these norms of the Code of Ethics and undertake to follow them. Accepting the norms of this Code, students must be fully in solidarity with the fact that their violation undermines the honor, dignity and title of a University student.

This Code is a voluntary agreement between University students that determines the student's behavior from the moment of enrollment.

9.2 STUDENT ACADEMIC INTEGRITY CODE

Education at the University is based on cooperation, partnership and mutual respect between students, administration and teachers.

Such cooperation is impossible without the students' compliance with the generally accepted rules of academic ethics, which are as important as the learning process itself.

An honest and responsible attitude to study is the best criterion for this requirement. An indicator of the quality of the academic program performed by the student is the final grades for the courses, which adequately reflect the student's knowledge only in the case of independently completed work.

Students who perceive themselves as responsible members of the academic and student community of the Caspian University and are proud of their membership in it should follow the following moral and ethical rules in their academic activities:

9.1 The University student strives to gain in-depth knowledge in the professional field;

9.2 The student studies in good faith, does not miss classes without a valid reason, takes part in educational and research work;

9.2.1 The student uses all the created conditions and opportunities of the University to replenish knowledge and acquire practical skills in the chosen specialty;

9.2.2 The student does not write off or use cheat sheets during the certification tests, passing the control of knowledge, skills and abilities;

9.2.3 The student does not seek the help of other persons during the certification tests, passing the control of knowledge, skills and abilities that involve individual performance of the work;

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9.2.4 The student does not allow deception of teachers and the University administration, does not use fake documents;

9.2.5 The student does not use personal, family or official ties, does not offer bribes to teachers and administration to obtain study privileges in comparison with other students;

9.2.6 The student does not violate the discipline during the educational process, does not distract other students from the perception of the material;

9.2.7 The student refrains from using extraneous and distracting subjects (means of communication, entertainment, etc.) in practical classes and lectures, general academic events;

9.2.8 The student must not be late for classes. The teacher has the right not to allow late students to attend classes;

9.2.9 In theoretical and other types of classes, in corridors and rooms, it is not allowed to talk loudly, listen to music or run. It is not allowed to use mobile phones during classes. The behavior of a University student must comply with all the norms of business ethics and culture of behavior;

9.2.10 A University student does not accept plagiarism – the use of thoughts, ideas, quotations, etc., belonging to other people, without reference to the source, as well as the issuance of someone else's work for his own.

9.3 MORAL AND ETHICAL PRINCIPLES OF STUDENT BEHAVIOR

The Code of Ethics defines the moral guidelines for the behavior of University students, based on generally recognized standards of ethics, morality, morality, respect for teachers, employees, the state and society as a whole.

The Code is aimed at creating the most comfortable conditions for studying, a favorable psychological climate in the educational environment, and the formation of involvement in the values of the University.

The main goal of implementing all the norms of this Code is to strengthen the moral culture of the student community.

Each student, fulfilling the norms of this Code, contributes to strengthening the image and business reputation of the University.

The student of the University must comply with the provisions of the Code both during his stay on its territory and outside it.

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The student is guided by the following basic moral and ethical principles of behavior:

9.3.1 Humane treatment of people. The student must be courteous and polite when communicating with other students, as well as teachers, staff and management of the University, show delicacy, tact, patience, correctness, and respect for all others. If necessary, provide them with moral support. In case of difficulties in the educational process, the student has the right to seek help from any student who is knowledgeable in such matters.

9.3.2 Respect for the rights, honor and dignity of the individual. The student must respect the personalities of other students, faculty, and University management, as well as their opinions and points of view. He is obliged to observe a high business and general culture. Relations between University students are built on the basis of mutual respect, trust, cooperation, mutual understanding, mutual assistance, tolerance for each other, respect for the principle of tolerance – to show tolerance and respect for the customs and traditions of other peoples, to take into account the cultural and other characteristics of various ethnic, social groups and religious denominations. The student must not allow any form of humiliation of honor and dignity, physical and mental violence against the person, obscene, abusive speech within the walls of the University.

9.3.3 Decency. Public criticism of the professional or personal qualities of other students, as well as teachers and University management, as well as slander and insult are not allowed in the conversations of students. The student should be considerate and considerate towards other students, informing them about issues related to their studies, potential learning difficulties, and other issues that require solidarity. A trusting relationship should be established between students and teachers, as well as the management of the University. Trust is achieved by the honesty and tact of the student.

9.3.4 Honesty. Consider the norm of an honest and conscientious attitude to the performance of their duties; perform them carefully and without coercion. Everywhere and always represent your educational institution with dignity, contribute to the creation of its positive image, remembering that outside the walls of the University, every student is its authorized representative.

9.3.5 Responsibility and fidelity to the obligations assumed. The student is personally responsible for compliance with the principles of conduct of this Code

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and, in this regard, is obliged to take all necessary measures to implement it. The student should honor, strengthen and multiply the traditions of the University. With honor and dignity to bear the title of student and graduate of KU, always try not to drop the dignity and prestige of Almaty by their behavior and actions.

9.3.6 Integrity. Openly express their opinions and address the University administration, the Academic Council and the Rector's Office with suggestions on improving educational work and organizing internal life. Be correct and friendly in communication, excluding elements of unscrupulousness and formalism.

9.3.7 The law of style. Students should adhere to the business style of clothing, avoid provocative things and make-up, and always look neat. It is forbidden to be in outer clothing in the walls of the University.

9.3.8 The law of habits (healthy lifestyle). Smoking is only allowed in a designated area, and smoking is prohibited on the rest of the University. Drinking alcoholic beverages and taking other intoxicating substances is not allowed.

9.3.9 The Law of Preservation of Property. Students by their own example show a careful attitude to the property of the University, observe cleanliness and order in all rooms, as well as on its territory, and do not allow vandalism.

9.4 MEASURES OF DISCIPLINARY RESPONSIBILITY OF THE STUDENT FOR VIOLATION OF THE CODE

The student must know and comply with the Code. Ignorance or disagreement with ethical standards is not an excuse for unethical behavior.

For non-compliance, systematic or gross violation of the provisions of this Code, the student is responsible to the management of the University, the student self-government bodies, which have the right to apply various forms of disciplinary and moral penalties to violators.

The student may be subject to disciplinary measures in the form of:

- warnings, fines;
- reprimand;
- a strict reprimand with entry in the personal file;
- deductions.

Disciplinary measures are determined by the decision of the meeting of the Ethics Committee with the participation of teachers and faculty management. Any forms of inappropriate academic behavior are considered by the teacher individually, and decisions are made collectively.

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10. STUDENT GOVERNMENT

Student self-government of the International University of Tourism and Hospitality is a form of initiative, independent social activity of students, aimed at solving important issues of student life, developing social activity and supporting useful initiatives of student youth.

The student Government implements the following goals and objectives:

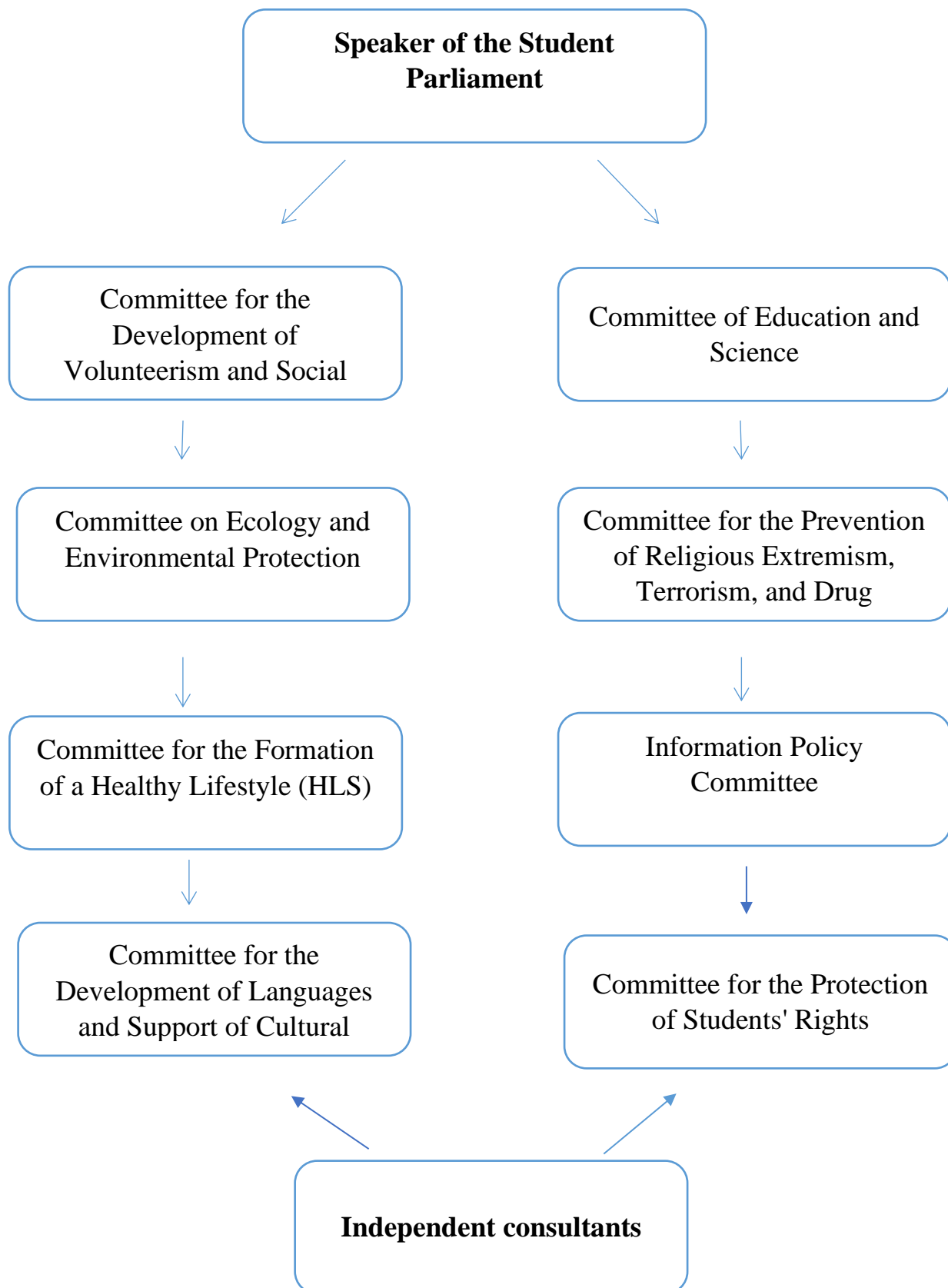
- implementation of the youth policy and development of measures for its full implementation; establishment of " feedback " of students with the teaching staff and the University Administration;
- formation of the corporate culture of university students;
- assistance in the implementation of socially significant youth initiatives;
- direct participation in the organization of cultural leisure of students, promotion of a healthy lifestyle, participation in youth educational forums, competitions of socially significant projects, various student associations;
- coordination of the activities of public organizations of the academy on the implementation of youth policy, on the timely solution of youth problems

Structure of the Student Parliament

The Student Parliament consists of:

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Structure of the Student Parliament



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The Student Parliament is the highest body of the student self-government system, representing the interests of students in the university administration and other organizations, including in their structure and activities, which is a model of the Parliament of the Republic of Kazakhstan.



The main principles of the Student Parliament are laws, transparency, accessibility, self-government and self-development.

Student self-government is an independent and active activity aimed at solving academic and extracurricular problems.

Speaker of the Student Parliament. Chairs committees, monitors compliance with the rules of parliamentary procedure.

Committee of Science and Education. The Committee aims to attract students to the scientific life of the university. Conducting various scientific research conferences, both large-scale and within the university. The goal is to raise our university to a high level of recognition.

Committee for the Support of Creative Youth and Student Leisure organizations. Work for the development of a quality student life at IUTH. The committee's direct responsibility is to help implement all their student plans. By the type of opening student clubs, help with organizing events with the initiative of students. Organization of leisure time for our students, in an entertaining and developing way. The most important thing is the trust and close interaction between the students and the committee, and together we can create the student life of our dreams!

Student Rights Protection Committee. The Committee works to protect our rights to receive a quality education in a higher education institution. Since students

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are a central part of the educational process, it is our opinion that plays an important role in the process of evaluating the effectiveness of the content and organization of educational programs and activities of our university. It is very important for us that every student is aware of their rights to participate in the development of their university, and also understands the importance of ensuring the quality of education. It is an honor to be the leader of this committee of our university. In our country and in any social sphere, it is important to hear the voice of every person. I and our committee plan to work as one friendly team.

Information Policy Committee. Our main goal is to create information transparency, expand the information field, and ensure that students are fully informed about their rights and obligations at the university.

Committee for the Development of Volunteerism and Social Affairs. The tasks of the committee: to help the society in solving social problems; to develop and support initiatives aimed at organizing volunteer activities; to develop and implement measures to increase the role of volunteer activities in interaction with various target groups and categories of the population.

Committee for the formation of a healthy lifestyle. We all know in a healthy body-a healthy mind, the main goal of our committee is to support the health of students, not only physically, but also mentally. We, and I in particular, as a responsible person, will try and fulfill this goal.

Committee for the Development of Languages and Support of Cultural Heritage. Purpose: to encourage students of the International University of Tourism and Sports to promote the cultural heritage of the Kazakh people, to improve the quality of the state language-the Kazakh language, as well as the importance of the language in various collections and to promote cultural heritage.

Committee for the Prevention of Religious Extremism and Terrorism. Today, Extremism and Terrorism are one of the most serious threats in the modern world. Especially among young people. But the growth in the number of young people in most cases is also due to the influence of non-traditional trends, which today recruit young people to their ranks. And so, the goal of creating our committee is to prevent and warn our youth as well as our students. About the danger and harm to our country, extremism and terrorism. Our work consists in conducting various kinds of trainings, communicating with students of our university

Committee on Ecology and Environmental Protection. The committee is determined to keep the city and the university clean. We will carry out actions for the protection of nature in addition, we will hold festivals and competitions. We are for a green planet!

Independent consultants. Make recommendations to various committees, managers, and just offer ideas. Answer students ' questions and contribute to the

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correct decision of the committee leaders. The task is to provide advice and new ideas for the members of the Student Parliament. Ensuring, if necessary, interaction on educational issues and the organization of the educational process with teachers of disciplines and heads of the committee. We will help you adapt to the university and help you solve organizational problems and develop an admission strategy for the applicant, maximize the chances of admission.