

# SOUTH KAZAKHSTAN MEDICAL ACADEMY

## REFERENCE GUIDE



### MASTER'S EDUCATIONAL PROGRAMS:

- "MEDICINE"
- "PUBLIC HEALTH"
- "PHARMACY"
- "NURSING"
- "MEDICAL AND PREVENTIVE BUSINESS"

Shymkent

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## **MISSION SKMA**

to be recognized a leader in the field of training competitive personnel!

## **INFORMATION ABOUT THE UNIVERSITY**

SKMA is a higher educational institution that trains medical and pharmaceutical specialists in the scope of undergraduate, internship, master's, doctoral and residency programs. The academy trains technical and professional specialists; post-secondary education in the specialties of medicine and pharmacy. Postgraduate education is implemented through advanced training and retraining programs for practitioners in healthcare and the pharmaceutical industry at the Faculty of Continuous Professional Development.

## **RECTORATE SKMA**

Rector of SKMA, Doctor of Medical Sciences, Professor  
**RYSBEKOV MYRZABEK MYRZASHEVICH**

First Vice-Rector of SKMA,  
Candidate of Medical Sciences,  
Professor ESIRKEPOV MARLEN  
MAHMUDOVIICH

Vice-rector for educational, methodological and educational work of the  
SKMA, Doctor of Medical Sciences, Associate Professor  
**ANARTAYEVA MARIA ULASBEKOVNA**

Vice-Rector for Financial and Economic Activities of SKMA  
**SEITZHANOVA ZHANNA SERIKZHANOVNA**

Head of the educational and methodological center of the SKMA, candidate of medical sciences, associate  
professor  
**DOLTAEVA BIBIGUL ZAYDULLAYEVNA**

Head of the Department for Scientific and Clinical Work, Doctoral and Master's Studies of the SKMA,  
Master of Medicine  
**ZHAKSYLYK ALIKHAN ALTYNKHANULY**

Head of the Department for Social Affairs and Youth Policy of the SKMA, Master of Philology  
**SALIM YERBOL KALTURSYNULY**

Compliance officer SKMA  
**PERNEBAYEV NURGALI ALIKHANOVICH**

Head of the Office of the Registrar of SKMA, Candidate of Pharmaceutical Sciences  
**SYZDYKOVA SAULET AKMURZAEVNA**

Head of the computer-testing and publishing center of SKMA  
**UKSIKBAEV MAKSAT TURAROVICH**

Head of the Library and Information Center of the SKMA  
**DARBICHEVA RAUSHAN ISKAKOVNA**

## DEPARTMENTS

No.	Department name	FULL NAME.	Academic degree, title
1.	Department of Surgery-2	Abdurakhmanov Babur Anvarovich	Candidate of Medical Sciences, Associate Professor
2.	Department of Surgery-1	Zhumagulov KopzhanNurbabaevich	Candidate of medical sciences
3.	Department of internal propaedeuticsdiseases	Akhaeva Laura Zhaksylykovna	
4.	Department of Family Medicine	Kauyzbai ZhumalyAripbayuly	Candidate of Medical Sciences, Associate Professor
5.	Department of Therapy and Cardiology	AsanovaGaliya Kutymbetovna	Candidate of medical sciences
6.	Department of Phthisiopulmonologyand radiology	Kasaeva LyazzatTatibekovna	Candidate of medical sciences
7.	Department "Doctor"general practice-1"	Datkaeva GulmiraMakhanbetovna	Candidate of medical sciences
8.	Chair"General practitioner-2"	Dosybayeva GulzhanNurbekovna	Doctor of Medical Sciences, Associate Professor
9.	Department of Pediatrics - 1	Kemelbekov KanatzhanSaukhanbekovich	Doctor of Philosophy (PhD)
10.	Department of Pediatrics - 2	Bektenova GulmiraErseitovna	Candidate of Medical Sciences, Associate Professor
eleven.	Department of Infectiousdiseases and dermatovenereology	Abuova GulzhanNarkenovna	Candidate of medical sciences, professor
12.	Chairobstetrics and gynecology	Kulbaeva SaltanatNalibekkyzy	Doctor of Philosophy (PhD), associatedProfessor
13.	Department of emergency medicalcare and nursing	SeidakhmetovAizat Ashimkhanovna	Candidate of medical sciences
14.	Department of Microbiology, Virology and Immunology	Seytkhanova Bibigul Tolegenkyzy	Candidate of Medical Sciences, Associate Professor
15.	Department of Biology and Biochemistry	EsirkepovMarlen Mahmudovich	Candidate of medical sciences,Professor
16.	Department of Chemicaldisciplines	Daurenbekov KanatNarbekovich	Candidate of Chemical Sciences, Associate Professor
17.	Department of Pharmacognosy	Orynbasarova KulpanKenzhebaevna	Candidate of Pharmaceutical Sciences, Associate Professor
18.	Chairneurology, psychiatry, rehabilitation and neurosurgery	Zharkinbekova NaziraAsanovna	Candidate of Medical Sciences, Associate Professor
19.	Department of Kazakh, Russian andLatin	lbrayeva LyazzatBostanovna	Candidate of Philology
20.	Department of Foreignlanguages	ZhumagulovaGulshat Kopzhanovna	Candidate of Philology
21.	Department of Social and Humanitariandisciplines	Ashirov Shadiyar Aldiyarovich	Candidate of History
22.	Department of History of Kazakhstan andsocial disciplines	NurzhanbaevaZhannat Oralbaykyzy	Doctor of Philosophy (PhD)

23.	Department of Medical Biophysics and Information Technology	Ivanova Marina Borisovna	Candidate of Physical and Mathematical Sciences, associate professor
24.	Department of Normal Anatomy	TanabaevBaimakhan Dilbarkhanovich	Candidate of Medical Sciences, Associate Professor
25.	Department of Pathology anatomyand histology	Sadykova Aliya Shamilevna	Doctor of Medical Sciences, Associate Professor
26.	Department of Normal and Pathological Physiology	Zhakipbekova GaliyaSaparovna	Candidate of Biological Sciences, assistant professor
27.	Department of Pharmacology, Pharmacotherapy and Clinical Pharmacology	ToksanbayevaZhana t Sadebekovna	Candidate of Pharmaceutical Sciences, Associate Professor

28.	Department of Pharmacy and toxicological chemistry	Ordabayeva Saule Kutymovna	Doctor of Pharmacy, Professor
29.	Pharmacy isinyim dastyru zhane baskaru department / Department of Organization and management pharmaceutical business	Shertaeva Klara Dzholbarisovna	Doctor of Pharmacy, Professor
thirty.	Department of drug technology	Sagindykova Bayan Akhmetovna	Doctor of Pharmacy, Professor
31.	Department of Technology of Pharmaceutical Production	Arystanbaev Kuttybek Yesengeldievich	Candidate of Technical Sciences, associated Professor
32.	Department of Engineering Disciplines	Orymbetov Gulbagi Emitovna	Candidate of Technical Sciences
33.	Chair "hygiene and epidemiology"	Utegov Parkhad Dusembayevich	Candidate of medical sciences
34.	Chair social medical insurance and public health	Sarsenbayeva Gulzat Zhanabaevna	Candidate of medical sciences
35.	Department of Surgical and Orthopedic Dentistry	Shukparov Asylbek Bayadilovich	Candidate of medical sciences
36.	Department of Therapeutic and pediatric dentistry	Kenbaeva Laura Omarkhanovna	Candidate of medical sciences
37.	/Department of introduction to the clinic	Zhumadilova Akmaral Rakhmatullaevna	Doctor of Philosophy (PhD)
38.	Department of Physical Culture	Ashirbaev Orynbasar Atyrkhanovich	master pedagogy
39.	Military department	Kasymbekov Asan Bulegenovich	

## GLOSSARY

**Credit training technology**- training based on the choice and independent planning by the student of the sequence of studying disciplines using credit as a unified unit for measuring the volume of educational work of the student and teacher.

The credit technology of education is cumulative, which means an increasing account of previously acquired loans at all levels of education.

Basic concepts and definitions:

1) **academic calendar** (Academic Calendar) - a calendar of training and control activities, practices during the academic year, indicating the days of rest (holidays and holidays).

2) **academic period** (Term) - the period of theoretical training, chosen by the educational organization in one of three forms: semester, trimester, quarter.

3) **Academic Ranking** student (Rating) - a quantitative indicator of the level of mastery of the program material by the student, compiled on the basis of the results of the final certification.

4) **Academic degree** (Degree) - the degree of mastering the relevant educational curricula by students, awarded to them by educational organizations based on the results of the final attestation of students.

5) **Academic hour** is equal to 1 contact hour (50 minutes) of lectures, practical (seminar) classes or 1.5 contact hours (75 minutes) of studio classes or 2 contact hours (100 minutes) of laboratory and physical education classes, as well as 1 contact hour (50 minutes) all types of educational practices, 2 contact hours (100 minutes) of all types of pedagogical practices, 5 contact hours (250 minutes) of all types of production practices.

6) **Registration for an academic discipline** (Enrollment) - the procedure for pre-registration of students for academic disciplines in the manner established by the educational organization.

7) **Final certification of students** (Qualification Examination) - a procedure carried out in order to determine the degree of mastering the volume of academic disciplines provided for by the state compulsory standard of the corresponding level of education.

8) **Intermediate certification of students**- a procedure carried out in order to assess the quality of mastering the content of a part or the entire volume of one academic discipline by students after completing its study; forms of interim certification are module-rating test of students' knowledge and exam: written, testing,

oral, combined.

9) **Credit**(Credit, Credit-hour) - a unified unit for measuring the volume of a student's/teacher's academic work. One credit is equal to 1 academic hour of the student's classroom contact work per week during the academic period. Each academic hour of lectures, practical (seminar) and studio classes is necessarily accompanied by 2 hours (100 minutes) of independent work of the student (hereinafter - SRO), 4 hours (200 minutes) of independent work of a master student (hereinafter - SRM) in the master's program and 6 hours (300 minutes) independent work of a doctoral student (hereinafter referred to as the SRS) in doctoral studies.

10) **Registration Department**- a service that registers the entire history of a student's educational achievements and provides for the organization of all types of knowledge control and the calculation of his academic rating.

11) **Postrequisites**(Postrequisite) - a list of disciplines, the study of which requires knowledge, skills and abilities acquired upon completion of the study of this discipline.

12) **Prerequisites**(Prerequisite) - a list of disciplines containing the knowledge, skills and abilities necessary for mastering the discipline under study.

13) **discipline program**(Syllabus) - a curriculum that includes a description of the discipline being studied, goals and objectives, a brief summary of it, the topics and duration of each lesson, tasks for independent work, a list of references, consultation time, a schedule for a module-rating test of students' knowledge, teacher requirements, criteria and evaluation rules.

14) **Independent work of the student**(hereinafter - SRO) - work on a specific list of topics reserved for independent study, provided with educational and methodological literature and recommendations, controlled in the form of tests, examinations, colloquia, abstracts, essays and reports; depending on the category of students, it is divided into independent work of a student (hereinafter referred to as SRO), independent work of a master student (hereinafter referred to as SRM) and independent work of a doctoral student (hereinafter referred to as SRS).

15) **Independent work of the student under the guidance of a teacher**(hereinafter - SROP) - the work of a student under the guidance of a teacher, indicated in the schedule; depending on the category of students, it is divided into: independent work of the student under the guidance of a teacher (hereinafter - SROP) and independent work of a undergraduate under the guidance of a teacher (hereinafter - SIMP).

16) **transcript**(Transcript) - a document of the established form containing a list of disciplines passed for the corresponding period of study, indicating credits and grades in letter and numeric terms.

17) **Tutor**- a person who helps students to master the discipline studied with the teacher.

18) **Current progress monitoring**- systematic verification of the educational achievements of students in each topic and / or section of the academic discipline, conducted by the teaching teacher;

19) **Advisor**(Advisor) - a teacher who performs the functions of an academic mentor for a student in a relevant educational program, assisting in choosing a learning path (forming an individual curriculum) and mastering an educational program during the period of study;

20) **Elective disciplines**- a list of disciplines of study (courses in disciplines) approved by educational organizations included in the component of choice, from among which the student forms his individual curriculum within the established credits.

#### **INFORMATION ABOUT THE ORGANIZATION OF THE EDUCATIONAL PROCESS AT THE UNIVERSITY**

1. The organization of the educational process is carried out in accordance with the Academic policy of JSC SKMA.

2. The organization of the educational process within one academic year is carried out on the basis of the academic calendar, which is approved by the decision of the Academic Council of JSC "SKMA".

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

4. Each academic period ends with a period of intermediate certification of students.

5. Professional practice is an obligatory type of educational work of a student. The main types of professional practice are educational, industrial and undergraduate.

6. The results of professional practice are taken into account when summing up the results of the intermediate certification.

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

8. A summer semester is organized (with the exception of the graduation course) with a duration of at least 6 weeks to meet the needs for additional training, eliminate academic debts or differences in curricula, study academic disciplines and develop loans for students in other educational organizations with their obligatory re-crediting in their organization of higher and (or) postgraduate education, improving the average grade point (GPA), mastering a related or additional educational program, including within the framework of a double-degree education.

9. When planning the volume of academic work, it is assumed that one academic credit is equal to 30 academic hours for all its types. One academic hour for all types of educational work is equal to 50 minutes.

10. The labor intensity of one Kazakh academic credit (30 academic hours) corresponds to 1 ECTS credit (25-30 academic hours).

11. Independent work of students is divided into two parts: independent work, which is performed under the guidance of a teacher (SROP), and for the part that is performed completely independently (SROS - actually SRO). The entire volume of SRO is confirmed by tasks that require the student to daily work independently.

12. The ratio of time between the contact work of the student with the teacher and the SRO for all types of educational activities is 30% of the SIW and 70% of the SWS. Each academic discipline is studied in one academic period and ends with a final control.

13. Registration of students for academic disciplines (Enrollment) is organized by the office of the Registrar. At the same time, student support services and advisors are involved in carrying out organizational, methodological and consulting work with students.

14. The student, when determining an individual learning trajectory within the framework of the university component and the component of choice, chooses:

- disciplines in basic educational program;
- disciplines for additional educational program.

15. In the process of enrolling in academic disciplines, students form their individual curriculum. In doing so, they:

- get acquainted with the rules for organizing the educational process on credit technology learning;
- comply with the established deadlines for registration for academic disciplines and making changes to the individual curriculum;
- sign up for disciplines, taking into account the mastered prerequisites.

16. Educational achievements (knowledge, abilities, skills and competencies) of students are evaluated in points on a 100-point scale, corresponding to the internationally accepted practice of the letter system with a digital equivalent (positive marks, in descending order, from "A" to "D-", and "unsatisfactory" - "FX", "F",) and marks according to the traditional system.

Upon receipt of the "FX" grade "unsatisfactory", it is allowed to retake the final control (exam) in accordance with the academic calendar of the university without re-passing the program of the academic discipline (module) no more than once.

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

The transcript records all academic disciplines and (or) modules that the student studied with an indication of the final grade, including FX and F grades.

17. The award of academic credits to a student in academic disciplines (modules) and other types of academic work, as well as upon completion of the study of the educational program as a whole, is carried out with a positive assessment of the learning outcomes achieved by him.

18. Achieved learning outcomes and positive grades obtained by students at previous levels of study and in other formal education organizations are recognized with the re-setting of academic credits.

19. When transferring, restoring the achieved learning outcomes, the positive assessments of the student are recognized with the transfer of academic credits from one educational program to another, from one educational organization to another educational organization.

20. A student who has an academic debt on prerequisites is not allowed to study postrequisites, including professional practice.

## **GENERAL INFORMATION ABOUT THE INTERNAL REGULATIONS OF THE HIGHER EDUCATION INSTITUTION, THE RIGHTS AND OBLIGATIONS OF STUDENTS**

### **The rights of students:**

- 1) transfer from a paid department to study under the state educational order



in accordance with the procedure established by the authorized body in the field of education, on the basis of the order of the head of the educational organization;

- 2) advance payment of expenses for the entire period of study, while the amount of the contract is unchanged until the end of the study period;
- 3) phased payment of tuition costs, while the amount of payment can be changed, but not more than once a year by agreement of the parties in the event of an increase in labor costs and the inflation index;
- 4) free access and use of the fund of educational, educational and methodical literature on the basis of the library and reading rooms;
- 5) participation in student self-government bodies;
- 6) training according to individual curricula;
- 7) restoration in the organization of education, in accordance with the procedure established by the authorized body in the field of education.



#### **Student Responsibilities:**

- 1) acquire knowledge, skills and practical skills in full scope of state compulsory education standards, attend training and practical classes;
- 2) in case of missing classes for valid reasons, inform the educational organization himself or through relatives;
- 3) when a student is on outpatient or inpatient treatment, notify the educational organization with the subsequent presentation of supporting documents;
- 4) observe and execute the orders and instructions of the head of the educational organization, the Charter, the Internal Regulations and the terms of the Agreement for the provision of educational services;
- 5) take care of the property of the educational organization and rationally use it, participate in the creation of normal conditions for learning and living in a hostel;
- 6) comply with the rules of military registration;
- 7) respectfully and correctly treat teachers, employees and students of the educational organization;
- 8) pay tuition fees on time. The fee is paid for 1 year of study and subsequent years of study in equal installments twice a year no later than August 25 and February 1, or once no later than August 25 to the settlement account of the educational organization.

For violation of duties, disciplinary measures may be applied to students.

#### **Rules of behavior of the tested person in computer classes during the intermediate and final certification of students.**

- When appearing for the exam, students are required to have an identity document or a student card / record book with them.

During the exam, it is prohibited:

- leave the computer class without the examiner's permission;
- move from place to place;
- enter and use cheat sheets;
- enter and use educational literature;
- deposit and use fundsmobile communication;
- talk to each other and with the examiner (conversations with the operator are allowed only on technical issues);
- forge documents (student card and grade book);
- come in and take the exam instead of another test-taker.

In case of violations of the rules of conduct in the computer class, the student is removed from the class, the test results are canceled with the completion of the act. In the examination sheet, the mark is "unsatisfactory" ("F", "0"). Act of annulment of results

testing is registered in a special journal of the registrar's office and filed in the student's personal file.

### PROCEDURE FOR REGISTRATION OF STUDENTS FOR ACADEMIC DISCIPLINES

1. Enrollment of students to study educational programs within the catalog of elective disciplines is organized by the Registrar's Office with methodological and advisory assistance from departments, deans and advisers.
2. After the completion of the formation of educational programs within the catalog of elective disciplines, the Registrar's Office organizes presentations for students with the participation of advisors and teachers of departments.
3. To carry out organizational, methodological and consulting work, advisors. The list of advisors is formed from a number of experienced and communicative teachers with a doctorate/candidate of science degree.
4. Registration for educational programs is conducted on a competitive basis, taking into account the academic score.
5. Registration for educational programs within the framework of elective disciplines are carried out from March 1 to March 30. Students of the 1st year of study - until September 1 of the current year.
6. If fewer students signed up for the educational program within the established period until March 31, then the program is not opened and is not included in the working curriculum for the educational program.
7. Late registration is allowed in exceptional cases for a good reason based on the application of the student.
8. Based on the enrollment of students in educational programs within the framework of elective disciplines, deans create academic groups and streams.
9. Academic groups and streams are formed according to the principle of a sufficient number of students enrolled in a given discipline.
10. Registration is carried out according to the established form (last name, first name, patronymic, group, educational program, year of study, student's signature) indicating the selected educational program within the catalog of elective disciplines.

### PROCEDURE FOR ORGANIZING CURRENT, INTERIM AND FINAL CONTROLS AND ASSESSMENT OF STUDENTS' KNOWLEDGE

The procedure for organizing current, intermediate and final controls is regulated by the Academic Policy of JSC SKMA.

The following types of control are used within the assessment system:

- current monitoring (TC) of students' progress is carried out by the teacher in classroom and extracurricular classes according to the schedule during the academic period;
- boundary control (RC) is carried out at least twice during one semester for each academic discipline, the RC is part of the TC;
- final control (IC) is carried out in the form of an exam held at the end of the discipline.



**final grade** calculated automatically based on the average score of the current control, the average score of midterm controls and the score of the final control:

Final Grade (100%) = Tolerance Rating (60%) + Final Control (40%)

Tolerance Rating (60%) = Intermediate Control Average Score (20%) + Current Control Average Score (40%)

Average score of midterm controls = Midterm control1 + Midterm control2 / 2

Average assessment of current control = arithmetic mean of the sum of current assessments, taking into account the average assessment for SRO

Final score (100%) =  $RKav \times 0.2 + TKav \times 0.4 + IC \times 0.4$

$RKav$  - average score of boundary controls

$TKav$  - average current control score

IR -assessment of the final control

Note: academic sanctions for late submission or completion of assignments, as well as absence of classes and lectures are determined by the departments independently.

To transfer a student from course to course, a higher educational institution independently sets a passing score (GPA).

**Passing score**(grade point average) (Grade Point Average - GPA) - a weighted average assessment of the level of educational achievements of a student for one academic year in the selected program, defined as the ratio of the sum of the products of credits to the digital equivalent of the final control scores in the discipline to the total number of credits for the current period of study .

**Rating**-This is an assessment of the student's activity, expressed in points. The rating acts as a generalized indicator of the quality of education, determined by the sum of points received by students for participating in various types of work during the year.

SKMA uses a 100-point scale for determining a student's rating. The points received by students at different stages of control can be distributed depending on the level of assimilation of the program material as follows:

Score by letter system	Points	% content	Score in traditionalsystem
A	4.0	95-100	Great
A-	3.67	90-94	
B+	3.33	85-89	Fine
IN	3.0	80-84	
IN-	2.67	75-79	
C+	2.33	70-74	Satisfactorily
WITH	2.0	65-69	
WITH-	1.67	60-64	
D+	1.33	55-59	
D-	1.0	50-54	
FX	0.5	25-49	unsatisfactory
F	0	0-24	

The calculation of GPA is carried out in the following form:

$$GPA = \frac{(credit\ 1 \times score\ 1) + (credit\ 2 \times score\ 2) + (credit\ n \times score\ n)}{credit\ 1 + credit\ 2 + credit\ n}$$

For example: a student who showed the following results during the school year:

Discipline	Grade	score	Credits
1	A	4.0	3
2	IN	3.0	3
3	D	1.0	3
4	C	2.0	3
5	B	3.0	2
6	A	4.0	3

has a GPA of 2.8:

$$GPA = \frac{(3 \times 4.0) + (3 \times 3.0) + (3 \times 1.0) + (3 \times 2.0) + (2 \times 3.0) + (3.0 \times 4.0)}{3 + 3 + 3 + 3 + 2 + 3}$$

By the decision of the Academic Council of the SKMA, a passing score for transfer from course to course was set - 2.33.

### "Medicine"

Training of personnel in the magistracy in the specialty "Medicine" is carried out in two directions:

- profile (1 year);
- scientific and pedagogical (2 years).

Persons who have mastered the educational programs of the specialized magistracy and defended a master's thesis are awarded the academic degree "Master of Health" in the specialty "Medicine".

Persons who have mastered the educational programs of scientific and pedagogical magistracy and

defending a master's thesis, is awarded

**academic degree**

educational program "Medicine".

**"mastermedical sciences"** in the

**"Public Health"**

The training of personnel in the magistracy under the educational program "Public Health" is carried out in two directions:

- profile (1 year);
- scientific and pedagogical (2 years).

Persons who have mastered the educational programs of the specialized magistracy and defended a master's thesis are awarded the academic degree "Master of Health" in the educational program "Public Health".

Persons who have mastered the educational programs of scientific and pedagogical magistracy and defended a master's thesis are awarded the academic degree "Master of Business Administration" in the educational program "Public Health".

**"Pharmacy"**

The training of personnel in the magistracy under the educational program "Pharmacy" is carried out in two directions:

- profile (1 year);
- scientific and pedagogical (2 years).

Persons who have mastered the educational programs of the specialized magistracy and defended a master's thesis are awarded the academic degree "Master of Health" in the educational program "Pharmacy".

Persons who have mastered the educational programs of scientific and pedagogical magistracy and defended a master's thesis are awarded the academic degree "Master of Medical Sciences" in the educational program "Pharmacy".

**"Sisterhood"**

The training of personnel in the magistracy under the educational program "Nursing" is carried out in two directions:

- profile (1 year);
- scientific and pedagogical (2 years).

Persons who have mastered the educational programs of the specialized magistracy and defended a master's thesis are awarded the academic degree "Master of Health" in the educational program "Nursing".

**"Medical and preventive work"**

The training of personnel in the magistracy under the educational program "Medical and preventive care" is carried out in one direction:

- profile (1 year);

Persons who have mastered the educational programs of the specialized magistracy and defended a master's thesis are awarded the academic degree "Master of Health" under the educational program "Medical and Preventive Business".



**INFORMATION ABOUT THE PROCEDURE FOR TRANSFER, RECOVERY AND DEPUTY OF STUDENTS**

1. A prerequisite for the transfer of a student from course to course is the student's achievement of a grade point average (GPA) not lower than that established in a higher educational institution.
2. A prerequisite for the transfer or restoration of a student to universities is the complete completion of the first academic period in accordance with the individual curriculum.
3. When determining the difference in the disciplines, the difference in the forms of the final control is not taken into account.
4. The transfer of a student from one educational program to another, from one form of education to another is carried out only for training on a paid basis.
5. Student on a paid basis, expelled for non-payment of tuition fees, in case

- repayment of this debt can be recovered within four weeks from the date of deduction.
6. Restoration in the number of students and the elimination of the difference in disciplines in the curricula is carried out only on a paid basis.
  7. The student is subject to expulsion from the academy:
    - 1) for good reasons, including:
      - at will;
      - for health;
      - in connection with the transfer to another higher educational institution;
      - in connection with military service.
    - 2) by disrespectful reasons, including:
      - if the student does not gain a transferable GPA score;
      - for violation of the obligations stipulated by the Charter of the Academy, the rules of internal regulations and residence in the hostel.
    - 3) in case of non-admission to the final certification due to non-compliance with the requirements of the working and individual curriculum and working training programs (with the possibility of a repeated course of study on a paid basis in the manner prescribed by law);
    - 4) in connection with the end of the academy;
    - 5) for non-payment of tuition within the period specified in the contract;
    - 6) in the event of the entry into force of a court verdict providing for his criminal punishment in the form of restriction of liberty or deprivation of liberty;
    - 7) in connection with death.

### **RULES FOR USE OF MATERIAL AND INFORMATION RESOURCES OF THE UNIVERSITY**

The material and technical equipment of the departments of the Academy at a sufficient level ensures the educational process.

All departments involved in the preparation of bachelors have technical teaching aids (computers connected to the Internet, multimedia projectors, interactive whiteboards, etc.) and visual material, language departments are equipped with language laboratories.

A number of departments have modern equipment for biochemical, morphological, microbiological, physiological and hygienic laboratories.

Work in educational laboratories allows students to achieve a certain level of practical skills.

The main tasks of interdepartmental laboratories are:

- ensuring a high-quality educational process and all other processes and statutory activities of the university in accordance with the state educational standards of educational programs, educational work plans, educational work programs of disciplines, plans of educational and methodological work and other documentation;
- provision of advisory, educational and methodological assistance to the teaching staff of the academy, students.

In the process of training in the operation of the material resources of the academy, students must comply with the "Instruction on fire safety measures", "Instruction on safety" and "Internal regulations of the academy".

One of the main sources of information is the Library and Information Center (LIC). The library is equipped with computers. Automated workstations "Reader" and "Book lending" allows you to keep an electronic account of library readers, the issuance and reception of literature.

Access to Internet resources is provided in the reading room of the hostel. The electronic reading room of the library is equipped with computers with Internet access, video device, printer, copier, scanner.



### **Rules for using the reading rooms:**

1. When ordering literature in the reading room, readers present a library card and, upon receipt of the necessary publications, sign on the book form of each publication and the control coupon.
2. The number of books, other printed works and other materials issued in the reading rooms is not limited. In the presence of a one-time increased demand, the number of books may be limited.
3. Literature issued to the reading room from the main book depository can be reserved for a certain period.
4. It is not allowed to enter the reading rooms with personal and library books, magazines, newspapers, clippings from printed publications and other printed materials.
5. Endure literature from the reading rooms is prohibited.
6. Students-debtors who have not handed over the literature in "Subscription" of educational literature.

### **Reader Responsibilities:**

1. Readers are required to:
  - to obtain literature, present a library card, fill out a request and sign for each edition in the book form;
  - take care of books, other printed works and other library materials;
  - return received in the library publications on time.
2. Readers are not allowed:
  - visit the library in outerwear;
  - enter the reading rooms with bags;
  - violate silence and order in the library;
  - use someone else's document to obtain literature;
  - take out of the library without signing for them;
  - spoil library publications (make notes in them, underline, tear out sheets, bend spines, etc.);
  - remove cards from catalogs and file cabinets;
  - enter the office without permission and bookstores.

### **LIST AND PROCEDURE OF PROVIDED PAID SERVICES**

1. Payment for tuition is made according to the tariffs for tuition of a higher educational institution until August 25 of the current academic year in accordance with the Agreement for the provision of educational services.
2. The university can establish payments for additional educational and related services, not included in the main educational process.
3. A student who remains on a repeat course pays only for  
By disciplines, uncredited during the session.
4. Students who wish to take the summer semester pay an additional tuition fee in accordance with the established rates in SKMA before the start of the summer semester.
5. Students reinstated after expulsion or transferred from other universities, additionally pay for the delivery of the academic difference according to the tariffs of SKMA.
6. Payment for the elimination of academic debt is made according to the price calculation, established in SKMA.

### **PROCEDURE FOR APPOINTING THE SCHOLARSHIP**

The payment of state scholarships to students is carried out in full accordance with the regulatory documents of the Government of the Republic of Kazakhstan, the Ministry of Education and Science of the Republic of Kazakhstan, the Ministry of Health of the Republic of Kazakhstan and the Law of the Republic of Kazakhstan "On Education".

The state scholarship is paid to students under the state educational order, as well as those transferred to study under the state educational order, who received the equivalent of grades corresponding to the grades "good", "excellent" as a result of the examination session or intermediate certification of students. Students who receive "unsatisfactory" grades corresponding to the "FX" mark and then retake these grades for "good" and / or "excellent" will not be awarded a scholarship.

For doctoral students, resident doctors, a state scholarship is assigned for the entire period of study, regardless of the results of the intermediate attestation (examination session) during the entire period of study.

The state scholarship for persons with visual and hearing disabilities, orphans and children left without parental care and under guardianship (guardianship), studying under the state educational order, is assigned taking into account the increase, from the date of submission of supporting documents and upon absence of academic debt based on the results of the examination session.

For students, interns, undergraduates transferred from one educational institution to another, a state scholarship is awarded based on the results of the previous semester.

For students, interns, undergraduates who have returned from academic leave, the appointment of a state scholarship is carried out after the elimination of the academic difference in the curricula of educational programs.

The appointment of a state scholarship to students transferred from a paid basis of education to study on a state educational order within the framework of vacant state grants is carried out after the issuance of an order by the rector of the university on transfer to study on a grant.

### **HONOR CODE STUDENT**

The student strives to become a worthy citizen of the Republic of Kazakhstan, a professional chosen educational program, to develop the best qualities of a creative personality.

The student treats elders with respect, does not allow rudeness towards others and shows sympathy for socially unprotected people and takes care of them as much as possible.

The student is an example of decency, culture and morality, is intolerant of manifestations of immorality and does not allow manifestations of discrimination based on gender, nationality or religion.

The student leads a healthy lifestyle and completely abandons bad habits.

The student respects the traditions of the university, protects its property, monitors the cleanliness and order in the student house.

The student recognizes as necessary and useful any activity aimed at the development of creative activity (scientific and educational, sports, artistic, etc.), to increase corporate culture and image of the university.

Outside the walls student always remembers that he is a representative of a higher school and makes every effort not to drop his honor and dignity.

The student considers it his duty to fight all types of academic dishonesty, including: cheating and turning to other persons for help in passing control procedures; knowledge; presentation of any volume of ready-made educational materials (abstracts, term papers, control, diploma and other works), including Internet resources, as the results of their own work; using family or service ties to get a higher grade; absenteeism, tardiness and skipping classes without a good reason.

student considers all listed types of academic dishonesty as incompatible with obtaining a quality and competitive education worthy of the future economic, political and administrative elite of Kazakhstan.

### **Procedure for consideration of complaints and protests of students in SKMA**

Students of all levels of training (undergraduate students, interns, undergraduates, residents) have the right to express a complaint / protest against the policy of the educational process in structural divisions in accordance with this Procedure; appeal against the orders and orders of the university management in the manner prescribed by the legislation of the Republic of Kazakhstan.

There are two ways for students to appeal the policy of the educational process, orders and orders of the university management: administrative and judicial.

According to the form, the complaint/protest can be written or oral (spoken to the dean at the reception).

1. Students who have complaints about the educational process are submitted (orally or in writing) to the dean of the faculty in any form, state the facts of the violation (if any), the date and time of the violation. The written complaint/protest form must be signed and dated by the student.

A written complaint may be submitted by a group of students. There is no time limit for submitting an application.

A student's oral or written complaint/protest is recorded in the complaints/protests register, which is kept by the dean/deputy dean of the faculty.

The general term for consideration of the complaint is no more than 5 working days. In some cases, when additional verification is required, the term for its consideration can be extended by the dean, but not more than 14 working days.

Decisions on such complaints must be made by a commission consisting of the dean of the faculty, the deputy dean, the chairman of the student trade union committee and a representative of the student government (for a specific moment free from studies).

Meetings of the commission, checks of the educational process to identify the facts reflected in the complaint / protest, and other actions of the commission are recorded (in the journal "Protocols of the commission on

consideration complaints and protests of students faculty). The Commission makes a decision; protocol are signed by the members of the commission.

The decision of the commission and the measures taken are brought to the attention of the student / group of students at that time same day.

2. A student who is not satisfied with the decision of the commission can file a complaint/protest

vice-rector for educational, methodological and educational work (for consideration at a meeting of the disciplinary commission).

The complaint is considered by the disciplinary commission at the request of the dean of the faculty, if the nature of the conflict is beyond the powers of the commission.

3. Orders and orders of the leadership of the SKMA, which resulted in violations of law or abuse of authority, as well as infringing on civil rights, the student has the right to appeal in court.