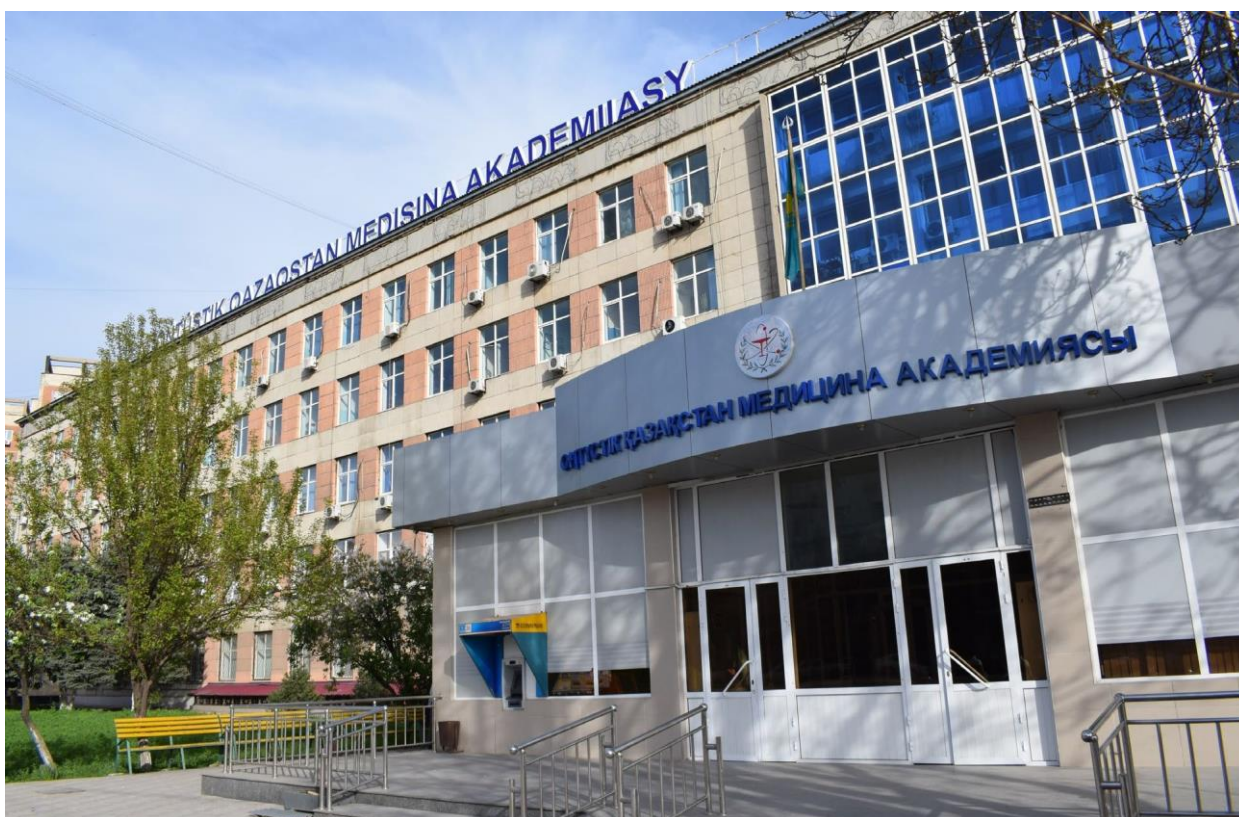


# JSC «South Kazakhstan medical academy»

## GUIDEBOOK



### Educational programme:

- **«MEDICINE»**
- **«PEDIATRICS»**
- **«STOMATOLOGY»**
- **«PHARMACY»**
- **« PHARMACEUTICAL PRODUCTION TECHNOLOGY»**
- **«PUBLIC HEALTH»**
- **«NURSING»**
- **«MEDICAL AND PREVENTIVE CARE»**

**Shymkent**

## CONTENT

<b>1. MISSION OF SKMA .....</b>	<b>3</b>
<b>2. INFORMATION ABOUT THE ACADEMY.....</b>	<b>3</b>
<b>3. RECTORATE OF SKMA .....</b>	<b>3</b>
<b>4. BRIEF INFORMATION ON THE STRUCTURAL UNITS.....</b>	<b>4</b>
<b>5. GLOSSARY .....</b>	<b>7</b>
<b>6. INFORMATION ABOUT THE ORGANIZATION OF THE EDUCATIONAL PROCESS IN THE ACADEMY.....</b>	<b>9</b>
<b>7. GENERAL INFORMATION ABOUT THE RULES OF INTERNAL DELIVERY OF THE ACADEMY, THE RIGHTS AND OBLIGATIONS OF STUDENTS .....</b>	<b>11</b>
<b>8. THE ORDER OF REGISTRATION OF STUDENTS ON ACADEMIC COURSES .....</b>	<b>12</b>
<b>9. ORDER OF ORGANIZATION OF CURRENT, MIDTERM AND FINAL CONTROL AND ASSESSMENT OF KNOWLEDGE KNOWLEDGE.....</b>	<b>13</b>
<b>10. INFORMATION ON THE ORDER OF TRANSFER, READMISSION AND STUDENT EXPULSION.....</b>	<b>18</b>
<b>11. INFORMATION ABOUT THE ORGANIZATION OF THE STUDENT'S INDIVIDUAL WORK .....</b>	<b>19</b>
<b>12. RULES OF USE OF MATERIAL AND INFORMATION RESOURCES.....</b>	<b>21</b>
<b>13. LIST AND PROCEDURE OF THE PAYMENT SERVICES PROVIDED .....</b>	<b>23</b>
<b>14. THE ORDER OF APPOINTMENT OF SCHOLARSHIP .....</b>	<b>23</b>
<b>15. CODE OF HONOR FOR THE STUDENT .....</b>	<b>25</b>
<b>16. The procedure for handling complaints and protests of students in SKMA.....</b>	<b>25</b>

## **MISSION OF SKMA**

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

## **INFORMATION ABOUT THE ACADEMY**

SKMA is a higher educational institution that provides training of pharmaceutical and medical specialists in the amount of bachelor's, master's and residency courses, as well as training in internship. The academy is training specialists with secondary vocational education in the specialties of pharmacy and medicine. Postgraduate education is realized by the programs of advanced training and retraining of practical workers of public health and pharmaceutical industry at the faculty of continuous professional development..

International recognition of the university, International awards:

- International Certificate of Merit "European Grant" for high quality in business practice (IBC in conjunction with the Higher Geneva Institute of Business and Management INSAM)
- "Gold medal for impeccable business reputation" (IBC in conjunction with the Higher Geneva Institute of Business and Management INSAM)
- International Certificate of Merit " Millennium Award" for mastering and effective use in the professional field of advanced modern technologies (the International Program "Leaders of the XXI Century"),
- International diploma "Intellect of Nation" for significant contribution to the intellectual development of society, high professional achievements (International program "Leaders of the XXI century").
- Bronze Medal of the National Business Rating

**RECTORATE OF SKMA**  
RECTOR OF SKMA, DOCTOR OF MEDICAL SCIENCES, PROFESSOR  
**RYSBEKOV MIRZABEK MIRZASHEVICH**

First Pro-Rector of SKMA, Candidate of Medical Sciences, Professor  
**ESIRKEPOV MARLEN MAHMUDOVICH**

Pro-Rector for Educational and Methodological Work of SKMA,  
Doctor of Medical Science, Associate Professor  
**ANARTAIEVA MARIA ULASBEKOVNA**

Pro-Rector for Financial and Economic Activities of SKMA  
**SEYTZHANOVA JANNA SERIKZHANOVNA**

Head of the Academic and Methodological Center of SKMA, Candidate of  
Pharmaceutical Sciences, Associate Professor  
**DOLTAYEVA BIBIGUL ZAYDULLAYEVNA**

Dean of the Faculty of Pharmacy of SKMA, Candidate of Chemical Sciences,  
Associate Professor  
**UMURZAKHOVA GALIYA**

Dean of the Faculty of Medicine of SKMA, Candidate of Medical Science, Associate  
Professor  
**SAGTAGANOV JAKCYBEK ILESBEKOVICH**

Dean of the International Faculty of SKMA, Master's degree in health care  
**SARSENBEKOVA ALTYNAI ALIBEKOVNA**

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

Head of the computer-test and publishing center of SKMA  
**UXIKBAYEV MAXAT TURAROVICH**

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

## Departments

<b>№</b>	<b>Department name</b>	<b>FULL NAME.</b>	<b>Scientific degree, rank</b>
1.	Department of Surgical Disciplines-2	Abdurakhmanov Babur Anvarovich	Candidate of Medical Sciences, Associate Professor
2.	Department of Surgical Disciplines-1	Zhanteev Murat Endybaevich	Candidate of Medical Sciences
3.	Department of propaedeutics of internal diseases	Sadykova Gulzhan Saparovna	Candidate of Medical Sciences
4.	Department of Family Medicine	Kauyzbay Zhumaly Aripbayuly	Candidate of Medical Sciences, Associate Professor
5.	Department of Therapeutic Disciplines-1	Asanova Galiya Kutymbetovna	Candidate of Medical Sciences
6.	Department of Therapeutic Disciplines-2	Kasaeva Lyazzat Tatibekovna	Candidate of Medical Sciences
7.	Department of General Practitioner-1	Datkaeva Gulzhan Mahanbetovna	Candidate of Medical Sciences, Associate Professor
8.	Department of General Practitioner-2	Dosybaeva Gulzhan Nurbekovna	Doctor of Medical Sciences, Associate Professor
9.	Department of Pediatrics №1	Anuarbek Talgat	Doctor PhD
10.	Department of Pediatrics №2	Bektenova Gulmira Erseitovna	Candidate of Medical Sciences, Associate Professor
11.	Department of Infectious Diseases and Dermatovenereology	Abuova Gulzhan Narkenovna	Candidate of Medical Sciences, Professor
12.	Department of Obstetrics and Gynecology	Kulbaeva Saltanat Nalibekkyzy	Doctor PhD, Associate Professor
13.	Department of Emergency Medical Care and Nursing	Seydakhmetova Aizat Ashimhanovna	Candidate of Medical Sciences
14.	Department of Microbiology	Seitkhanova Bibigul Tulegenkyzy	Candidate of Medical Sciences, Associate Professor
15.	Department of Biology and Biochemistry	Esirkepov Marlen Mahmudovich	Candidate of Medical Sciences, Professor
16.	Department of Chemical	Daurenbekov Kanat	Candidate of chemical

	Disciplines	Narbekovich	sciences, Associate professor
17.	Department of Pharmacognosy	Omirali MuratA Adikhanuly	Candidate of Pharmaceutical Sciences
18.	Chair of Neurology, Psychiatry and Psychology	Zharkinbekova Nazira Asanovna	Candidate of Medical Sciences, Associate Professor
19.	Chair of Kazakh, Russian and Latin languages	Ibrayeva Lyazzat Bostanovna	Candidate of Philology
20.	Department of Foreign Languages	Zhumagulova Gulshat Kopzhanovna	Candidate of Philology
21.	Department of Social and Humanitarian Disciplines	Ashirov Shadiyar Aldiyarovych	Candidate of Historical Sciences
22.	Department of History of Kazakhstan and Socio-Social Disciplines	Nurzhanbaeva Zhannat Oralbaijyzy	Doctor PhD
23.	Chair of Medical Biophysics and Information Technologies	Ivanova Marina Borisovna	Candidate of Physical and Mathematical Sciences
24.	Department of Normal Anatomy	Tanabaev Baymakhan Dilbarhanovich	Candidate of Medical Sciences, Associate Professor
25.	Department of Pathological Anatomy and Histology	Sadykova Aliya Shamilevna	Candidate of Medical Sciences
26.	Department of Normal and Pathological Physiology	Bisimbayeva Saule Babatovna	Candidate of Medical Sciences
27.	Department of Pharmacology, Pharmacotherapy and Clinical Pharmacology	Ahmadieva Kamilya Erlikovna	Doctor of Medical Sciences, Associate Professor
28.	Department of Pharmaceutical and Toxicological Chemistry	Ordabaeva Saule Kutymovna	Doctor of Pharmaceutical Sciences, Professor
29.	Department of organization and management of pharmaceutical business	Shertaeva Klara Jolbarisovna	Doctor of Pharmaceutical Sciences, Professor
30.	Department of Technology of Medicine	Sagindykova Bayan Akhmetovna	Doctor of Pharmaceutical Sciences, Professor

31.	Department of Pharmaceutical Production Technology	Arystanbaev Kutybek Esengeldievich	Candidate of Pharmaceutical Sciences, Associate Professor
32.	Department of Hygiene and Epidemiology	Doltaeva Bibigul Zaidullaevna	Candidate of Medical Sciences, Associate Professor
33.	Department of Social Health Insurance and Public Health	Sarsenbaeva Gulzat Zhanabaevna	Candidate of Medical Sciences
34.	Department of Dental Sciences	Shukparov Asylbek Bayadilovich	Candidate of Medical Sciences
35.	The chair of physical culture	Ashirbaev Orynbasar Atyrkhanovich	Master of Education Degree
36.	Military department	Myrzaliev Serik Bliyalovich	-
	Departments of medical college		
37.	Department of Clinical Disciplines (College)	Aralbaeva Lyazzat Burahanovna	-
38.	Chair of nursing	Serikova Bagdat Dzhuldibaevna	-
39.	Chair of general education	Sataev Amangeldy Toyboluly	-

## GLOSSARY

Credit technology of education - training based on the choice and self-planning of the students of the sequence of studying disciplines using credit as a unified measure of the amount of academic work of the student and teacher.

Credit training technology is funded, which means an increasing account of previously collected loans for all levels of education.

Basic concepts and definitions:

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

2) **Academic period (Term)** - the period of theoretical education, selected by the organization of education in one of three forms: semester, trimester, quarter.

3) **Academic rating of the student (Rating)** - a quantitative indicator of the level of mastery of the program material being taught, compiled on the basis of the results of the final attestation.

4) **Academic Degree** - the degree to which students learn the relevant educational curricula, awarded them by the education organizations on the basis of the final certification of students.

5) **The academic hour** is equal to 1 contact hour (50 minutes) of lecture, practical (seminar) sessions or 1.5 contact hours (75 minutes) of studio sessions or 2 contact hours (100 minutes) of laboratory classes and physical education, and 1 contact hour (50 minutes) of all types of training practices, 2 contact hours (100 minutes) of all types of pedagogical practices, 5 contact hours (250 minutes) of all types of industrial practices.

6) **Enrollment** - the procedure of preliminary recording of students for educational disciplines in the order established by the education organization.

7) **Qualification Examination** is a procedure conducted to determine the extent to which they master the amount of academic disciplines provided for by the state compulsory standard of an appropriate level of education

8) **Intermediate attestation** of trainees is a procedure conducted to assess the quality of learning by the students of the content of a part or the entire volume of one academic discipline after completing its study; forms of intermediate certification are the modular-rating check of knowledge of students and examination: written, testing, oral, combined.

9) **Credit (Credit-hour)** - a unified unit for measuring the amount of academic work of a trainee / teacher. One loan is equal to 1 academic hour of classroom contact work per week during the academic period. Each academic hourly, practical (seminary) and studio sessions are necessarily accompanied by 2 hours (100 minutes) of the student's individual work (hereinafter referred to as the "SIW"), 4 hours (200 minutes) of the individual work of the magistrand (hereinafter - MIW) in the magistracy and 6 hours (300) minutes) of the individual work of the doctoral student (hereinafter - DSIW) in doctoral studies.

10) **Registration Department** is a service engaged in registration of the entire history of the student's educational achievements and ensuring the organization of all types of knowledge control and calculation of its academic rating.

11) **Postrequisite** - a list of disciplines that require knowledge, skills and skills acquired after the completion of the study of this discipline.

12) **Prerequisite** - a list of disciplines that contain the knowledge, skills and knowledge necessary to learn the discipline.

13) **The program of the discipline (Syllabus)** is a curriculum that includes the description of the discipline being studied, the goals and objectives, its brief content, the topics and duration of each lesson, assigning independent work, a list of literature, the time of the consultation, a timetable for modular- teacher requirements, evaluation criteria and rules.

14) **Individual work of the trainee** (hereinafter referred to as TIW) - work on a specific list of topics allocated for individual study, provided with educational and methodical literature and recommendations, controlled in the form of tests, tests, colloquiums, abstracts, essays and reports; depending on the category of students, it is divided into the individual work of the student (hereinafter referred to as the "SIW"),



the individual work of the magistrands (hereinafter - MIW) and the individual work of the doctoral student (hereinafter - DSIW).

15) **Trainee's Individual work with teacher** (hereinafter referred to as the TIWWT) is the work of the student under the guidance of the teacher, indicated in the schedule; depending on the category of students it is divided into: student's individual work with teacher (further - SIWWT) and magistrand's individual work with teacher (hereinafter - MIWWT).

16) **Transcript** - a document of the established form, containing a list of passed disciplines for the relevant period of study, indicating credits and estimates in alphabetic and numeric terms.

17) **Tutor** - a person helping students learn the discipline studied with the teacher.

18) **Ongoing control of progress** - a systematic verification of the educational achievements of students for each topic and / or section of the academic discipline, conducted by the teaching teacher;

19) **Advisor** - a teacher who performs the functions of an academic mentor trained in the relevant specialty, assisting in the selection of the trajectory of learning (the formation of an individual curriculum) and the development of the educational program during the period of training;

20) **Elective disciplines are a list of the subjects of study** (courses in disciplines) approved by the educational organizations that make up the component of choice, from among which the learner forms his individual curriculum within the framework of the established credits.

## **INFORMATION ABOUT THE ORGANIZATION OF THE EDUCATIONAL PROCESS IN THE ACADEMY**

The organization of the educational process is carried out in accordance with the academic policy of JSC SKMA standard curricula for specialties

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

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

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

5. Professional practice is a compulsory type of student learning. 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 intermediate certification.

7. The duration of the practice is determined in weeks based on the standard working time of the student in practice for a week equal to 30 hours (6 hours a day with a 5-day working week).

8. A summer term is organized (with the exception of the graduation course) lasting at least 6 weeks to meet the needs for additional training, eliminate academic debt or the difference in curricula, study disciplines and develop loans to students in other

educational organizations with their mandatory re-entry in their organization higher and (or) postgraduate education, mastering an adjacent or additional educational program, including in Amkah Double Degree Education.

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

10. The complexity of one Kazakhstan academic loan (30 academic hours) corresponds to 1 ECTS loan (25-30 academic hours).

11. Independent work of students is divided into two parts: individual work, which is carried out under the guidance of a teacher (SIWUGT), and that part, which is performed completely independently (SIWL). The entire volume of SIWL is confirmed by tasks requiring daily independent work from the student.

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

13. Enrollment of students is organized by the Registrar's office. At the same time, student support services and advisers are involved in organizing methodological and consulting work with students.

14. The student, when determining the individual learning path in the framework of the university component and the component of choice, chooses:

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

- get acquainted with the rules of organization of the educational process on credit technology of education;
- comply with the deadlines for registration for academic disciplines and changes to the individual curriculum;
- are recorded in the disciplines, taking into account the mastered prerequisites.

16. Learning achievements (knowledge, skills, competencies) of students are evaluated in points on a 100-point scale, corresponding to the letter system with internationally accepted international practice with a digital equivalent (positive marks, in decreasing order, from "A" to "D-", and "unsatisfactory" - "FX", "F",) and estimates according to the traditional system. In the case of receiving a grade of "unsatisfactory" corresponding to the sign "FX" the student has the opportunity to retake the final control without re-passing the program of the discipline / module. In the case of receiving an

"unsatisfactory" mark, the student complying with the "F" mark re-enrolls in the given discipline / module, attends all types of studies, performs all types of studies according to the program and resets the final control. During the period of intermediate certification of the student, the retake of the exam in the discipline (module) is allowed no more than two times. In the case of receiving for the third time a grade of FX or F corresponding to the equivalent grade of "unsatisfactory", the student is expelled from the university regardless of the number of received grades "unsatisfactory" and loses the opportunity to re-enroll in this discipline. At the same time, the student is optionally transferred to another university and / or to another program. If desired, the student is transferred to another educational program in which there is no academic discipline, according to which he has already received an "unsatisfactory" mark, with the exception

of the cycle of general educational disciplines. A student who is expelled from the university is given a transcript signed by the first head of the university and sealed with a seal. The transcript necessarily records all the academic disciplines and (or) modules that the student studied with an indication of all the grades obtained on the final control (exam), including the grades FX and F, corresponding to the equivalent of "unsatisfactory".

17. The awarding of academic loans to students 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.

18. The achieved learning outcomes and positive marks received by the student at previous levels of education and in other organizations of formal education are recognized with the reassignment of academic credits.

19. During the transfer, restoration of the achieved learning outcomes, positive assessments of the student are recognized with the transfer of academic loans from one educational program to another, from one educational organization to another educational organization.

20. A corresponding commission is created to transfer the results of training.

21. A student with academic arrears of prerequisites is not allowed to study postrequisites, including professional practice

## **GENERAL INFORMATION ABOUT THE RULES OF INTERNAL DELIVERY OF THE ACADEMY, THE RIGHTS AND OBLIGATIONS OF STUDENTS**

### **Student rights:**

1) transfer from a paid department for training on 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 organization of education;

2) preliminary payment of expenses for the entire period of training, the amount of the contract is unchanged until the end of the training period;

3) phased payment of tuition fees, while the amount of payment can be changed, but no 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 the bodies of student government;

6) training on individual curricula;

7) restoration in the organization of education, in the order established by the authorized body in the field of education.



### **Responsibilities of students:**

- 1) acquiring the knowledge, skills and practical skills in full of state compulsory education standards, attend training and practical classes;
  - 2) in case of missing classes for good reasons, by himself or through relatives, inform the education organization;
  - 3) when the trainee is in an outpatient or inpatient care, notify the education organization with the subsequent presentation of supporting documents;
  - 4) to observe and execute orders and orders of the head of the organization of education, the Charter, the Internal Regulations and the terms of the Agreement on the provision of educational services;
  - 5) take care of the property of the organization of education and use it rationally, participate in creating normal conditions for studying and living in a hostel;
  - 6) observe the rules of military registration;
  - 7) Respectful and correct attitude towards teachers, employees and learning organizations of education;
  - 8) pay tuition fees on time. The fee is paid for 1 year of education and subsequent years of education in equal shares twice a year no later than August 25 and February 1, or once no later than August 25 to the settlement account of the education organization.
- For breach of duty, students may be subject to disciplinary measures.

### **The rules of a testee's behaviour in computer classes during the intermediate and final certification of students.**

- To be admitted to an exam, students are required to have an identity document or student ID / gradebook.

During the exam it is forbidden to:

- leave the computer classroom without the permission of the examiner;
- move from sit to sit;
- bring and use cheat sheets;
- bring and use educational literature;
- bring and use mobile phones;
- talk with each other and with the examiner (conversations with the operator are allowed only on technical issues);
- bring fake documents (student ID and gradebook);
- go in and take an exam instead of another testee.

In case of violation of the rules of behavior in the computer class, the student is removed from the class, the test results are canceled with the filling of the act. The score sheet will be rated “unsatisfactory” (“F”, “0”). The act of canceling the test results is recorded in a special journal of the registrar's office and filed in the student’s personal file.

## **THE ORDER OF REGISTRATION OF STUDENTS ON ACADEMIC COURSES**

1. The registration of students for the study of educational programs within the catalog of elective disciplines is organized by the Registrar's Office with methodological and advisory assistance of the 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 the advisers of faculty members.

3. For the conduct of organizational and methodological and consultative work involved in advisers. The list of advisers is formed from the number of experienced and communicative teachers having a doctorate / candidate degree.
4. Registration for educational programs is conducted on a competitive basis, taking into account the academic achievement score.
5. Registration for educational programs in the elective disciplines is carried out from 1 to 30 March.
6. In the event that fewer students (less than 10 people) have registered for the educational program within the set time limit by March 31, the program does not open and is not included in the work curriculum of the specialty.
7. Late registration is allowed in exceptional cases for the good reason of the student on the basis of the application of the student.
8. On the basis of recording students for educational programs in the elective disciplines, the dean's academic groups and streams are created.
9. Academic groups and streams are formed on the principle of a sufficient number of students enrolled in this discipline.
10. Registration is carried out in accordance with the established form (surname, name, patronymic, group, specialty, year of study, student's signature) indicating the selected educational program within the catalog of elective disciplines.

### **ORDER OF ORGANIZATION OF CURRENT, MIDTERM AND FINAL CONTROL AND ASSESSMENT OF KNOWLEDGE KNOWLEDGE**

The organization of current, intermediate and final controls is regulated by the Academic Policy of JSC SKMA

**The current control** is designed to stimulate the rhythmic work of the student. The current control of the student consists of the points received for:

- active participation and full answers in class;
- timely implementation and protection of laboratory work;
- doing homework;
- qualitative maintenance of lecture notes;
- attendance of training sessions.

At the current control, the student's activity is taken into account when conducting non-traditional types of work: a round table, business games, discussions, debates, small conferences, etc.

The current control is directed to the daily interaction of the teacher and student; it makes it possible to verify the correctness of the approach in understanding and solving certain educational problems that a student has when studying a discipline.

The types of work of the current monitoring and the criteria for their evaluation are determined by the teacher himself, depending on his experience and teaching tasks. To participate in the final control, the student must score the minimum rating for the current control.



**Intermediate control** is designed to summarize the independent work of students to study the disciplines. Intermediate control is carried out by the lecturer, the teacher who conducted the classes. Intermediate rating of the student consists of the results obtained for:

- participation in colloquiums;
- participation in group and individual consultations;
- execution of written works;
- individual work;
- participation in scientific research;
- Passing test tasks.

At the end of the training course, final control is conducted in the form of an examination. The rating of the admission to the final control is formed from the sum of points scored in the current and intermediate types of control. All types of control, including the final one, can be conducted in traditional and innovative forms.

**Example of calculating the student's final score:**

MC(midterm control) 1 – 80 points

MC 2 – 90 points

$$MC_{\text{ag}}(\text{average grade}) = \frac{80+90}{2} = 85 \text{ points}$$

Average arithmetic grade point of the current control (practical and laboratory exercises) – 80 points

SIW1 – 75 points

SIW 2 – 85 points

SIW N... – number of SIW

$$\text{Average grade point of SIW} = \frac{75 + 85 + N...}{2 + N...} = 80 \text{ points}$$

Penalty points:

For example, the student missed 2 lectures and 1 session of the SIWWT:

Penalty point for absence 2 lectures =  $0.66 \times 2 = 1.32$  points

Penalty point for absence 1 session of SIWT = 1.33 points

Average current points, taking into account the SIW and penalty points (hereinafter- aCP\*):

$$aCP^* = \frac{aCP + aSIW}{2} - C_{\text{lec}} - C_{\text{siwwt}} = \frac{80 + 80}{2} = \frac{160}{2} = 80 - 1,32 - 1,33 = 77,35$$

Rating (60%) =  $aME \times 0,2 + aCP \times 0,4 = 85 \times 0,2 + 77,35 \times 0,4 = 17 + 30,94 = 47,94$  points

Final control (40%), for example, the student answered 45 questions correctly from 50 (90%),

$90 \times 0,4 = 36$  points

Final point (100%) =

1) R (60%) + FC (40%) =  $47,94 + 36 = 83,94$  points

2)  $aME \times 0,2 + aCP \times 0,4 + FC \times 0,4 = 85 \times 0,2 + 77,35 \times 0,4 + 90 \times 0,4 = 17 + 30,94 + 36 = 83,94$  points

**Note:**

- Penalty points are deducted from the average evaluation of the current control, incentive points are added to the average evaluation of the current control
- Penalty and incentive points are taken into account according to the policy of the department

aME – average midterm examination point

aCP – average current point

FC – final control point

ME 1 – midterm examination 1

ME 2 – midterm examination 2

R – Rating

aCP \* – Average current points, taking into account the SIW and penalty points

Clec -pass rate of the 1st lecture (0,66)

Csiwwt – pass rate of the 1st lesson of SIWWT(1,33)

Students are transferred from course to course without academic debt.

A rating is an assessment of a student's activity, expressed in points. The rating is a generalized indicator of the quality of education, determined by the sum of points received by the student for participation in various types of work during the year.

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

<b>Rating by letter system</b>	<b>Scores</b>	<b>%</b>	<b>Evaluation in the traditional system</b>
A	4,0	95-100	Great
A-	3,67	90-94	
B+	3,33	85-89	Well
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	
C	2,0	65-69	Satisfactory
C-	1,67	60-64	
Д+	1,33	55-59	
Д-	1,0	50-54	
FX	0,5	25-49	Unsatisfactory
F	0	0-24	



## **INFORMATION ON THE ORDER OF TRANSFER, READMISSION AND STUDENT EXPULSION**

- 1 Translation and readmission is carried out on the same course, if the difference in the curriculum is for the undergraduate not more than five academic disciplines of the mandatory component.
2. An obligatory condition for transferring a student from a course to a course is a set of students with an average GPA of at least the level set in a higher education institution.
3. An obligatory condition for transferring or restoring a student to higher education institutions is the complete completion of the first academic period in accordance with an individual curriculum of at least 15 credits.
4. In determining the difference in disciplines, the difference in the forms of final control is not taken into account.
5. Transfer of a student from one specialty to another, from one form of education to another, is carried out only for training on a fee basis.
6. The trainee who is paid on a paid basis for the non-payment of the cost of training, in case of repayment of this debt, can be restored within four weeks from the date of deduction.
7. Recovery in the number of students and elimination of the difference in disciplines in the curriculum is carried out only on a fee basis.
8. The student is expelled from the university in the following cases:
  - for academic failure
  - for systematic absences of training sessions without valid reasons (the number of missed  
30 calendar days in a row)
  - for loss of communication with the academy (absence for 30 calendar days without valid reasons)
  - for violating the Charter of the UCMA, the terms of the Educational Services Agreement, the Code  
academic integrity and ethics of the UCMA;
  - for non-payment of tuition fees;



- at your own request;
- in connection with the transfer to another higher educational institution;
- in case of non-admission to the final state certification due to non-compliance with the requirements of the work and individual curriculum and work curricula (with the possibility of a repeat course of study on a fee basis in accordance with the procedure established by law);
- in the event of the entry into force of a court verdict providing for its criminal punishment in the form of restriction of liberty or imprisonment;
- in connection with graduation;
- in connection with the death.



## **INFORMATION ABOUT THE ORGANIZATION OF THE STUDENT'S INDIVIDUAL WORK**

**Student's Individual Work** is a way of active, purposeful acquisition by the student of new knowledge and skills for him without direct involvement of teachers in this process.

Activities that create the prerequisites and conditions for the implementation of individual work, should provide for the provision of each student:

- Information resources (handbooks, manuals, individual job banks, training programs, application packages, etc.);
- methodological materials (guidelines, manuals, workshops, workbooks, etc.);
- Control materials (tests, situational tasks);
- material resources (laboratory, measuring equipment, etc.);
- Temporary resources;
- consultations;
- the choice of an individual educational trajectory (educational programs through elective disciplines);
- the possibility of public discussion of theoretical and / or practical results obtained by the student independently (conferences, olympiads, competitions).
- In the course of independent work the student can:
  - master the theoretical material on the discipline under study (topics of the SIW, individual topics, individual provisions, etc.);
  - consolidate the knowledge of theoretical material, using the necessary tools in a practical way (solving situational problems, performing tests, tests for self-testing);

- Apply the acquired knowledge and practical skills to analyze the situation and develop the right decision (preparation for group discussion, prepared work in the business game, case study, written analysis of a specific situation, development of projects, etc.);
- application of the acquired knowledge and skills to form one's own position, theory, model (writing a thesis, research work of a student, etc..).

### **Requirements for the performance of the SIW**

The assignments received by the student must be fulfilled in the specified period and in full. The SIW is foreseen as an out-of-class work, verification can be carried out at seminars, workshops and SIWWT. At performance of tasks it is necessary:

- study the subject individually, consult the instructor if necessary;
- Students should study compulsory and additional literature, materials statistical data, be able to analyze them to justify the necessary strategies and solutions;
- tasks are prepared individually or in a group.

### **SIW FORMS**

- **Abstract** - a critical review or presentation of the topic on 10-12 pages in A4 format, 14 in TNR font. The structure is traditional: title page, introduction, main part, conclusions, list of sources used. The abstract can be put forward for discussion in the group.
- **Report** - a summary of the key provisions of the topic for 3-5 minutes.
- **Notes** - a brief description of the given topic, highlighting key concepts for 2-4 pages of a standard format workbook.
- **Glossary** - a dictionary of concepts and terms on a given topic, arranged in a table
- **A case** -is a situation that needs to be addressed in a group analysis. The group consists of 3-4 people, independently discussing the problem and developing ways to solve it. The results of the decision are presented in the general group in the form of a presentation of the final report.
- **Indication** - a written and oral description of the results obtained in the course of the study, main problems and proposals for development.
- **Presentation** - a form of presenting information both with the help of various technical means, and without them. As a rule, new ideas, projects, services, etc. are presented. Contains the text, illustrations to it and is sustained in a single graphic style.
- **Project** - research on the topic, including the search, collection and analysis of necessary information, carried out personally or in a group.
- **Dispute** - discussion of preliminary prepared questions of the topic with issuing a conclusion.

**The following forms are recommended as the forms of control of the SIW used:**

- Testing;
- Control measures in the context of the graded rating system introduced in

the educational process for assessing the quality of students' academic work on the basis of modular learning technology;

- Checking the tests, tasks;
- Report on an independently studied topic;
- Fan express survey;
- Report on the results of the completed project (individual or group), etc.

### **Individual work of students under the guidance of a teacher**

Individual work of students under the guidance of a teacher (hereinafter referred to as SIWWT) - the SIWWT is an out-of-class activity of the student, which is performed by him in contact with the teacher, on a separate schedule that is not included in the general schedule of training sessions.

The entire volume of SIW should be confirmed by assignments that require the student daily self-employment. During the hours of the SIWWT, there are consultations on the fulfillment of homework assignments, course projects (work), semester and control works, reports and other types of SIW tasks. SIWWT assumes the work of students with a textbook and primary source, the performance of group tasks, individual analytical activities within the framework of the task.

A general description of the SIWWT is contained in the syllabus for discipline. SIWWT assumes the work of students with a textbook and primary source, the performance of group tasks, individual analytical activities within the framework of the task. SIWWT is conducted for each discipline during the entire academic period according to the schedule with the date, time, audience and tutors. Classes within the SIWWT can have consultative and interactive forms, the ratio of which is determined by the complexity of the course, the amount of hours allocated for studying it, the level of preparedness of students. Classes within the framework of the SIWWT are also intended for students with a low current rating, who want to receive additional consultations that are experiencing difficulties in fulfilling the tasks received in the discipline. The tutor, guided by the current rating of trainees, must coordinate the composition of those attending classes under the SIWWT. SIWWT is a joint work of a student and a teacher, as training sessions are conducted on-line, for example, training, discussion, business and didactic games, presentation, case writing, individual, group projects, etc. To each SIW should be prepared materials that allow you to detail any questions, expand them, process the skills of analyzing certain situations, solve problems, etc. SIWWT performs the following functions: advisory and monitoring.

#### □ Consultative function of the SIWWT:

- help in the independent work of students on each topic of the discipline;
- help the student in choosing the methods of work necessary to assimilate the program material;
- creating the opportunity to re-listen to the explanation of a difficult topic for the student,
  - fulfillment of practical tasks for fixing teaching materials;
- facilitating in-depth study of educational material;
- Assistance in the independent work of a student in the scientific field.

#### □ SIWWT control function:

is carried out in the course of monitoring the implementation of the SIW and is displayed in the form of a current, boundary and final record of the assessment of students 'knowledge to increase the students' motivation for learning.

During the SIWWT the student receives a task to perform control, semester and term papers, consults with the tutor and receives an assessment (current and rating control).

### **RULES OF USE OF MATERIAL AND INFORMATION RESOURCES**

The material and technical equipment of the chairs of the Academy at a sufficient level provides the educational process.

At all the departments involved in the preparation of bachelors, there are technical training tools (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.

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

The main tasks of the inter-departmental laboratories are:

- Ensuring a quality educational process and all other processes and statutory activities of the university in accordance with the state educational standards of specialties, educational work plans, educational work programs of disciplines, plans for educational and methodical work and other documentation;

- providing consultative, educational and methodological assistance to the faculty of the Academy, students.

In the process of training in the operation of the Academy's material resources, students must comply with the "Instruction on Fire Safety Measures", "Safety Instructions" and "Internal Regulations of the Academy".

One of the main sources of information is the Library Information Center (LIC). The library is equipped with computers. Automated workplaces "Reader" and "Knigovydacha" allow you to keep electronic records of library readers, issuing and receiving literature.

The reading room of the hostel provides access to Internet resources. The electronic reading room of the library is equipped with computers with Internet access, video deuce, printer, copier, scanner.



### **The rules of using reading rooms:**

1. When ordering literature in the reading room, readers present a reader's ticket and on receipt of the necessary editions sign on the book form of each edition and the control coupon.
2. The number of books, other works of the press and other materials issued in the reading rooms is not limited. If there is a one-time increased demand, the number of books may be limited.
3. Literature, issued in the reading room from the main book depository, can be booked for a certain period.
4. It is not allowed to enter the reading rooms with personal and library books, magazines, newspapers, cut-outs from printed publications and other printed materials.
5. It is prohibited to remove literature from reading rooms.
6. Students-debtors who have not passed the literature in the "Subscription" of educational literature are not serviced.

### **Duties of the reader:**

1. Readers are required to:
  - to obtain a literature to present a library card, fill out a claim and sign for each edition in the book form;
  - take care of books, other works of the press and other library materials;
  - to return the editions received in the library on time.
2. Readers are not allowed to:
  - visit the library in outer clothing;
  - enter the reading rooms with bags;
  - Violate the silence and order in the library;
  - use someone else's document to obtain literature;
  - remove from the library without signing for them;
  - to spoil library publications (to make notes, underscore, pull out sheets, bend roots, etc.);
  - remove cards from catalogs and card files;
  - go without permission to the office premises and book depositories.

### **LIST AND PROCEDURE OF THE PAYMENT SERVICES PROVIDED**

1. Tuition fees are paid according to the tuition fees for the higher education institution until August 25 of the current academic year in accordance with the Agreement on 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. The student who has remained on a repeated course, pays training only on the disciplines not counted during the session.
4. Students who are reinstated after deductions or transferred from other institutions of higher education pay full-year tuition.
5. Students wishing to complete the summer semester will pay an additional

tuition fee in accordance with the established tariffs in SKMA before the beginning of the summer semester.

6. Students who are reinstated after deductions or transferred from other universities will additionally pay for the surrender of the academic difference according to the rates of SKMA.

7. Payment for the liquidation of academic debts is made according to the pricing procedure established in SKMA.

### **THE ORDER OF APPOINTMENT OF SCHOLARSHIP**

1. State grants are paid to students studying under the state educational order, as well as transferred to training on the state educational order, which, according to the results of the examination session or the intermediate certification of students, received the equivalent of the marks corresponding to the "good", "excellent".

2. The state scholarship for students studying under the state educational order, as well as transferred for training under the state educational order is paid monthly from the first day of the month following the examination session or intermediate certification of students, including the end of the month, in which the term ends.

3. Students enrolled for the first year on the basis of the state educational order, the state scholarship is paid monthly during the first semester. In the next semesters to students, the state scholarship is paid on the basis of the examination session or intermediate certification of students for the previous semester.

4. Students who are presented for a state scholarship based on the results of the summer examination session or intermediate certification of students, the state scholarship for the summer vacation period is paid in total for two months (July, August).

5. Students who did not pass the DIF. credits and examinations within the terms established in the academy for valid reasons (illness, family circumstances, natural disasters), the Academy management, after presentation of supporting documents to the trainees, individual deadlines for examinations and examinations are set, after which they are paid a state scholarship.

6. During the period when students are on academic leave, the state scholarship is not paid, except for academic leave granted on the basis of a medical certificate.

7. Students who returned from an academic leave, payment of the state scholarship is carried out following the results of the upcoming examination session or intermediate certification.

8. For students who have been left for a second year of sickness training, the state scholarship is paid up to the results of the next examination session or intermediate certification of students, based on the results of the previous semester in which the curriculum is completed.

9. Students who are sick with tuberculosis, in the presence of an appropriate medical certificate, are paid a state stipend for the period of incapacity for work, but not more than ten months from the date of incapacity for work.

10. For students on the period of maternity leave, the state stipend is paid in the amounts established before leaving for maternity leave during the entire period established by the current legislation of the Republic of Kazakhstan.

11. When providing a sheet on temporary incapacity for work related to

pregnancy and childbirth during academic holidays, academic leave is interrupted and maternity leave is registered.

12. During the period when the students are on parental leave until the age of three, the state stipend is not paid.

13. Orphans and children left without parental care, trained on the state educational order, the state scholarship is paid in the absence of debt on the results of the examination session or unsatisfactory assessments based on the results of the intermediate certification of students.

Payment of state scholarships is terminated:

1. In the case of the student's expulsion from the academy, regardless of the reasons for the deduction.

2. In case of death of a student.

3. After the completion of studies from the day the release order was issued

### **CODE OF HONOR FOR THE STUDENT**

A student strives to become a worthy citizen of the Republic of Kazakhstan, a professional in a chosen specialty, develop the best qualities of a creative personality.

The student respectfully treats the elders, does not allow rudeness toward others, and shows sympathy for socially unprotected people and, as far as possible, cares for them.

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

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

The student respects the traditions of the university, protects his property, monitors the cleanliness and order in the student's home.

The student recognizes all activities aimed at developing creative activity (scientific, educational, sporting, artistic, etc.) and raising the corporate culture and image of the university.

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

The student considers it his duty to struggle with all kinds of academic bad faith, among which: cheating and appealing to others for help when passing knowledge control procedures; Presentation of any volume of ready-made teaching materials (abstracts, course, control, diploma and other papers), including Internet resources, as the results of one's own work; use of related or official links to get a higher score; absenteeism, tardiness and skipping school classes without a good reason.

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

### **The procedure for handling 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 to the policy of the educational process in the structural units in accordance with this Procedure; appeal

the orders and orders of the university administration in the manner established by the legislation of the Republic of Kazakhstan.

There are two ways of appealing the students to the educational process policies, orders and orders of the university administration: administrative and judicial.

The form of complaint / protest can be written or oral (expressed to the dean at the reception).

1. Students who have complaints on the educational process submit them (orally or in writing) to the dean of the faculty in an arbitrary form, state the facts of the violation (if any), the date and time of the violation. A written complaint / protest form must be signed and dated by the student.

A written complaint can be filed from a group of students.

The filing of the application is not limited to any period.

An oral or written complaint / protest of the student is registered in the register of complaints / protests, which is kept by the dean / deputy dean of the faculty.

The total time for consideration of the complaint is not more than 5 working days. In some cases, when additional verification is required, the time for its consideration may 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 the student self-government representative (for a specific moment free from training sessions).

The commission's meetings, the verification 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 for the Review of Students' complaints and protests\_\_\_\_of the Faculty). The Commission issues a decision; the protocol is signed by the members of the commission.

The decision of the commission and the measures taken are communicated to the student / group of students on the same day.

2. The trainee, who is not satisfied with the decision of the commission, can file a complaint / protest with the pro-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 goes beyond the powers of the commission.

3. The orders and orders of the management of SKMA, which entailed violations of the law or abuse of authority, as well as infringing upon civil rights, the trainee has the right to appeal to the court.