

Қазақстан Республикасы Мәдениет және спорт министрлігі		Ministry of Culture and Sports of the Republic of Kazakhstan
«Халықаралық туризм және меймандостық университеті» коммерциялық емес акционерлік қоғамы		Non-profit Joint Stock Company "International University of Tourism and Hospitality"
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A HANDBOOK FOR THE STUDENTS OF THE INTERNATIONAL UNIVERSITY OF TOURISM AND HOSPITALITY

Turkistan, 2023

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DEAR FRESHMAN!

The collective and student community of the NPJSC "International University of Tourism and Hospitality" (hereinafter - the University) are pleased to welcome you. Our university was founded in 2019 in accordance with the order of the Head of state.

At the beginning of the 2023-2024 academic year, the University has more than 2,700 students enrolled in 11 educational programs, employs more than 210 teachers and staff.

The exchange of experience, the introduction of new technologies and the practical orientation of our programs are important factors in ensuring the quality of training. Our partners as foreign universities, scientific organizations, production centers, world hotels and restaurants help us in this. Our University is a participant in various international projects, owing to which 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 many new, interesting and promising opportunities to your learning process.

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

You have access to the "Handbook to the Student of the International University of Tourism and Hospitality" (hereinafter referred to as the Handbook), which was prepared specifically for you so that you would be informed about all issues of the academic process and business ethics at the university. University is new rules of learning and behavior for you, another level of your development, personal growth.

First, you need to understand that a student differs from a pupil in that he is treated here as an adult 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 into the country's higher education system.

We are trying to create all the necessary conditions for you to be happy to come to University to study, spend your free time richly and usefully, develop your talents and abilities.

In the first year, you will have an adviser, a person whose main task is to assist in adapting to the higher education system. If you have any questions, contact your adviser first. In the Handbook, you will find information about the people who work here, when and how you can contact them for questions of interest or if there are any difficulties. There is all the necessary information about the rules of the educational process on credit technology, the rules of transfer, restoration and deduction, as well as many other issues. The "**Code of Honor, Ethics and Behavior of the Student**" will help you to properly build relationships with students, teachers and administration.

Thus, the Handbook is a set of rules and regulations necessary for successful study. We hope that you will study it carefully and quickly join the ranks of the University's student community.

GOOD LUCK TO YOU IN YOUR STUDIES AND LIFE!

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1. INFORMATION ABOUT THE UNIVERSITY MANAGEMENT AND STRUCTURAL DIVISIONS

Position, Full name	Days/hours of students admission	Tele phone numbers	e-mail
Rectorate			
Chairman of the Board–Rector Sakenov Aidos Merekeevich	Friday 11:00 – 12:00	+7253357987	a.sakenov@iuth.edu.kz
Vice-Provost for Academic and Scientific Affairs Adilova Kultai Agytaevna	Thursday 15:00 – 17:00	+77758209905	kultay.adil@iuth.edu.kz
Vice-Provost for Strategic Development and Digitalization Aralbekova Karlygash Amirbekovna	Thursday 16:00 – 18:00	+77774401424	karlygash.aralbekova@iuth.edu.kz
Vice-Provost for Social Development and International Cooperation Akimov Zhaksylyk Makmutovich	Monday – Friday (5 days) 10:00 – 11:30	+77013311707	zh.akimov@iuth.edu.kz
Advisor of the Rector Abdiraym Kuanyshbek Omirbekuly	Wednesday, Thursday 11:00 – 12:00	+77780010018	k.abdirayim@iuth.edu.kz
Head of the Admission Committee Alaidarov Ak-Adil Abushahmauly	Friday 12:00 – 13:00	+77015745481	akadil.alaidarov@iuth.edu.kz
Director of the School “Tourism”			
Abdikarimova Madina Nurbulatovna	Monday – Friday (5 days) 10:00 – 11:30; 15:00 – 16:30	+77022286510	madina.abdikarimova@iuth.edu.kz
Director of the School “Hospitality”			
Atasheva Daria Orynkhanovna	Monday – Friday (5 days) 10:00 – 11:30; 15:00 – 16:30	+77086357417	darya.atasheva@iuth.edu.kz
Director of the School “Physical Culture and Sports”			
Omarov Bakytzhan Sultanovich	Monday – Friday (5 days) 10:00 – 11:30; 15:00 – 16:30	+77018353410	Bakhitzhan.omarov@iuth.edu.kz
Director of the Humanitarian School			

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Dinasheva Lazat Sarsenbekovna	Monday – Friday (5 days) 10:00 – 11:30; 15:00 – 16:30	+77056989369	dinash_Lyazzat@mai.ru
Acting Director of the School “Language”			
Akeshova Madina Murzakhanovna	Monday – Friday (5 days) 10:00 – 11:30; 15:00 – 16:30	+77011592395	m.akeshova@iuth.edu.kz
Registrar Office			
Advisor Daurbaeva Nurgul Tolegenovna	Monday – Friday (5 days) 09:00 – 13:00; 14:30 – 18:30	+77716684678	n.daurbaeva@iuth.edu.kz
Advisor Otegen Almaziya Yerlanovna	Monday – Friday (5 days) 09:00 – 13:00; 14:30 – 18:30	+77076165506	almaziya.otegen@iuth.edu.kz
Advisor Dzhandarbaev Yerbol Yergazyevich	Monday – Friday (5 days) 09:00 – 13:00; 14:30 – 18:30	+77053768949	erbol.zhandarbayev@iuth.edu.kz
Advisor Syrbaeva Gulshat Elamanovna	Monday – Friday (5 days) 09:00 – 13:00;	+77053566695	gulshat.syrbayeva@iuth.edu.kz

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2. GENERAL INFORMATION ABOUT THE INTERNAL REGULATIONS

Each educational 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 the organization members: 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 2023, you are also a member of a large University team. A student is an adult who has consciously chosen a University and is responsible for the period of life associated with learning, respectively, it is necessary to observe the order established at the University. These are, firstly, the norms of the Code of Honor, Ethics and Behavior of the student, and secondly, academic (that is, study-related) norms and training rules.

In order to ensure security and limit the presence of unauthorized persons on the territory of the University, a pass mode based on the access card ID has been established. It is **forbidden** to transfer the access card to **other persons**. If the card is lost, the student must necessarily 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 generally accepted ethical standards of behavior:

- neat appearance, clothes that are 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;
- do not raise your voice, laugh out loud when talking to students;
- 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 classrooms, library, dining room in outerwear;
- smoke only in specially designated places.

A wardrobe is provided for outerwear on the ground floor. If you feel unwell or sick, you can contact the medical office, which is located on the first floor of the Academic Building.

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

All written applications on academic and financial issues from students addressed to the Rector are accepted by the Registrar's Office staff, from whom you can get samples of applications.

When changing the surname, first name, patronymic, place of residence, personal phones and phones of the parents, the students must inform the Registrar's Office within three days.

The student must strictly follow the contract for the provision of educational services concluded with the University.

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

Attending classes is one of the mandatory conditions of a student's academic work. In case of absence from classes, students must confirm a valid reason with an official document, which must be submitted on the first day of study to the Registrar's Office. The school director considers this application. If the reason is justified, the school issues an order to provide an individual schedule for completing current tasks or passing mid-term controls. Certificates from medical institutions are accepted within 3 days after their issuance.

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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 educational and control activities, practices, indicating weekends (vacations and holidays) during the academic year.

The academic calendar is approved annually for the academic year in the context of forms and stages of training and is placed in the AIS "Platonus" for the attention of students, teaching staff and employees.

The academic year consists of academic semesters, usually lasting at least 15 weeks, periods of interim certification (examination sessions) and final certification (defense of final papers) lasting up to 7 weeks, periods of professional practices and vacations, the duration of which is at least 7 weeks in the academic year. Each academic period ends with an interim certification of students, each academic discipline is studied in one academic period and is completed.

All classes received on holidays must be rescheduled and conducted in accordance with an individual schedule approved by the school director.

The teacher is personally responsible for timely informing the school director about the need to extend the periods of performance of any activities or about the need to appoint another teacher of appropriate qualifications due to his absence for the reason of 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, on the basis of an application addressed to the Vice-rector for Academic and Scientific Affairs, the teacher may be given the opportunity to extend the stages of any activities, provided that this extension does not lead to a deterioration in the quality of the educational process and infringement of the rights of students.

The academic calendar for the 2023-2024 academic year for first, second, third-year students and final courses is presented in **Appendix 1**.

4. GENERAL CONCEPTS OF CREDIT TECHNOLOGY OF EDUCATION

Studying at the University is significantly different from studying at school. It is based on the credit technology of education, which is used all over the world. Credit technology of education – training based on the choice of subjects studied by students using credit as a unit of measurement of the volume of academic work.

The credit technology of training assumes that:

- students have the right to form their own individual curriculum. The working curriculum, according to which all students of the specialty study, consists of compulsory disciplines (according to the state standard of the Ministry of Science and Higher Education) and elective disciplines. Advisors should help you make this choice;
- interactive methods are used in teaching;
- you have to do a lot on your own, because you will be doing teacher assignments that will help you better master the material and develop skills;
- universities use a point-rating system for evaluating students' academic achievements in each academic discipline, which will be described in detail in this handbook.

The credit technology of education is cumulative, which means an increasing accounting of previously accumulated credits at all levels of education, both a set of credits and points are carried out when assessing students' knowledge.

Here are the basic concepts of credit technology of education from the rules of the Ministry of Science and Higher Education:

Academic calendar is a calendar of educational and control activities, professional practices

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during the academic year, indicating the days of rest (vacations and holidays);

Academic period is the period of theoretical training: a semester lasting 15 weeks;

Academic degree is the degree of mastering by students of the relevant educational programs of higher professional education, awarded to them by a higher educational institution based on the results of the final state certification;

Transcript is a document containing a list of mastered disciplines and (or) modules, and other types of academic work for the corresponding period of study, indicating credits and grades;

Bachelor, Master, Doctor are academic degrees awarded to persons who have mastered the relevant educational programs of higher and postgraduate professional education;

Bachelor's degree is the level of higher education with a standard period of mastering the educational program of 4 years with the award of the academic degree “bachelor”;

Registration for an academic discipline means the procedure for registering students for academic disciplines;

Individual curriculum is a curriculum formed for each academic year by students independently with the help of an advisor on the basis of an educational program and a catalog of elective disciplines and (or) modules;

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

Final control is the control of students' academic achievements in order to assess the quality of their development of the curriculum disciplines, conducted during the interim certification in the form of an exam. If the discipline is studied for several academic periods, then the final control can be carried out on the part of the discipline studied in this academic period;

Credit technology of education is training based on the choice and independent planning of the sequence of studying disciplines and (or) modules with the accumulation of academic credits;

Credit is a unified unit of measurement of the amount of academic work of a student/teacher;

The elective component is a list of academic disciplines and the corresponding minimum amounts of academic credits offered by the university, independently selected by students in any academic period, taking into account their prerequisites and post-prerequisites;

Control of students' educational achievements is checking the knowledge level of students with various forms of control (current, interim and final) and certification;

General education disciplines are GED cycles of social-humanitarian and natural-scientific disciplines;

A mandatory component is a list of academic disciplines and the corresponding minimum amounts of academic credits established by the state mandatory standards of education, and studied by students on a mandatory basis according to the educational program;

The Registrar's office is an academic service that registers the entire history of the student's academic achievements and ensures the organization of all types of knowledge control and calculation of his academic rating;

Prerequisites are disciplines and (or) modules and other types of academic work containing knowledge, skills, abilities and competencies necessary for the development of the studied discipline and (or) modules;

Post-requisites are disciplines and (or) modules and other types of academic work, the study of which requires knowledge, skills, abilities and competencies acquired upon completion of the study of this discipline and (or) modules;

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A curriculum is an educational document developed by the university independently on the basis of the educational program and individual curricula of students;

Mid-term control is the control of students' academic achievements upon completion of a section (module) of one academic discipline. It is held at least twice during one academic period within the framework of one academic discipline;

Student Independent work (SIW) is work on a specific list of topics allocated for independent study, provided with educational and methodological literature and recommendations;

Teacher's Office Hours (TOH) is the work of a student under the guidance of a teacher, carried out according to a separate schedule, which is determined by the university or the teacher himself;

A syllabus is a discipline curriculum that includes a description of the discipline being studied, the goals and objectives of the discipline, its brief content, topics and duration of each lesson, tasks of student independent work, consultation time, teacher requirements, evaluation criteria, schedule of mid-term control and a list of references;

Grade point average (GPA) is the weighted average assessment of the level of educational achievements of a student for a certain period according to the selected program (the ratio of the sum of the products of credits to the digital equivalent of the points of the final assessment for all types of academic work to the total number of credits for these types of work for a given period of study);

Current control of students' progress is a systematic examination of students' knowledge in accordance with the professional curriculum conducted by a teacher in classroom and extracurricular classes during the academic period;

A standard curriculum is an educational document of a discipline of a mandatory component of an educational program, which determines the content, volume, and recommended literature;

Educational achievements of students – knowledge, abilities, skills and competencies of students acquired by them in the learning process and reflecting the achieved level of personal development;

An advisor is a teacher who performs the functions of an academic mentor of a student in the relevant specialty, assisting in choosing a learning trajectory (forming an individual curriculum) and mastering an educational program during the training period

5. GENERAL ACADEMIC RULES OF THE EDUCATIONAL PROCESS

5.1 The duration and content of the academic period, processes for monitoring the knowledge of students and vacation days

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

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

If you had lessons at school where new material was explained to you and immediately questioned with a grade, then the training sessions have their own forms and features in accordance with the credit technology of education:

Lectures are classes that are conducted mainly by the flow of groups and have an organizing and guiding role in the educational process. At the lectures, students are provided with information material on the discipline in accordance with the syllabus. The student's task is not only to listen, but also to

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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 (laboratory) classes are a type of classes that provides in–depth study and consolidation of lecture material on the basis of solving situational, practical tasks, case studies, conducting business games, discussions and other forms of organizing a training session. It develops the student's creative independence. In the course of practical classes, the student acquires the skills to design scientific papers and master 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.

Student's Independent Work (SIW) is work on a specific list of topics allocated for independent study, provided with educational and methodological literature and recommendations.

Teacher's Office Hours (TOH) is the work of a student under the guidance of a teacher, carried out according to a separate schedule, which is determined by the university or the teacher himself.

The advisory function is as follows:

- to assist in the fulfilment of student's independent work;
- the opportunity to re-listen to the explanation of a difficult lecture topic for a student;
- to perform practical tasks to consolidate the educational material.

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

The educational process for students of the bachelor 's degree program provides:

The educational process for students in the bachelor's program includes:

- Current control;
- Midterm control;
- Interim certification;
- Final examination.

5.2 Students' knowledge control system

Now we will decipher the knowledge control system, i.e. when and how you will be able to receive your points, which will then be summed up in the final assessment for the discipline.

- **Current control** is a systematic check of students' academic achievements carried out by the teacher at the current (i.e. each) classes in accordance with the curriculum and schedule of classes.

Types of current control: oral survey, written control, combined control, presentation of homework, discussions, trainings, round tables, case studies, tests, solving practical problems, etc.

- **Midterm control** is a control assessment of the development of the studied theoretical material, practical skills for a certain period (as a rule, in a semester there are two midterm controls on the 8th and 15th weeks). The assessment of the Midterm control is carried out in practical classes, SIW tasks.

- **Interim certification** is the final certification of students on the content of the entire discipline, conducted in accordance with the schedule of exams during the examination session after each semester.

- **Final certification** is carried out in the last year in order to determine the degree of mastering by students of the scope of academic disciplines provided for by the state general education standard.

In all universities of Kazakhstan, there is a cumulative point-rating system of assessments using alphabetic characters and the corresponding digital equivalent, which is integrated into the international system for assessing students' knowledge. A point-rating system is needed to determine the level of knowledge of students, and forms a cumulative indicator of student performance in all disciplines and courses (GPA).

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Getting grades at school, you sometimes doubted their fairness. It seemed to you, for example, that the "four" you received did not correspond to the "four" received by your classmate – after all, you answered much better. However, the teacher at school is limited only to grades from 2 to 5. The point-rating system is more objective and has the ability to monitor knowledge differentially within one assessment. There are two types of "fives", four types of "fours", four types of "threes", two types of "twos".

A letter-based system for evaluating students' academic achievements, corresponding to the digital equivalent of a four-point system

Rating by letter system	Digital equivalent of points	In percentage	Assessment according to the traditional system
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Satisfactory
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	Unsatisfactory
FX	0,5	25-49	
F	0	0-24	

Monitoring of knowledge within the framework of current control (during training sessions), midterm control (1 and 2), interim certification (exam) involves the **accumulation** of points in the discipline during the academic period (semester). The student can independently calculate his admission rating for the exam. It should be taken into account that you may not have admission to the exam, and then you will have an academic debt in the discipline, which will have to be eliminated in the summer semester on a paid basis.

Thus, your level of academic achievements in each discipline is determined by the final assessment, which consists of the assessment of the admission rating to the exam (the average score of the sum of points for the current and midterm controls) and the assessment of the final control (exam).

Midterm control (hereinafter referred to as MC) is the control of students' academic achievements within the framework of an academic discipline, carried out according to the Academic Calendar.

The MC points reflect the cumulative total assessment of the student's current academic performance (according to the scores displayed in the visit log) and the results of performing special tasks of the MC (if necessary).

The MC marks are issued in the statement of midterm control in the AIS "Platonus". The number of MC is determined by the curriculum and is indicated in the syllabus of the discipline; as a rule, during the development of the discipline, points are awarded for two midterm controls (MC1 and MC2).

During the first midterm control (MC1) the student's academic performance for the first 7 weeks of the semester is evaluated. During the second midterm control (MC2), academic performance is assessed for the period from the 8th to the 15th week of the semester.

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

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The form and procedure for conducting interim certification in each academic discipline is established by the school no later than two months after the beginning of the academic period.

The discipline is evaluated positively if the **final grade is at least 50 points**, which corresponds to the rating "satisfactory" according to the traditional system. In the case of **the final grade in a discipline below 50 points**, the student forms an academic debt in this discipline, which the student has the opportunity to liquidate in the summer semester **on a fee basis**.

According to the rules of credit technology, it is not allowed to retake the discipline in the same session in order to eliminate debt, as well as to increase the assessment.

To retake the exam from "unsatisfactory" to positive, a student in the summer semester of the current academic year or the academic period (semester) of the next academic year again attends all types of training sessions, receives admission and passes the final control. In the case of re-mastering the discipline in order to eliminate academic debt or increase the assessment of the discipline, the grades obtained do not provide the opportunity to **obtain a diploma with honors**.

The assessment of educational and professional practice is made based on the results of the protection of the submitted report in accordance with the demonstrated knowledge of the protected object and the issued report.

The assessment on the final certification is made taking into account the opinion of all members of the attestation commission and the demonstrated knowledge of the point-rating letter system.

The assessment for the thesis (project) defense is made taking into account the review of the supervisor, the reviewer's assessment and the results of the defense itself.

Now let's find out what the GPA is and how to calculate it.

Academic debt. Academic debt on the final educational control of students, issued in case of unsatisfactory final assessment in academic disciplines or failure to attend the exam.

Summer semester. An additional semester spent during the summer holidays to eliminate differences in the curricula of students transferred from one specialty to another, to eliminate academic debts of students in the discipline.

Duration: 6 weeks.

5 weeks are for theoretical course, 1 week is for final control.

The total number of credits studied in an additional semester should not exceed 20.

Appointment of a scholarship. The 1st semester of the 1st year is from September 01 to January 31. Based on the session results (from July 01 to January 31 and from February 01 to June 30).

Scholarships types:

Simple scholarship – in the presence of grades "good" ("B+", "B", "B-", "C+") and "excellent" ("A", "A-");

Increased scholarship (+15%) is only if the grades are "excellent" ("A", "A-");

* scholarship for orphans and children left without parental care and under the guardianship of citizens (+30%);

*scholarship for the visually impaired and hearing impaired people (+75%).

Academic leave is a period during which students temporarily interrupt their studies for medical reasons, including pregnancy and childbirth, in connection with conscription into the Armed Forces of the Republic of Kazakhstan.

When is FX taken? In case of receiving from 25 to 49 points in the final control (exam) on subjects other than language corresponding to the letter final FX score, the student has the opportunity to retake the exam free of charge during the session or during the holidays, without re-passing the disciplines (module) no more than once.

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In case of receiving an “unsatisfactory” grade, corresponding to an “F” grade, the student re-enrolls in this academic discipline (module), attends all types of training sessions, performs all types of academic work, according to the program, and retakes the final control.

The educational achievements of students in languages (Kazakh, foreign, Russian) are evaluated in accordance with the point-rating letter system for evaluating the educational achievements of students in foreign languages in accordance with the level model and transfer to ECTS and the traditional scale according to **Appendix 2** to this document.

The level and description of language proficiency correspond to the Pan-European competence (hereinafter referred to as the PEC) of foreign language proficiency (A1, A2, B1, B2, C1, C2).

GPA (grade point average) is a weighted average assessment of the level of knowledge achieved by students during a certain period of study in the chosen program (the ratio of the total amount of credits in the quantitative equivalent of points of interim attestation assessments in disciplines to the total number of credits for a given period of study).

Example of GPA calculation:

Module	Number of credits	Rating by letter system	Digital equivalent
Kazakh language	3	A	4.00
Psychology	2	B	3.00
Foreign language	3	F	0

Kazakh language 4.00 x 3 = 12.00
 Psychology 3.00 x 2 = 6.00
 Foreign language 0 x 3 = 0
 Final volume = 12 + 6 + 0 = 18.00
 Total number of credits = 3+2+3 = 8

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

You are personally responsible for ensuring the necessary level of GPA and must monitor the GPA at the end of each semester.

Why is it so important to achieve a certain level of GPA?

Achieving only a certain level of GPA is the basis for transferring a student from course to course. Sometimes it happens that you received positive marks in all disciplines, but still did not gain the required GPA level. In this case, you need to study several disciplines again in the summer semester in order to get a higher score on them and thereby increase your GPA to the required level. Below in section 7, you can find out what GPA is needed to be transferred to a subsequent course.

5.3 Rules of selection and registration for the disciplines of the selection component (elective disciplines)

When you start studying, the disciplines that are mandatory are called the mandatory component.. However, the University has the opportunity to give its students a whole list of elective disciplines (disciplines of the component of choice) and this is why the educational programs of different universities differ from each other. University teachers are developing a catalog of elective disciplines

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(CED), which is a systematized annotated list of all disciplines included in the elective component, which also contains a brief description of the discipline. You have the opportunity to choose elective disciplines and thereby form your educational trajectory; it is also called an individual curriculum (IC).

To study in order to form additional competencies, you are offered an additional educational program (Minor), a set of disciplines and (or) modules and other types of educational work.

What each discipline is, what knowledge and skills you will gain by studying it, can be understood with the help of advisors.

How can I register this or that elective discipline? There is a special procedure for this.

The procedure for registering students for elective subjects:

- meeting with an advisor and discussion of elective courses;
- mandatory attendance of presentations of elective courses conducted by teachers during the orientation week;
 - familiarization with the conditions of cancellation of the selected course and its replacement;
 - registration for elective component disciplines (elective disciplines);
 - approval of the IC from the advisor;
 - delivery of the signed IC to the school for further approval by the school director and transfer to the Registrar's Office;
 - receipt by the Office registrar of the IUP approved by the director.

The enrollment of students for the study of disciplines (Enrollment) is organized by the school director according to the schedule.

The school draws up a schedule of presentations of elective disciplines with the participation of Leaders of educational programs and advisors. During this period, teachers, advisors provide consulting assistance for the purpose of registration for the disciplines of the elective component.

To do this, students are given registration sheets, where they must register for elective subjects and confirm the registration with a personal signature. Based on the student's registration for elective subjects, an individual curriculum (IC) is formed. Adjustments to the individual curriculum are allowed within one week after registration is completed.

When compiling the IC, you must:

- 1) get acquainted with the rules of the organization of the educational process on credit technology of education;
- 2) comply with the established deadlines for registration for academic disciplines and making changes to the IC;
- 3) sign up for at least a set number of credits in the academic year to master the educational program of the appropriate level.

If a student fails to register for elective courses within the prescribed time, the school reserves the right to register him for "open" disciplines. After completing the registration for elective subjects, making adjustments based on the results of re-registration, students' individual curricula (Curriculum) are approved by school directors.

When registering for elective courses, there are the following priorities:

- a) groups are formed only if the number of students registered in the course is determined by the Academic Council;
- b) the primary priority when registering in elective courses to a certain teacher will be given to students who have registered at an earlier date;
- c) students with a higher GPA will have the right of priority registration.

On the basis of individual curricula (IC), curricula are compiled, which are the basis for the development of a schedule of training sessions.

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If you have any questions during the registration period, you can contact the advisor, the Registrar's Office and schools.

5.4 Organization of educational, industrial and pre-graduate practical training

Every student in the learning process must complete a practice. The practice can be completed only within the time limits indicated in the Schedule of the educational process, in the academic calendar.

To complete the practice, the student must decide on the base of practice. The base of practice is enterprises, organizations, institutions, educational institutions, scientific institutes and centers, etc., where professional practice is conducted. The University schools 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 practice results is entered into the statement and the academic transcript, and is also taken into account when calculating the GPA.

Educational practice is a type of professional practice, during which the integration of the educational and practical content of the educational program is carried out. The educational practice is aimed at acquiring abilities and practical skills and is of an introductory, excursion and research nature.

The educational practice is organized at the end of the academic year on the basis of the order of the school director indicating the terms of the practice and the supervisor of the practice. The supervisor of the practice is appointed by the director of the specialists training schools and supervises the student's internship process.

Industrial practice is a type of professional practice aimed at consolidating theoretical knowledge on the basic and profile cycles of disciplines through practical, real fulfillment by the student of the duties of a specialist, acquisition of practical skills and mastering the experience of professional and organizational work in the profile of the future specialty. In the process of industrial practice, the student is directly prepared for professional activity in all areas in real production conditions.

Pre-diploma practice is a type of professional practice conducted before the commencement of diploma design in order to collect the necessary material for the student to complete the thesis (diploma project). Students undergo pre-diploma practice in the 4th year (graduation) after completing the theoretical training of the entire educational program of the bachelor's degree.

Students who have academic debts in the disciplines of the curriculum are not allowed to undergo pre-diploma practice.

To determine and consolidate the base of pre-diploma practice, the student must write an application addressed to the school director for approval of the topic and the supervisor of the thesis (project) indicating the practice base. Based on the students' statements, the school director prepares a presentation to consolidate the practice base.

After the Rector's order is issued, the practice base and the thesis (project) topic are not subject to change.

To complete the practice, students are given a referral to practice and a practice diary. Students can get an internship program according to the educational program at the specialist training school.

The process of completing the pre-diploma practice is controlled by the supervisor. The supervisor provides organizational and methodological assistance and provides advice on practical training, collecting material for writing a thesis, supervises the process of forming a practice report and systematizing practical data for writing a thesis (diploma project). According to the practice results, students submit a report on the practice to the supervisor. The supervisor of the practice gives an opinion on the admission of the report to the defense. The defense of the report is carried out before a commission from among the school teachers. The assessment received by the student on the pre-diploma practice is

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put in the statement, as well as in the transcript, and is taken into account when calculating the GPA level.

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

5.5 The procedure for registration on the disciplines of re-study (academic debt), academic difference and organization of the summer semester

A student who received an “unsatisfactory” grade or did not appear for an exam for an unexcused reason, as well as did not reach the transfer point level, can liquidate his debts in the summer semester.

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

The summer semester lasts 6 weeks.

Students are required to complete the summer semester:

- having a transferable GPA score below the established level;
- those who scored below 50 points of the final assessment in the discipline;
- those 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 following the results of the next course and transferred to the next course, but wish to take additional disciplines.

The maximum number of credits allowed to study in the summer semester is 20 academic credits.

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 a registration for the disciplines 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 pay for credits in the disciplines of repeated study or academic difference before the start of classes.

6. RULES FOR THE LIQUIDATION OF ACADEMIC DEBTS, TRANSFER AND DEDUCTIONS OF STUDENTS

During the examination sessions, the student must pass all exams according to the schedule in strict accordance with the work and individual curriculum according to the approved schedule. The registrar's office has the right, in some cases, to allow the student to individually take the final control (exam) in the presence of documents confirming the validity of the postponement of the exam. In this case, an order is issued with the visa of the school director and the signature of the Vice-Provost for Academic and Scientific Affairs.

The transfer from course to course is made at the end of the academic year, following the results of the winter and summer examination sessions by order of the Rector on the basis of the presentation of the school director.

Students who have successfully passed all the basic (mandatory) and elective disciplines provided for in the curriculum, as well as those who have scored the appropriate GPA transfer score, are transferred to the next course.

6.1 Liquidation of debts

Students who were unable to pass current assignments, midterm controls or pass interim certification (exam) within the prescribed time due to illness or other valid reasons (family circumstances, natural disasters) and documented by the relevant organization have the right to contact the school on the issue of forming an individual schedule for passing all types of controls. In case of a

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positive decision, individual deadlines for passing the current and midterm controls are established by the order of the school director.

Students who have received a cumulative GPA below the established level, who have academic debts, 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 repeat course of study.

Repeated training on the same course is allowed no more than twice for the entire period of study on a paid basis. Repeated training in one course is issued by the order of the school director on the student's personal application.

A list of academic disciplines that are mandatory for re-mastering is established for a student who is left for re-education (re-course), regardless of the grades received for the course, by order of the school director.

The payment is set based on the cost of one credit and the list of disciplines required for re-education.

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

A student, the holder of a state educational grant, who has scored a transferable 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 interim certification (exam) on a fee basis.

A student studying under a state educational grant who is retained for a repeat course of study is deprived of the educational grant and continues his further studies on a paid basis.

6.2 Dismissal

The deduction of a student is carried out by order of the Rector on the recommendation of the school director with the visas of the head of the Registrar's Office and the Vice-Provost for Academic and Scientific Affairs.

The student is dismissed from the University in the following cases:

- 1) for academic failure;
- 2) for violating the principles of academic integrity;
- 3) for violating the internal Regulations and the Charter of the University;
- 4) for violation of the terms of the agreement on the provision of educational services, including for non-payment of tuition fees;
- 5) on his own request;
- 6) in case of non-appearance after the expiration of the academic leave.

6.3 Restoration

A student who was expelled from the University at his own request or for missing classes and losing contact with the University has the right to be restored in the next academic year only on a paid basis with a one-time payment for restoration and with the delivery of the difference in curricula. The student is restored to the course from which he was expelled, provided there is an academic difference of no more than 25 credits for the 1st and 2nd courses, 20 credits for the 3rd year. If the amount of academic difference disciplines exceeds the above credits, then the student is enrolled in one or two courses below.

The right to restoration is lost:

- a student expelled from the first year for academic debts following the results of the first semester of the academic year;

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- a student expelled for violating the requirements of the student's Code of Honor, Ethics and Conduct and internal regulations.

A student who has been expelled due to financial debt in tuition fees has the right to be reinstated within four weeks from the date of issuance of the expulsion order with a one-time recovery payment.

The restoration procedure is carried out as follows:

- The student submits an application for restoration to the University Rector. A transcript with a list of completed academic disciplines is attached to the application;
- The restoration is carried out on the basis of the Rector's order with the visas of the Vice-Provost for Academic and Scientific Affairs and the school director;
 - the deadline for passing the difference in curricula is set in one academic period, during which the student must register in the disciplines that form the difference, complete training in these disciplines and pass all forms of control;
 - If a student has not passed the difference in curricula within the prescribed period, this difference is fixed as academic debt and is taken into account by zero when determining the GPA level and transferring from course to course.

In case of deduction of a student with the right to restoration, tuition is paid in accordance with the procedure and amounts in effect at the time of the student's restoration.

6.4 Transfer

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 delivery of the difference in curricula on a fee basis.

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

- отсутствие оценок «неудовлетворительно» (F) по итогам первого академического периода (семестра, триместра) и средний академический проходной балл (GPA), соответствующий курсу перевода;
- разницы в учебных дисциплинах должна быть не более 25 кредитов для 1-го и 2-го курсов, 20 кредитов для 3-го курса
- similar credit training system;
- compliance with the directions of training and programs of the University;
- lack of "unsatisfactory" grades (F) based on the results of the first academic period (semester, trimester) and the grade point average (GPA) corresponding to the transfer course;

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

- the student submits an application for transfer to the University Rector. Copies of the transcript and the application for permission to translate signed by the Rector and stamped by the university where the student is studying are attached to the application;
- The school determines the course of study, the difference in curricula and the order of the Vice-Provost for Academic and Scientific Affairs sets the deadline for its completion;
 - the transfer is carried out on the basis of the Rector's order on the transfer of a student with visas of the Vice-Provost for Academic and Scientific Affairs and the school director;
 - in case of a positive decision on the transfer of a student, a request for the student's personal file is sent to the university where he previously studied within three days;
 - the deadline for passing the difference in curricula is set in one academic period, during which the student must register in the disciplines that form the difference, attend classes on mastering the discipline program and pass all forms of control (current, midterm, final).

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If the student has not passed the difference in curricula within the established period, this difference is fixed as academic debt and is taken into account by zero when determining the GPA level and transferring from course to course.

6.5 Organization and conduct of dual training

Dual training (hereinafter referred to as DT) is divided into theoretical and practical training: theoretical training is organized in the University, practical training at enterprises / organizations in accordance with contracts.

The educational process with the use of DT elements is implemented according to the credit technology.

The enterprise (partner organization), which provides the educational process with regulatory and technical documentation corresponding to the training direction of the EP, conducts practical classes, provides jobs, bases of professional practice and appoints mentors.

The University completes DT agreements with enterprises /organizations in which practical training of students is planned, it is allowed to conclude an agreement before the beginning of the academic semester.

The University accompanies the educational process with educational and methodological materials (hereinafter referred to as EMM) (textbooks, manuals, teaching aids, training programs, instructions on the organization of students' independent work, electronic textbooks), access to online educational resources.

During the period of industrial training and professional practice, the student is subject to the rules of the labor regulations of the enterprise in accordance with the requirements of the Labor Code of the Republic of Kazakhstan, as well as the requirements for safety and labor protection.

The document confirming the student's work activity is a 3-party cooperation agreement (industrial training with elements of dual technology and professional practice).

The University conducts strict monitoring of students' compliance with the process of mastering the educational program, attendance, monitoring the progress of studying materials and timely completion of tasks, by tracking the digital footprint of the student and the teacher, evaluating through his digital footprint. It also provides consulting support for students (the student turns to the tutor on poorly understood topics).

Students can master individual disciplines of the EP using mass open online courses (MOOCs) on the official platform of the University and (or) subscriptions to international educational platforms (Coursera, EdX, FutureLearn, Udacity) in agreement with the University, the results of which are recognized in accordance with the procedure established by the University, totaling no more than 50 percent of the total academic credits for the entire period of study.

Students take the current, interim and final certification at the University. Interim certification is carried out by an educational institution, in which an examination commission is formed with the involvement of mentors (not related to the attested person) and specialists from the enterprise (organization) participating in the DT.

Industrial training and professional practice make up at least 40% of the total amount of compulsory training time without taking into account the time allocated for general education disciplines, interim and final certification.

7. GENERAL RULES OF USE OF THE LIBRARY

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

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Literature intended for use in the reading room of the library is not issued at home. To improve the service of readers who are unable for any reason to study in the reading rooms of the library, the issuance of literature at home is provided

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 insurance to the house.

Readers can extend the period of use of books taken at home, other printed works and other materials, if there is no demand for them from other readers. Upon receipt of books, other printed works and other materials, readers carefully review the publications and, if any defects are found, they inform the librarian on duty. The responsibility for the damage of books is borne by the last reader who used the publication.

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 University and the Rules of Use of the Library.

Readers, who is responsible for the loss or unintentional damage of the publication, replace them with the same publications or their copies, or publications recognized by the library as equivalent. If replacement is impossible, they reimburse the real market value.

Students, researchers, teachers and university staff have the right to use the University 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 fulfill 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 obliged to return to the library all the publications listed for them.

Readers are obliged to comply with the rules of use of the library, i.e. the procedure established by these rules for registration in the University library, the procedure for using books and other publications obtained from the University library funds, 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 University Rector.

7.1 Reading Room Usage Rules

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 reading form. This signature is a documentary confirmation certifying the date and fact of the librarian's issuance of books and other publications to the reader.

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. The 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. The 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

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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 literature out of the reading room.

7.2 Subscription Usage Rules

1. Readers who have the right to use the library subscription, fill out the requirement of the established sample, clearly, indicating all the necessary information. Upon receipt of the publication, the reader signs on the book form.

2. Readers sign 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:

- academic literature is issued for the current academic year, with mandatory delivery by June 25 of the current year;

- works for extracurricular reading (fiction) are issued for 15 days;

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

- academic literature is issued for the current academic year, with mandatory delivery by June 25 of the current year;

- works for extracurricular reading (fiction) are issued for 15 days;

- the number of copies issued at a time (excluding 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 shortened if the publication is available in one copy or is in great demand.

5. 15 days after the expiration of the period of using the press works, 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 request to the student's parents or persons replacing them for their return or replacement within two months with equivalent content and cost.

The requirement must contain a warning that in the event of non-return or impossibility of replacement, the cost of these works will be collected from the reader indisputably in the amount of the market value of the lost publications.

7.3 Electronic Scientific Halls Usage Rules

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 a computer.

3. The working time on the computer is provided by appointment on the application sheet for a time of no more than 2 hours.

4. Computer users are required to make an entry in the accounting log before starting work and after its completion.

5. Users responsible for the loss or unintentional damage of the database, operating system and equipment are subject to disciplinary and material liability.

6. The information of temporary users is deleted weekly.

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;

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- receive full information about the composition of funds through the library and bibliographic information system;
- receive advice in the search and selection of information sources;
- use the funds of all structural divisions of the library;
- make suggestions on the formation of funds and improvement of the library.

Readers are obliged to:

- take care of books, other printed works and other materials obtained from the library funds;
- return them on 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 fold 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:

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

The library is obliged:

- provide a high culture of service to readers;
- to assist readers in choosing the necessary works of print by means of recommendation conversations and providing them with catalogs and card files, recommendation lists and other reference, bibliographic and informational materials, as well as in organizing thematic book exhibitions-views of new literature and other events;
- to popularize your funds, develop and encourage interest in books;
- to improve library and information services for readers by introducing computerization and advanced technology;
- осуществлять учет, хранение и использование находящихся в фонде книг, других произведений печати и иных материалов (CD, аудио и видео материалов) в соответствии с установленными правилами;
- нести ответственность за сохранность своих фондов;
- to carry out accounting, storage and use of books, other printed works and other materials (CD, audio and video materials) located in the fund in accordance with the established rules;
- to be responsible for the safety of their funds;
- to create and maintain the necessary conditions for readers to work in the library;
- to provide readers with the necessary literature during the holidays;
- to regularly perform minor repairs of printed works (gluing torn and falling pages, binding, cover, etc.)

8. SAFETY PRECAUTIONS ON WORKING WITH PC (personal electronic computing machine)

This instruction applies to 1-4 year students of all specialties.

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The requirements of this instruction are mandatory, deviations from it are not allowed.

To avoid electric shock, it is prohibited:

- To pull the plug out of the socket by the cord;
- To independently turn on the computer without the permission of the teacher;
- To touch the screen and the back of the computer blocks;
- To work on computer equipment and peripheral equipment with wet hands;
- To independently turn on the computer without the permission of the teacher;
- To touch the screen and the back of the computer blocks;
- To work on computer equipment and peripheral equipment with wet hands;
- To put foreign objects on computer equipment and peripheral equipment;
- To install software, games, connect mobile devices. If a broken wire, the smell of gas or burning is detected, it is necessary to immediately inform the teacher about it and not take any independent action.

In the computer class you cannot:

- To light a fire;
- To turn on the electrical equipment if the room smells of gas;
- To smoke;
- To dry anything on heating appliances;
- To close ventilation openings in electrical equipment.

9. THE CODE OF HONOR, ETHICS AND BEHAVIOR OF THE STUDENT

9.1 General provisions

This Code defines the generally recognized norms of behavior of University students and is intended to form and regulate ethical standards of behavior aimed at maintaining high culture and developing the spiritual potential of students.

The Code of Honor, Ethics and behavior of the student has been developed in accordance with the Constitution of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education" and the **Rules for organizing the educational process on credit technology of education.**

University students, striving to form a system of truly democratic relations between students, teachers and administration, accept the present norms of the Code of Honor, Ethics and Behavior of the student and undertake to follow them. Assuming the norms of this Code, students must be fully in solidarity that their violation drops the honor, dignity and title of a University student.

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

9.2 Student's Code of Academic Integrity

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

Such cooperation is impossible without students observing 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 a student is the final grades for courses that adequately reflect the student's knowledge only in the case of independently completed work.

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

- студент Университета стремится получить глубокие знания в профессиональной области;
- a University student strives to gain in-depth knowledge in the professional field;
- the student studies conscientiously, does not miss classes without a valid reason, takes part in educational and research work;
- the student uses all the created conditions and opportunities of the University to replenish knowledge and acquire practical skills in his chosen specialty;
- the student does not write off and does not use cheat sheets during the certification tests, passing the control of knowledge, skills and abilities;
- the student does not seek help from other persons during the certification tests, passing the control of knowledge, skills and abilities involving individual performance of work;
- the student does not allow cheating of teachers and University management, does not use fake documents;
- the student does not use personal, family or official ties, does not offer bribes to teachers and management to obtain study privileges in comparison with other students;
- the student does not violate discipline during the educational process, does not distract other students from the perception of the material;
- the student refrains from using extraneous and distracting subjects (means of communication, entertainment, etc.) in practical classes and lectures, general academic events;
- the student should not be late for classes. The teacher has the right not to allow late students to attend classes;
- it is not allowed to talk loudly, listen to music, run in theoretical and other types of classes, in corridors and rooms. It is not allowed to use mobile phones during classes. The behavior of a University student must comply with all standards of business ethics and culture of behavior;
- a University student does not accept plagiarism, i.e. 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 Honor, Ethics and Behavior of the student defines the moral guidelines for the behavior of University students based on generally recognized norms of ethics, morality, morality, respect for teachers, employees, the state and society as a whole.

The Code is aimed at creating the most comfortable study conditions, 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.

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

In his activity, the student is guided by the following basic moral and ethical principles of behavior:

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Humane attitude towards people. A student should be courteous and polite when communicating with other students, as well as teachers, staff and University management, show delicacy, tact, patience, correctness, respect for all others. If necessary, he should 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.

Respect for the rights, honor and dignity of the individual. The student must respect the personalities of other students, teachers 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, observance of 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. A student should not allow any form of humiliation of honor and dignity, physical and mental violence against a person, obscene, abusive speech within the walls of the University.

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 tactic towards other students, informing them about issues related to their studies, potential learning difficulties and other problems requiring solidarity. A trusting relationship should be established between students and teachers, as well as the University management. Trust is achieved by the honesty and tact of the student.

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

Responsibility and fidelity to the obligations assumed. The student is personally responsible for compliance with the principles of conduct of this Code and, in this regard, is obliged to take all necessary measures to implement it. The student must honor, strengthen and multiply the traditions of the University. With honor and dignity to bear the title of student and graduate of IUTH, he has to always try not to drop the dignity and prestige of the University by their behavior and actions.

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

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 outerwear inside the University.

The law of habits (healthy lifestyle). Smoking is allowed only in a specially designated place. However, smoking is prohibited on the rest of the University. Drinking alcoholic beverages and taking other intoxicating drugs are not allowed.

The law of preservation of property. By their personal example, students 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 Student disciplinary measures 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.

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

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

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

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

10. STUDENT SELF-MANAGEMENT

Student self-management of the University is a form of initiative, independent social activity of students aimed at solving important issues of student life, development of social activity and support of useful initiatives of student youth.

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

Student Self - management implements the following goals and objectives:

- implementation of youth policy and development of measures for its full implementation; establishment of "feedback" of students with the teaching staff and Administration of the University;
- formation of corporate culture of the 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, contests 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.

The Student Parliament is the highest body of the student self-management system, representing the interests of students in the administration of the university and other organizations.

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

The main tasks of the Student Parliament:

- 1) Assistance to create conditions for self-realization and personal growth of students, formation and development of leadership and managerial skills, a sense of solidarity and the spirit of unity, active citizenship and responsibility;
- 2) Holding meetings on problematic issues of students;
- 3) Holding meetings of students with representatives of law enforcement agencies, healthy lifestyle centers, drug treatment centers;
- 4) Holding and organizing meetings with representatives of the creative intelligentsia, prominent public figures;
- 5) Organization and holding of student geographical tours and excursions to sacred places of Kazakhstan, historical sights of the region;
- 6) Organization of events for professional development and growth of students;
- 7) Assistance to the university administration in solving problems related to the organization of recreation and in maintaining a healthy lifestyle;

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The emblem of the Student Parliament



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Appendix 1

Academic Calendar
for 2023-2024 Academic Year
for 1 - 3 year students in the direction of training 6B111 – Service sector,
6B014 – Training of teachers with a subject specialization of general development

AUTUMN SEMESTER		
No.	Training, control and other activities	Dates of the event
1	The organizational period for students enrolled in 2023	August 28,2023 – September 2,2023.
2	Registration for disciplines and the formation of individual curricula (IC) of students enrolled in 2023	August 28,2023 – September 2,2023.
3	Knowledge Day	September 1,2023.
4	Theoretical training	September 4, 2023 – December 15, 2023
5	Midterm control 1	October 23, 2023 – October 27, 2023 г.
6	Midterm control 2	December 11, 2023 – December 15, 2023
7	Interim certification	December 19, 2023 – January 10, 2024
8	The work of the appeal commission for intermediate certification (Rule: a student can write an application to the appeal commission during the day, after the assessment is submitted to the Platonus database. The decision of the appeal commission must be made within 3 working days after receiving the application)	December 19, 2023 – January 12, 2024
9	The period of re-passing (FX) exams	December 19, 2023 – January 10, 2024
10	Vacations	January 11, 2024 – January 21, 2024
SPRING SEMESTER for 1 - 3 year students in the direction of training 6B111 – Service sector and for 1-year students in the direction of training 6B014 – Teacher training with a subject specialization of general development		
No.	Training, control and other activities	Dates of the event
1	Theoretical training	January 22, 2024 – May 4, 2024
2	Midterm control 1	March 11, 2024 – March 15, 2024
3	Conducting presentations of disciplines for students for the next academic year	March 25, 2024 – March 29, 2024

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4	Registration of students for academic disciplines and the formation of an individual curriculum for the next academic year	April 8, 2024 – April 12, 2024
5	Midterm control 2	April 29, 2024 – May 3, 2024
For 1st year students of all EPs and 2nd years-students of 6B11107 – Sports and recreational fitness		
6	Interim certification	May 6, 2024 – May 29, 2024
7	The work of the appeal commission for intermediate certification (Rule: a student can write an application to the appeal commission during the day, after the assessment is submitted to the Platonus database. The decision of the appeal commission must be made within 3 working days after receiving the application)	May 6, 2024 – May 31, 2024
8	The period of re-passing (FX) exams	May 6, 2024 – May 29, 2024
9	Educational practice of the 1st year-students and industrial practice for 2nd year-students of 6B11107 Sports and recreational fitness	June 3, 2024 – June 15, 2024
10	Protection of reports and summing up the results of the educational practice of the 1st year-students and industrial practice for 2nd year-students of 6B11107 Sports and recreational fitness	June 17, 2024 – June 21, 2024
11	Registration for the summer semester	May 27, 2024 – June 24, 2024
12	Vacations	June 24, 2024 – August 31, 2024
For 2-3 year-students of all EPs except the 2nd year-students of 6B11107 – Sports and recreational fitness		
11	Interim certification	May 6, 2024 – May 22, 2024
12	The work of the appeal commission for interim certification (Rule: a student can write an application to the appeal commission during the day, after the assessment is submitted to the Platonus database. The decision of the appeal commission must be made within 3 working days after receiving the application)	May 6, 2024 – May 24, 2024
13	The period of re-passing (FX) exams	May 6, 2024 – May 22, 2024
15	Industrial practice	May 27, 2024 – June 22, 2024
16	Protection of reports and summing up on production practice	June 24, 2024 – June 29, 2024
14	Registration for the summer semester	May 27, 2024 – June 24, 2024
15	Vacations	July 1, 2024 – August 31, 2024

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SPRING SEMESTER in the direction of training 6B014 – Training of teachers with a subject specialization of general development 3rd year		
№	Training, control and other activities	Dates of the event
1	Pedagogical practice	January 22, 2024 – February 24, 2024
2	Protection of reports and summing up on pedagogical practice	February 26, 2024 – March 2, 2024
3	Theoretical training	February 26, 2024 – June 7, 2024
4	Conducting presentations of disciplines for students for the next academic year	March 25, 2024 – March 29, 2024
5	Registration of students for academic disciplines and the formation of an individual curriculum for the next academic year	April 8, 2024 – April 12, 2024
6	Midterm control 1	April 15, 2024 – April 19, 2024
7	Midterm control 2	June 3, 2024 – June 7, 2024
8	Interim certification	June 10, 2024 – June 26, 2024
9	The work of the appeal commission for intermediate certification (Rule: a student can write an application to the appeal commission during the day, after the assessment is submitted to the Platonus database. The decision of the appeal commission must be made within 3 working days after receiving the application)	June 10, 2024 – June 28, 2024
10	The period of re-passing (FX) exams	June 10, 2024 – June 26, 2024
11	Registration for the summer semester	June 10, 2024 – June 28, 2024
12	Vacations	June 26, 2024 – August 31, 2024

SUMMER SEMESTER		
1	Theoretical training	July 1, 2024 – August 3, 2024
2	Interim certification	August 5, 2024 – August 9, 2024
3	The work of the appeal commission for interim certification (Rule: a student can write an application to the appeal commission during the day, after the assessment is submitted to the Platonus database.)	August 5, 2024 – August 10, 2024
4	The period of re-passing (FX) exams	August 5, 2024 – August 10, 2024

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HOLIDAYS

August 30, 2023 – Constitution Day of the Republic of Kazakhstan ;
 October 25, 2023 – Republic Day ;
 December 16, 2023 – Independence Day ;
 January 1 –2, 2024 – New Year;
 March 8, 2024 – International Women's Day;
 March 21 – 23, 2024 – Nauryz Holiday;
 May 1, 2024 – Day of Unity of the People of Kazakhstan;
 May 7, 2024 – Defender of the Fatherland Day;
 May 9, 2024 – Victory Day

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ACADEMIC CALENDAR

for the 2023 / 2024 Academic Year

for final courses in the direction of training 6B111 – Service sector,
6B014 – Training of teachers with a subject specialization of general development

AUTUMN SEMESTER		
No.	Training, control and other activities	Dates of the event
1	Knowledge day	September 1, 2023
2	Theoretical training	September 4, 2023 – December 15, 2023
3	Midterm control 1	October 23, 2023 – October 27, 2023
4	Midterm control 2	December 11, 2023 – December 15, 2023
5	Interim certification	December 19, 2023 – January 10, 2024
6	The work of the appeal commission for intermediate certification (Rule: a student can write an application to the appeal commission during the day, after the assessment is submitted to the Platonus database. The decision of the appeal commission must be made within 3 working days after receiving the application)	December 19, 2023 – January 12, 2024
7	Registration for the summer semester	December 19, 2023 – January 10, 2024
8	Vacations	January 11, 2024 – January 21, 2024
SPRING SEMESTER		
No.	Training, control and other activities	Dates of the event
1	Industrial practice in the direction of training 6B111 – Service sector; Production and pedagogical practice in the direction of training 6B014 – Training of teachers with a subject specialization of general development	January 22, 2024 – March 2, 2024
2	Pre-graduate or industrial practice in the areas of training 6B111 – Service sector and 6B014 - Teacher training with a subject specialization of general development	March 4, 2024 – April 13, 2024
3	Protection of reports and summing up on all types of practices	April 15, 2024 – April 20, 2024
4	Checking theses (projects) on plagiarism	April 15, 2024 – April 20, 2024
5	Preparation for final certification (conducting review lectures)	April 22, 2024 – May 4, 2024

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6	Conducting pre-defense of theses (projects)	April 22, 2024 – April 4, 2024
7	Final certification	May 6, 2024 – July 13, 2024
8	Preparation and execution of theses (projects)	May 6, 2024 – June 15, 2024
9	Provision of theses to the department	June 17, 2024 – June 21, 2024
10	Defense of theses (projects)	July 1, 2024 – July 13, 2024

HOLIDAYS	
August 30, 2023 – Constitution Day of the Republic of Kazakhstan ; October 25, 2023 – Republic Day ; December 16, 2023 – Independence Day ; January 1 –2, 2024 – New Year; March 8, 2024 – International Women's Day; March 21 – 23, 2024 – Nauryz Holiday; May 1, 2024 – Day of Unity of the People of Kazakhstan; May 7, 2024 – Defender of the Fatherland Day; May 9, 2024 – Victory Day	

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Appendix 2

A point-rating letter system for evaluating academic achievements of students in foreign languages in accordance with the level model and translation into ECTS and the traditional scale of assessments

The level and description of language proficiency in the Pan-European competence (hereinafter referred to as the PEC)	Rating by letter system	ECTS Assessment	Digital equivalent of points	% content	Traditional rating scale
A1	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	
The level and description of language proficiency in the Pan-European competence (hereinafter referred to as the PEC)	Rating by letter system	ECTS Assessment	Digital equivalent of points	% content	Traditional rating scale
A2	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	
The level and description of language proficiency in the Pan-European competence (hereinafter referred to as the PEC)	Rating by letter system	ECTS Assessment	Digital equivalent of points	% content	Traditional rating scale

B1	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	
The level and description of language proficiency in the Pan-European competence (hereinafter referred to as the PEC)	Rating by letter system	ECTS Assessment	Digital equivalent of points	% content	Traditional rating scale
B2	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	
The level and description of language proficiency in the Pan-European competence (hereinafter referred to as the PEC)	Rating by letter system	ECTS Assessment	Digital equivalent of points	% content	Traditional rating scale
C1	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory

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	F	FX, F	0	0-49	Unsatisfactory
The level and description of language proficiency in the Pan-European competence (hereinafter referred to as the PEC)	Rating by letter system	ECTS Assessment	Digital equivalent of points	% content	Traditional rating scale
C2	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	