


**«ТҮРАН»  
УНИВЕРСИТЕТИ»  
МЕКЕМЕСИ**



**INSTITUTION  
«TURAN»  
UNIVERSITY**

**APPROVED BY**  
The Rector's Order of the Institution «Turan» University»  
№ 109/1, dated by 12.10.2020

**RULES  
ON CONDUCTING OF THE ONGOING ACADEMIC PROGRESS,  
MID TERM AND FINAL ASSESSMENT OF “TURAN” UNIVERSITY  
STUDENTS**

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## **1 GENERAL PROVISIONS**

1. This internal legal provision (hereinafter –the Rules) is an integral part of the corporate documents of Institution «Turan» University» and fully complied with the Law of the Republic of Kazakhstan “On Education” (as amended and supplemented) dated July 27, 2007, bylaws and other legal and regulatory acts in the field of education of the Republic of Kazakhstan. These Rules determine the procedures of ongoing academic progress, midterm and final assessment of students.

2. The procedures of ongoing monitoring of academic progress, midterm and final assessment of students are carried out to determine the master development rate of educational programs and State Compulsory Standards for Higher and Postgraduate Education (hereinafter referred to as- GOSO). It was approved by order of the Minister of Education and Science of the Republic of Kazakhstan, dated October 31, 2018, No: 604.

3. The “Turan” University (hereinafter referred to as the University) provides the implementation of educational programs in a distant format, complied with the Protocol of Interdepartmental Commission under the Government of the Republic of Kazakhstan on non-proliferation of Corona-virus infection, dated March 12, 2020.

4. The University provides students and faculty members (hereinafter referred as a - “teaching staff”) with access to distance learning technologies, distance E-learning systems, E-task network, E-grading of students, and education at home.


5. The teaching staff ensures the content of LMS Canvas with the subjective education materials (syllables, tasks, relevant literature, video lectures, and handbooks); provides timely verification of student’s work, and conducts online classes.

6. The University develops and provides students and teaching staff with access to user instructions for distance learning technologies (hereinafter referred to as: DLT), as well as to the academic policy, including overall assessment, midterm and final attestation posted on the University website.

7. The University provides timely technical support of the educational process and asynchronous and flexible approach to the students in difficult situations that limit their synchronous participation in online learning.

8. The University provides data privacy of students and teaching staff in the use of applications and platforms.

9. The procedure of ongoing academic progress, midterm and final assessment of students

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are determined in accordance with the academic policy and the University assessment policy.

10. The assessment of learning outcomes is based on the principles of academic integrity. The rules of academic integrity are presented in the Student Code in the section “Academic Code of Student Conduct of “Turan” University”.

In case of violation of the principles of the Rules of Academic Integrity, the University has the right to expel the violator.

The following definitions are used in these Rules:

- 1) Academic Integrity – a set of values and principles that express the honesty of a student during education while performing written work (test, essay, graduation work, senior thesis work), answering exams, in research works, expressing individual position, in relations with academic staff, teachers and other students as well as appraisalment.
- 2) Point-rating-letter-system (PLRS) - alphanumeric summative rating system for assessment of educational achievements – a system for assessing the level of knowledge in points corresponding to the letter system adopted in international practice and allowing to establish a rating of students;
- 3) Final assessment of students – procedure of evaluation of the theoretical knowledge of graduates, their vocational expertise, professional operational readiness and the compliance of their training with the requirements of the educational program;
- 4) Credit technology of education – is a training, based on the student’s choice and self-planning of the course of study, using credit as a unified unit for measuring the number of educational activities of the student and teacher;
- 5) Ongoing monitoring of student academic progress - is a systematic examination of the student’s knowledge, skills and abilities on a specific topics, sections, modules in accordance with the curriculum of the academic discipline conducted by the teacher in classroom and extracurricular classes according to the schedule and (or) schedule during the academic period;
- 6) Midterm assessment of students – is a procedure for assessing the level of learning achievements (knowledge, abilities, skills and competencies) of students in accordance with the program of the academic discipline after the completion of its study;
- 7) Transcript is a document, diploma supplement, which contains a list of studied disciplines during particular period of study with indicating credits and grades, complied with the Point-rating-letter-system (PLRS) for assessment of knowledge;

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8) Prerequisite is a list of disciplines containing knowledge, skills and competencies necessary for the completion of the studied discipline;

9) The Office of the Registrar is an academic service that registers the entire history of the students academic achievements, with their mastered credits, provides organization of midterm and final assessment of students and calculates their academic ratings;

10) Mid-term exam (Midterm Examination) is the assessment of student's educational achievements upon the completion of a large section (or module) of certain academic discipline;

11) Grade Point Average (GPA) is the midpoint average assessment of the student's academic achievements, determined for one academic year according to the selected program as the ratio of sum of multiplications of the number of credits and the numeric equivalents of the final grade points for all types of academic work to the total number of credits for these types of work for a given period of study

12) Examination session is a period of midterm assessment of students at the University

## **2 PROCEDURES OF MONITORING OF THE ACADEMIC PROGRESS AND MIDTERM ASSESSMENT OF THE «TURAN» UNIVERSITY STUDENTS**

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### **Section 1. The procedure of monitoring of the academic progress of the University students.**

11. An ongoing academic progress and midterm assessment of students during the online learning are executed in compliance with the Standard Rules for the Activities of Educational Organizations of the respective types, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan, dated October 30, 2018 No. 595. An ongoing monitoring of students' academic progress is conducted for each subject area of the academic discipline and includes assessment of knowledge in classroom and extracurricular classes in online and offline modes. The assessment of the ongoing students' progress comprises of the grades received in online and offline classes.

12. Evaluations of the current monitoring are posted regularly on a weekly basis in the e-zine "LMS Platonus".

13. Sending and receiving of tasks for current monitoring, included in the syllables are executed via LMS Canvas or corporate email.

14. The results of midterm examinations are logged into the electronic journal of

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achievement records by the teaching staff on the platform LMS Platonus in the terms established by the academic calendar.

15. Appraisal of the current academic progress (cumulative admission rating) is made up of the grades obtained in classroom and extracurricular activities and grades of midterms examination.

16. The University determines dates and the amount of midterm exams in the academic calendar.

17. Form and organizational management of ongoing and further midterm examinations of student’s academic progress are determined by the teacher of the respective discipline within the framework of academic freedom in accordance with the Academic Policy of the University.

18. The University, based on the educational expected outcomes, determines the types and forms of monitoring of learning achievements.

19. Learning achievements of students for all monitoring types (ongoing midterm exams, midterm or final attestation) are assessed according to the point-rating-letter-system (PLRS) with a further conversion to the traditional rating scale in accordance with Annex 1 to these Rules.

20. Learning achievements of students studying Languages (Foreign, Kazakh and Russian languages) are evaluated to meet the criteria of the level model of its study on a scale brought in the Annex 2 to these Rules.


## **Section 2. The procedure for midterm assessment of student’s academic progress**

21. Midterm assessment of University students is carried out in accordance with the academic calendar, curriculum and study programs, developed based on State Standard of Education and model curricula for the vocational studies of higher and postgraduate education.

22. Student’s midterm assessment is carried out in the form of examinations, thesis defense and reports on vocational practice with mandatory grading and is defined as an examination session.

23. The procedure of organizing and conducting of midterm assessment is determined solely by the University in accordance with its Academic policy.

24. The form of the exam for each discipline is approved by the decision of the Academic Council of the University no later than one month prior to the start of the examination session.

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25. The organization and conduct of midterm assessment of students (examination session) is carried out by the Office of the Registrar.

26. The University provides midterm assessment of student's by means of LMS Platonus and other applied DLT in order to appraise the learning outcomes of students in a specific subject.

27. The midterm assessment of student's is executed online in the form of creative exams, open book exams (take-home open book exams), oral exams, tests, defense of vocational practice reports with mandatory grading and is defined as examination session.

28. The organization and conduct of student's intermediate attestation (examination session) in the distant learning mode is carried out by the Office of the Registrar.


29. Necessary information about conducting the exams in the distant learning mode with the aid of DLT, such as date, time and exam's form, is brought to students via the corporate email and posted on the "Turan" University website: TURAN ONLINE – Educational Process – Bachelor's/Master's/Doctoral studies – Schedule.

30. The department determines the forms of midterm assessment (Annex 1) independently, approved by the decision of the Academic Council.

31. The regulations for conducting midterm assessment are reflected in the following documents. "Instructions for conducting midterm assessment in distance mode with the aid of DLT for teaching staff", "Instructions for conducting midterm assessment for the staff of the Registrar's Office in LMS Platonus with the aid of DLT", "Instructions for midterm assessment in distance mode with the aid of DLT for students", and also "Instructions and procedures of midterm examination".


Online proctoring is applicable in order to conduct ongoing monitoring of academic progress and midterm assessment of students in distant online education. Online proctoring system enables teachers to identify the student, to track his/her behavior and to video record the exam. Thus, the student is provided with a choice of form of the examination: 1) in the University computer lab; 2) In online mode. Online proctoring is applied in each case. Proof of identity is a mandatory requirement of online proctoring.

32. In case the student is unable to take part in the exam for the reason that he does not have sufficient technical means (computer or laptop equipped with a camera and microphone or stable Internet connection), he/she is able to attend an online exam at the University campus. The students must submit a free-form application to the Advisor's corporate email or to SSC

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(Student Service Centre). The Registrar’s Office establishes a timetable for the particular student and invites him to attend the exam at the University Campus.

33. The Student can postpone the exam in case of any technical problems that makes attestation impossible. In this case, the teacher drafts an electronic act of technical malfunction in standard form (Annex 10), and on the same day, submits a copy of the act to the supervising Provost, Dean, and Head of the Department, and to the Specialist of the Registrar’s Office (office\_registrator@turand.edu.kz)/Department of Postgraduate Studies (postgraduated@turand.edu.kz). If the Commission holds an exam, the teacher sends out a corporate mailing list to all members of the Commission.
34. A Student, who did not attend the exam for a good reason, submits a free-form electronic application with the stated reasons, addressed to the Dean of the Faculty by the corporate mail. The Student re-takes the exam on a later date by permission of the Dean. The date of the second exam is determined as follows: for the oral and creative open book exam (take-home open book exam) - by the relevant Department; for online testing – by the Department of Academic Affairs (Registrar’s Office).
35. The Registrar’s Office compiles the Academic Ranking of the students, based on the midterm assessment’s outcomes.
36. The final assessment result (final score) of midterm attestation in academic discipline sums up from the examination grade and GPA of ongoing academic progress (cumulative admission rating).
37. The positive rating of midterm examination is registered in the Student’s Transcript, being the basis of grade of pass of the mastered credits within the limit of academic discipline.
38. A student who received an “unsatisfactory grade FX” has the opportunity to retake the final assessment without re-passing the program of the academic discipline or module.
39. In case of receiving an “unsatisfactory grade F”, the student re-enrolls for this academic discipline or module, attends all types of training sessions, performs all types of educational work according to the program and re-takes the final assessment.
40. Re-take of the final exam with the purpose of increasing positive grade in the same period of midterm assessment is not allowed.
41. Students take exams in strict accordance with the approved individual curriculum and discipline curricula.

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42. Where appropriate, Students pass the exams in the additional disciplines. The exam results registered in the exam record and student's Transcript (except for military training).
43. To retake the exam with the purpose of increasing the average grade point (GPA) or to increase the grade "unsatisfactory" «F» to a positive one, the student re-enrolls in the next academic period or summer semester, for all types of studies provided by the working curriculum for this exact discipline, receives admission and retakes the final assessment.
44. In this particular case, the student re-enlists for an academic discipline.
45. If a student disagrees with the results of final assessment, he files an appeal by the next business day following the exam.
46. The application for an appeal (Annex 6) shall be submitted by the corporate email to the following addresses: with reference to Bachelor's Degree - to the Deputy Dean - zh.zharylkassyn@turan-edu.kz (Faculty of Economics)/ z.medetkanov@turan-edu.kz (Faculty of Humanities and Law)/ a.shilibayeva@turan-edu.kz (Faculty «Academy of Cinema and Television»); with reference to Master's Degree to the "Department of Postgraduate Degrees" - postgraduated@turan-edu.kz.
47. An Appeal Commission conducts online meetings within the two business days from the date of the student's application receipt.
48. The results of the appeal are made available to the applicant within the one business day.
49. An Appeal Commission, from among the teachers with the qualifications relevant to the appealing disciplines shall be established by the Order of University Rector for a period of examination session (midterm attestation).
50. The exam record shall be drawn up based on the decision of the Appeal Commission, in the form of Protocol.
51. Based on the results of examination sessions of the academic year (outcomes of the winter, spring and summer sessions), the Registrar's Office calculates the passing grade as the average weighted assessment of the student's level of learning achievements.
52. The minimum passing grade for embarking to another academic year is established by the University in the context of the training courses and shall be approved by the decision of the Academic Council.
53. Students, who have reached the required passing grade, are embarked to another academic year by the Order of Rector.




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54. A Student, who has not reached the minimum passing grade, re-enrolls for a second course of study (repetition rate).
55. Students who had fully completed the training course, but did not reach the minimum passing grade, have an opportunity to re-study certain disciplines on a paid basis in the summer semester and retake the exams in order to increase their GPA.
56. The final grade point is re-calculated upon the successful re-examination and enlisted into the exam record and student’s transcript.
57. The latest grades of the academic discipline are taken into account during the GPA estimation.
58. Student’s final grades, as well as positive results of re-examinations are enrolled in the transcript.
59. Students, left for a repetition course are studied according to a previously adopted individual curriculum or a renewed individual curriculum.
60. Students with the failed tests, but with the minimum passing grade are embarked on the next course of study. These students have an opportunity to re-study the relevant disciplines on a paid basis and retake the failed tests.
61. The Exams results and proposals for improved educational process are discussed at the meeting of the Academic Council of the University upon the completion of examination session.
62. Students, expelled from the University are obtains certificate of “Non-Completion in Vocational Education and Training and Higher Education”, provided to citizens who have not complete their studies.


**Section 3. Peculiarities of organizing and conducting of State Examination in the discipline «Modern History of Kazakhstan»**

63. Students of all undergraduate specialties pass the State Exam in the discipline «Modern History of Kazakhstan» after completion of their study in the same academic year.
64. The organization of the State Exams provided by the University Department, involved in the academic discipline “Modern History of Kazakhstan” (hereinafter referred to as “The Department”) co-jointly with the Dean’s Office and the Registrar’s Office.

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For the purpose of State Exams in the discipline “Modern History of Kazakhstan”, the Department based on a standard curriculum for this particular discipline, develops a working curriculum unified for all forms of education and specialties. The Academic Council of the University shall approve this working curriculum.

65. The University determines the form of the State Exam on the discipline “Modern History of Kazakhstan” by the decision of the Academic Council.
66. The State Examination Commission (hereinafter – SEC) by suggestion of the Dean of the Faculty is established for a calendar year with the purpose of conduction of State Examination in the discipline «Modern History of Kazakhstan».
67. The chairperson and the members of SEC on the discipline “Modern History of Kazakhstan” are approved by the Order of the University Rector based on the decision of the Academic Council.
68. The schedule of SEC meetings is drafted by the Registrar’s Office in accordance with the academic calendar and approved by the Rector no later than two weeks before the start of the State Exams.
69. The duration of SEC meetings shall not exceed 6 (six) academic hours per day.
70. The procedure of organizing and conducting of the State Exam on the academic discipline “Modern History of Kazakhstan”, as well as the SEC meeting procedure is determined by the University.
71. The results of the State Exams are estimated according to the point-rating alphabetic system for assessing academic achievements of students with conversion into the traditional grading scale and ECTS. Summary record of the SEC meeting is drawn up in accordance with Annex 3. State Exam score scale is indicated in the summary record in the form of percentage and alphabetic system with the relevant conversion into the traditional grading scale.
72. In this case, the final grade is estimated based on cumulative admission rating and State Exam assessment. Evaluation of the admission rating of the State Exam is at least 30% of the grade of knowledge on this subject matter.
73. If a student gets the “unsatisfactory grade” for the State Exam on the discipline “Modern History of Kazakhstan”, he/she re-enrolls to this discipline on a paid basis in the next academic period or summer semester, re-attends all types of study sessions, fulfills requirements of the ongoing assessment, gets admission and retakes the State Exam.

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74. To retake the State Exam on the discipline “Modern History of Kazakhstan”, with the positive assessment with the purpose of increasing the grade is executed according to a similar procedure specified in paragraph 53 of these Rules.
75. Students, who disagree with the result of the State Exam, submit an Appeal (Annex 7) no later than the next day after completion of SE.
76. An Appeal Commission for the discipline “Modern History of Kazakhstan” shall be formed by the Order of University Rector among experienced teachers of the stated discipline, in order to conduct an appeal.
77. The results of the State Exam in the discipline “Modern History of Kazakhstan” are summed up in the related examination session outcomes.
78. The Chairman of the SEC drafts a SEC's activity report upon the completion of the state exam. Report shall be discussed and approved at the meeting of the Academic Council of the University.


### **Section 3.1 Peculiarities of organizing and conducting of State Examination in the discipline «Modern History of Kazakhstan» with the application of DLT**

79. SEC meetings are held remotely with the aid of DOT. The duration of a SEC meeting shall not exceed (five) academic hours per day.

80. The Student, who did not attend State Exams for a good reason, submits a free-form electronic application to the technical secretary with the stated reasons, addressed to the Chairman of Commission, and, with his permission, re-takes the State Exam on the other date of the SEC meeting. The SEC determines the date of the re-examination.

81. If the student does not have sufficient technical means and (or) access to the Internet, the State Exam shall be held in the University Campus. In this case, a student submits a free-form application to the corporate email of the technical secretary one day prior to holding a State Exam. The technical secretary collects and submits applications of students to the Department of Academic Affairs, with cc to the Dean and the Head of the Department of “Regional Studies and International Relations”.

82. The Department of Academic Affairs prepares a place for the student on the University Campus and invites him/her to the exams.

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83. The results of the State Exam on the discipline “Modern History of Kazakhstan” are summed up in the related examination session outcomes.

### **3.1.1 State examination on the discipline “Modern History of Kazakhstan”**

84. The State Examination is conducted orally.

85. The oral State Examination is conducted online with the given opportunity to students to answer the questions, raised by the State Commission distantly via the microphone directly in front of the camera of the technical device.

86. Students shall be asked written questions in case of any technical problems. In this particular case, the technical secretary voices the questions of the commission members. The student answers verbally or in the written form.

87. Student immediately applies to the technical secretary with a request to continue the exams, in case of interruption of the state examination process.


88. The online State Exam is organized and conducted according to a predetermined order, reflected in the relevant documents. “Instructions for the work of State Examination Commission on the discipline «Modern History of Kazakhstan” in a distant mode with the aid of DLT (for the teachers and SEC members)”. “Instructions for the work of SEC’s technical secretary on the discipline «Modern History of Kazakhstan” in a distant mode with the aid of DLT”, “Instructions for the State Examination procedure on the discipline «Modern History of Kazakhstan” in a distant mode with the aid of DLT for the students”.

89. The online State Exam is conducted orally using Google Meet, Google Hangouts, Cisco Webex, Microsoft Team platforms.

90. The oral State Exam is carried out online, with the given opportunity to students to answer the questions of the Commission via microphone, directly in front of the camera of the relevant technical device.

91. Students shall be asked written questions in case of any technical problems. In this particular case, the technical secretary voices the questions of the commission members. The student answers verbally or in the written form.

92. Student immediately applies to the technical secretary with a request to continue the exams, in case of interruption of the state examination process. Commission makes a decision on the renewal or termination of the State Examination.

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93. The student may be given a different time for passing the State Exam in case of any technical problems that makes attestation impossible. In this case, the technical secretary of SEC drafts an electronic act of technical malfunction (Annex 10) and on the same day, submits a copy of the act by the corporate email to the all members of Commission, Supervising Provost, Dean, The Head of the Department, and to the Specialist of the Registrar’s Office (office\_registrator@turan-edu.kz ).

### **3.1.2 Assessment Procedure of the State Examination**

94. The State Examination Commission based on the results of joint open discussion sets the cumulative grade.

95. The voting procedure for the assessment is carried out by means of panel discussion with the participation of all members of the panel, using the Google form (See: Guidelines for creating a Google form).

96. The technical secretary conducts and records the votes of the commission members.

#### **3.1.2 Announcement of the results of the state exam in the discipline "Modern history of Kazakhstan"**

97. After the completion of the state examination procedure, its results are announced.

98. Protocols are drawn up on the basis of the results of voting by the members of the commission. Minutes of the SEC meetings are kept individually for each student in the established form in electronic form. At the same time, the technical secretary saves information about the voting results, and the electronic version of the protocols is sent to all members of the commission.

99. At the end of the state examination, the chairman of the SEC draws up a report on the work of the SEC (FTU 811–44-19), which is discussed and approved at a meeting of the Academic Council of the University.

#### **3.1.3 Appeal on the results of the state exam in the discipline "Modern history of Kazakhstan"**


100. A student who disagrees with the result of the state exam, submits an appeal (Appendix 7). The application for appeal is sent by corporate mail to the deputy deans to the following addresses: zh.zharylkassyn@turan-edu.kz (FE) / z.medetkanov@turan-edu.kz (FHL) / a.shilibayeva@turan-edu.kz (faculty "ACT").

101. The deadline for students to submit applications for appeal is no later than the next day after the SEC.

102. To conduct an appeal, by order of the rector, an appeal commission for the discipline "Modern history of Kazakhstan" is created from among experienced teachers in this discipline.

103. The Appeal Commission holds online meetings within 2 working days from the date of receipt of the student's application.

104. The results of the appeal are communicated to the applicant within one working day.

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### **3 PROCEDURE FOR FINAL CERTIFICATION OF UNDERGRADUATE STUDENTS**

105. Final certification of undergraduate students is carried out according to the forms established by the SCES, the duration and timing of which are provided for by the academic calendar and working curricula of specialties.

106. Final attestation of undergraduate students is carried out in the form of writing and defending a thesis or diploma project. At the same time, instead of a thesis or a graduation project, two comprehensive exams are passed for the following categories of persons. 1) Those undergoing long-term treatment in a hospital for health reasons; 2) with special educational needs, including disabled children, disabled since childhood, disabled I group; 3) pregnant women or raising children under the age of 2; 4) extramural students who are completing their studies. To pass the comprehensive exam, the student writes an application addressed to the rector of the university and submits the corresponding document. The comprehensive exam program reflects integrated knowledge and key competencies that meet the requirements of the labor market in accordance with the educational program of higher education.

107. The list of major disciplines for which two complex exams are passed is approved by the decision of the Faculty Council based on the presentation of the graduating department of students.

108. The defense of the thesis (project) includes the writing of the thesis (project) and the defense procedure. At the same time, the thesis (project) is aimed at identifying and assessing the analytical and research abilities of the graduate.

109. Thesis (projects) are checked by the university for plagiarism.

110. Students who have completely completed the educational process in accordance with the requirements of the SCES, the educational program, working and individual curricula and working curricula are allowed to the final certification.


111. A graduate student who has not fulfilled the requirements of the educational program, working and individual curricula and working curricula, remains on the second course of study without passing the summer semester.

112. The university, within the time limits established by the authorized body, submits applications for the expected graduation to the authorized body in the field of education to form an application for education documents (diplomas and applications).

113. In order to conduct the final certification of students, an Attestation Commission (hereinafter - AC) is created for specialties or groups of specialties of higher education.

114. The competence of the AC includes:

1. Checking the level of compliance of theoretical and practical training of graduates with the established requirements of educational programs
2. Awarding the graduate with a bachelor's degree in the relevant specialty
3. Making a decision on the issuance of a bachelor's degree
4. Development of proposals aimed at further improving the quality of training.

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115. The chairman and the composition of the AC is approved by the order of the rector on the basis of the decision of the academic council of the university no later than January 10 of the current academic year and are valid during the current calendar year. Deans of the faculties, by November 10 of this year, submit to the Department of Academic Affairs candidates for the chairpersons of the AC from among the professors, associate professors, scientists, and teachers, experienced production specialists with practical experience, corresponding to the profile of the graduated bachelors and not working at the university.

116. The composition of the AC is formed from the number of professors, associate professors, highly qualified specialists, practitioners corresponding to the profile of the graduates.

117. The quantitative composition of the AC is determined by the university.

118. The procedure for organizing and conducting the final certification of students, the forms of complex exams and the procedure for meetings of the AC are determined by the university in accordance with the Academic policy.

119. The schedule of work of the AC is drawn up by the office of the Registrar, approved by the rector and made public no later than two weeks before the start of the work of the AC.

120. Admission of students to the final certification is made out on the basis of clause 63 of this regulation and by the order of the dean of the faculty in the form of a payroll indicating the surnames, names, patronymics (if any), specialties (educational programs) of students no later than two weeks before the start of the final certification.

121. Not later than three working days before the start of the final certification, the following is submitted to the AC:

- 1) An order on the admission of students to the final certification;
- 2) Transcripts of students with the calculation of the average grade point (GPA) for the entire period of study.
- 3) Not later than five working days before the start of the defense of the thesis (project), the following is submitted to the AC:

- recall of the head of the thesis (project), in which a reasoned conclusion is given "is allowed to defense" or "not allowed to defense"


- a review of the thesis (project) of a specialist corresponding to the profile of the work (project) being defended, which gives a comprehensive description of the thesis (project) submitted for defense and a reasoned conclusion indicating the assessment according to the point-rating letter system of knowledge assessment and the possibility of awarding a degree " bachelor "or qualification in the relevant specialty;

- decision of the issuing department on recommendations for protection (extract from the minutes of the department meeting);

- certificate of passing the check of the thesis (project) for plagiarism.

122. If necessary, the AC is presented with materials characterizing the practical and / or scientific value of the completed thesis (project), unofficial reviews, written opinions of organizations carrying out practical activities on the profile of the thesis (project), certificates or acts of implementation of the results of the thesis, models, samples of materials.

123. The duration of a meeting of the AC does not exceed 6 (six) academic hours per day.

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124. Comprehensive examinations in the specialty are carried out according to the program developed by the university based on the curricula of disciplines.

125. The program of comprehensive examinations in the specialty is approved by the decision of the academic council of the university.

126. The student defends the thesis (project) in the presence of a positive feedback from the head and one review of a specialist, corresponding to the profile of the defended work (project). If the head gives a negative conclusion "not allowed to defend", the student is not allowed to defend the thesis (project). The student is allowed to defend his thesis (project) both with a positive and negative conclusion of the reviewer.

127. The head of the thesis (project) is approved by the order of the rector for each student, indicating the topic based on the decision of the Academic Council of the University (no later than December 1 of the current year).

128. Reviewers of diploma theses (projects) are approved by the order of the rector by a general list on the proposal of the dean of the faculty indicating the place of work, position and education (scientific or academic degree in the specialty, education according to the diploma of higher education) (no later than December 1 of the current year).

129. Peer review of the thesis (project) is carried out by external specialists from organizations whose qualifications correspond to the profile of the thesis (project) being defended.

130. Based on the results of the final attestation, marks are given according to the point-rating system for assessing the knowledge of students, taking into account the level of theoretical and practical training of the student, as well as reviews of the head and reviewer.

131. The results of the defense of the thesis (project) or the passing of complex exams are announced on the day they are held after signing the minutes of the meeting of the AC.

132. All meetings of the AC are recorded in the minutes.

133. Minutes of meetings of the AC are kept individually for each graduate. In the case of a comprehensive examination in the form of testing, the basis for the registration of the protocol is the examination sheet.


134. The minutes are filled in by the secretary of the AC, approved in the composition of the commission and not entitled to vote.

135. Decisions on the final attestation, as well as on the award of a degree or qualification and the issuance of a bachelor's degree (without distinction, with honors) are made by the AC at a closed meeting by open vote by a simple majority of votes of the AC members who participated in the meeting. In case of an equal number of votes, the deciding vote of the chairperson of the commission.

136. Minutes of the meeting of the AC are stored in the archive of the university in accordance with the requirements of the Law of the Republic of Kazakhstan dated December 22, 1998 "On the national archival fund and archives" No. 326-1.

137. A student, who does not appear for the final certification for a good reason, writes a statement in any form addressed to the chairperson of the AC, submits a document confirming the good reason, and, with his permission, takes an exam or defends his thesis (project) on the other day of the meeting of the AC.



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138. A student who does not agree with the results of the final certification submits an appeal no later than the next working day after its completion (application in the form in Appendix 9).

139. For an appeal, by order of the rector, an appeal commission is created from among experienced teachers, whose qualifications correspond to the profile of the specialty.


140. Documents submitted to the AC on the state of health after receiving an unsatisfactory assessment are not considered.

141. Repeated defense of the thesis (project) or taking complex examinations in order to increase the positive mark is not allowed.

142. Repeated defense of the thesis (project), as well as the retake of complex exams for persons who have received an “unsatisfactory” grade are not allowed during this period of final certification.

143. If during the defense the thesis (project) is recognized as unsatisfactory, the AC establishes the possibility of re-submission for the defense of the same work (project) with revision, or development of work (projects) with a new topic in the next academic year. This decision of the AC is recorded in the minutes of the meeting.

144. A person who has not passed the final attestation, in the next academic year, no later than one month before the start of the final attestation, writes an application addressed to the rector for admission to the repeated final attestation.

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145. Admission to the repeated final certification is issued by the order of the rector.

146. The repeated final certification of a student is carried out only in those forms, according to which he received an unsatisfactory mark in the previous final certification.

147. The list of disciplines submitted for comprehensive exams for persons who did not pass these exams is determined by the curriculum in effect in the year the student graduated from the theoretical course.

148. A student who has passed the final certification and confirmed the development of the corresponding educational program of higher education, by the decision of the AC, is awarded a bachelor's degree or a qualification in the relevant specialty. Bachelor's diploma with a transcript within five working days after the completion of the final certification according to the academic calendar is issued.

149. The transcript contains the latest assessments according to the point-rating letter system of assessing knowledge in all academic disciplines, types of professional practices, the results of the final certification, indicating their volume in credits and academic hours.

150. A student who has passed exams with grades A, A- "excellent", B-, B, B +, C + "good" and who has a GPA for the entire period of study not less than 3.5, who has defended his thesis (project) or complex exams with grades A, A- "excellent", a diploma with honors is issued (excluding the assessment in military training / additional types of training for the 2019 enrollment year and later).


151. A student who has had a retake or repeated exams during the entire period of study does not receive an honors diploma, despite meeting the requirements of paragraph 150 of this Regulation.

152. Upon completion of the work of the AC, its chair writes a report on the final attestation of undergraduate students, which is discussed and approved within a month at a meeting of the University Academic Council.

The report of the chair of the AC on the final attestation of undergraduate students includes the tables given in Appendix 4 to these Regulations, and an explanatory note. The explanatory note reflects:

- 1) the level of training of students in this specialty;
- 2) characteristics of students' knowledge, revealed in comprehensive exams;
- 3) the quality of graduation work (projects);
- 4) the correspondence of the topic of diploma theses (projects) to the current state of science, technology, culture and production requirements;
- 5) analysis of the quality of training students in this specialty;
- 6) shortcomings in the preparation of students;
- 7) compliance of the conclusion of the department, recall of the head, reviews with the level of protection of thesis (projects);
- 8) specific recommendations for further improving the training of students.

153. Based on the results of the final attestation, the rector's order is issued on the release of students who have completed their studies in the relevant educational program of higher education and have successfully passed the final attestation, with the award of a bachelor's degree or qualification in the relevant specialty.

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154. A student who has not fulfilled the requirements of the educational program is expelled from the university by order of the rector as having not completed his studies with the issuance of a certificate issued to citizens who have not completed their education.

155. The list of university graduates who graduated from educational programs of higher education, indicating their surnames, names, patronymics (if any), specialties and numbers of issued diplomas, signed by the rector, is submitted to the authorized body in the field of education within a month after the issuance of the graduation order.

#### **4 PROCEDURE FOR CONDUCTING THE FINAL CERTIFICATION OF STUDENTS OF MASTER'S AND DOCTORSHIP OF HIGHER EDUCATIONAL INSTITUTIONS**

156. The final certification of students in the magistracy and doctoral studies of the university is carried out in accordance with the SCES.

Final certification of undergraduates is carried out in the form of writing and defending a master's thesis (project).

Final certification of doctoral students is carried out in the form of writing and defending a doctoral dissertation.

The organization and conduct of the defense of doctoral dissertations is carried out in accordance with the Rules for awarding degrees, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127 (as amended).

157. The duration and terms of the final certification of students are established by the academic calendar and working curricula of specialties.

158. Students who have fully completed the educational process in accordance with the requirements of the educational program, working and individual curricula and working curricula are allowed to the final certification.


159. A graduate student who has not fulfilled the requirements of the educational program, working and individual curricula and working curricula, remains on a second course of study without passing the summer semester.

160. To defend the graduation qualification work for graduate students, the university forms an AC for educational programs or groups of educational programs of postgraduate education.

161. The chairman and the composition of the AC is approved by the order of the rector on the basis of the decision of the academic council of the university no later than January 10 of the current academic year and are valid during the current calendar year.

162. A person who has an academic degree or academic title, or a Doctor of Philosophy (PhD) or doctor degree in a profile corresponding to the profile of graduated specialists and who does not work in this organization is appointed as the Chairman of the AC for educational programs of magistracy.

163. The members of the AC include in the specialties of magistracy - persons with an academic degree or academic title or academic degree corresponding to the profile of the graduated specialists; for a specialized magistracy - qualified specialists-practical workers corresponding to the profile of the graduated specialists.

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164. The quantitative composition of the AC is determined by the university.

165. The procedure for organizing and conducting the final certification of graduate students and the procedure for meetings of the AC are determined by the university in accordance with the Academic Policy.

166. The schedule of work of the AC is drawn up by the office of the Registrar, approved by the head of the university and made public no later than two weeks before the start of the work of the AC.

167. Admission to the final attestation of undergraduates is issued by the order of the rector according to the list no later than two weeks before the start of the final attestation and is submitted to the AC.

168. Admission to the defense of a master's thesis (project) or doctoral dissertation is issued by the order of the rector for extracts from the decision of the meeting of the department on the recommendation of the master's thesis (project) or doctoral dissertation for the defense, signed by the head of the graduating department.

169. A master's student is admitted to defense if there is at least one publication on the topic of the dissertation (project) in scientific publications, journals or in materials of an international or republican scientific conference.


170. Master's theses (projects) are checked by the university for plagiarism.

171. The scientific supervisor of the master's thesis (project) is approved within two months after the enrollment by the order of the rector for each master's student indicating the topic based on the decision of the Academic Council of the University. Reviewers of master's theses (projects) are approved by the order of the rector by a general list on the proposal of the dean of the faculty indicating the place of work, position and education (academic or academic degree in the specialty, education according to the diploma of higher education). Scientific guidance of doctoral students for the degree of Doctor of Philosophy (PhD) is carried out by consultants in the number of at least 2 people appointed from among doctors or candidates of science, or doctors of philosophy (PhD). One of them is a scientist from a foreign university in accordance with the current regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan. The supervisor and consultant of the doctoral dissertation is approved within two months after admission by order of the rector based on the decision of the Academic Council of the University. The topic of the doctoral dissertation is determined during the first semester and approved by the decision of the Academic Council.

172. Peer review of master's theses (project) is carried out only by external specialists with academic degrees, academic titles, and academic degrees of Doctor of Philosophy (PhD), Doctor of Philosophy or Master's degree from third-party organizations, whose qualifications correspond to the profile of the defended master's thesis (project).

173. A master student defends a master's thesis (project) in the presence of a positive opinion of the scientific advisor and one review of a specialist corresponding to the profile of the thesis (project) being defended. If the supervisor gives a negative conclusion "not allowed to defend", the master student does not defend the master's thesis (project). The student is allowed to defend his master's thesis (project) both with a positive and negative conclusion of the reviewer.

174. Based on the results of the defense of the master's thesis (project), marks are given according to the point-rating system for assessing the knowledge of students, taking into account

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the level of theoretical, scientific and practical training of the student, as well as the reviews of the scientific advisor and reviewer.

175. A student who does not agree with the results of the final attestation submits an appeal no later than the next working day after its completion.

176. To conduct an appeal, by order of the rector, an appeal commission is created from among experienced teachers, whose qualifications correspond to the profile of the specialty.

177. Undergraduates who have passed the final attestation and confirmed the development of the corresponding educational master's program are awarded a master's degree in the relevant specialty by the decision of the AC and a free master's degree with a transcript is issued within five working days after the day of completion of the final attestation according to the academic calendar.

178. If during the defense of the master's thesis (project) is recognized as unsatisfactory, the AC establishes the possibility of re-submission for the defense of the same work (project) with revision, or the development of work (projects) with a new topic in the next academic year. This decision of the AK is recorded in the minutes of the meeting.

179. A master student who has not passed the final attestation, in the next academic year, no later than one month before the start of the final attestation, writes an application addressed to the rector for admission to the re-final attestation.

180. Admission to the repeated final certification is issued by the order of the rector.


181. Repeated final certification of a student is carried out only in those forms according to which he received an unsatisfactory mark in the previous final certification. Students are allowed to re-final certification only on a paid basis.

182. The transcript contains the latest assessments according to the point-rating letter system of assessing knowledge in all academic disciplines, research or experimental research works, types of professional practices, the results of the final certification, indicating their volume in credits and academic hours.

183. Upon completion of the work of the AC in the magistracy, its chairman writes a report on the final attestation of undergraduates, which is discussed and approved at a meeting of the Academic Council of the University within a month from the date of completion of the AC.

184. The report of the Chairman of the AC on the final certification of undergraduates includes the tables given in Appendix 5 to this Regulation, and an explanatory note. The explanatory note reflects:

- 9) the level of training of masters in this specialty;
- 10) characteristics of the knowledge of undergraduates identified in the comprehensive exam;
- 11) the quality of the master's theses (projects);
- 12) compliance of the subject of master's theses (projects) with the current state of science, technology, culture and production requirements;
- 13) analysis of the quality of training masters in this specialty;
- 14) shortcomings in the preparation of masters;
- 15) compliance of the conclusion of the department, the opinion of the scientific supervisor, the review with the level of protection of master's theses (projects);

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16) specific recommendations for further improving the training of masters.

185. Based on the results of the final attestation, the rector's order is issued on the release of master's students who have completed their studies in the relevant educational program of the master's program and have successfully passed the final attestation, with the award of a master's degree in the relevant specialty.

186. A master student who has not fulfilled the requirements of the educational program is expelled from the university by order of the rector as not having completed his studies with the issuance of a certificate issued to citizens.

187. The list of graduates of the magistracy who graduated from the relevant educational programs, indicating their last name, first name, patronymic (if any), the name of the EP / specialties and the numbers of issued diplomas, signed by the rector, is submitted to the authorized body in the field of education within a month after the day the order is issued about the release.

188. Organization and conduct of the defense of doctoral dissertations is carried out in accordance with the Rules for awarding degrees, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127 (as amended).

## **5 GENERAL PROCEDURE FOR CONDUCTING THE FINAL CERTIFICATION WITH THE APPLICATION OF DLT**

189. Information about the preparation and defense of the thesis (project) or the conduct of complex exams / master's thesis (project) in the remote learning mode using DLT - date, time - is communicated to the students by corporate e-mail and posted on the website of the Turan University: TURAN ONLINE - Educational process - Bachelor's / Master's / Doctoral studies - Schedule.

190. The Attestation Commission (hereinafter - AC) holds its meetings using DLT.

191. The technical secretary to especially open storage on Google Drive, via centralized mail, uploads all minutes of meetings of the AC (Appendix 8), after the end of the final certification, in the prescribed manner. The IT Department and the IDB provide access to mail.


192. A student who “did not appear” for the final certification for a good reason, sends the technical secretary an electronic application in any form addressed to the chairman of the commission, submits a confirmation of the good reason, and, upon his permission, undergoes the final certification procedure on the other day of the commission meeting. The AC. determines the day of the repeated meeting.

193. A student may be given a different time for passing the final certification, if during the complex exam / defense there was a technical problem that makes certification impossible. In this case, the technical secretary draws up an electronic act of technical malfunction of the established form (Appendix 10), and on the same day sends a copy of the act to all members of the AC, supervising the vice-rector, dean, head of the department, specialist of the Registrar's office (office\_registrator@turand.edu.kz) / DMD (postgraduated@turand.edu.kz).

### **Paragraph 1 Preparation and defense of the thesis (project) / master's thesis (project)**

194. The student under the guidance of a scientific advisor / consultant who interacts with the student through available information and communication technologies carries out preparation of the thesis (project) / master's thesis (project).

195. The prepared thesis (project) / master's thesis (project) is subject to anti-plagiarism check. Thesis (project) / master's thesis (project) is sent to the student operator of the issuing

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department, who uploads the work to the borrowing detection system and checks for illegal borrowing.

196. The defense of the thesis (project) / master's thesis (project) is carried out using platforms for videoconferencing in a predetermined order, reflected in the relevant documents of the Instructions for work on the work of the certification commission remotely using distance learning technologies (for the chairman and members Commission). It also includes Instructions for the work of the technical secretary of the certification commission remotely using DLT, Instructions for passing the final certification remotely using DLT for undergraduate and graduate students.

197. Information about the defense of diploma theses (projects) / master's theses (projects) in the remote learning mode using DLT - date, time - is communicated to the students by corporate e-mail and posted on the website of the Turan University: TURAN ONLINE - Educational process - Bachelor / Master - Schedule.

198. During the defense of the thesis (project) / master's thesis (project), the student demonstrates the presentation through the screen-sharing mode, makes a report (speech) in front of the camera to the members of the commission and answers oral questions from the members of the commission. In the event of technical problems, the student is asked written questions. In this case, the technical secretary voices the questions of the commission members. The student answers verbally or in written form.

199. In case of interruption of the process of defense of the thesis (project) / master's thesis (project), the student immediately applies to the technical secretary with a request to continue it. The Commission decides on the renewal or termination of the protection.

200. A student may be given a different time for passing the final certification, if during the complex examination / defense there was a technical problem that makes certification impossible. In this case, the technical secretary draws up an electronic act of technical malfunction of the established form (Appendix 10), and on the same day sends a copy of the act to all members of the AK, supervising the vice-rector, dean, head of department, specialist of the Registrar's office (office\_registrator@turan-edu.kz) / postgraduation department ([postgraduated@turan-edu.kz](mailto:postgraduated@turan-edu.kz))

201. A student is given no more than 7-10 minutes for a speech (report).


202. The total time for the defense of one student, including oral presentation and answers to questions from the commission, is no more than 15 minutes.

203. Based on the results of the defense, the commission gives an assessment to the student.

### **Paragraph 2 Taking the Comprehensive Exam**

204. Comprehensive online exams are organized and conducted according to a predetermined order reflected in the relevant documents: Instructions for the work of the certification commission remotely using distance-learning technologies (for the chairperson and members of the commission). It also includes Instructions for the work of the technical secretary of the certification commission remotely mode with the use of DL, Instructions for passing the final certification remotely using DL for undergraduate and graduate students.

205. Comprehensive online exams are conducted orally using Google Meet, Google Hangouts, Cisco Webex, Microsoft Teams platforms.

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206. A comprehensive oral examination is conducted online, giving the student the opportunity to answer the questions of the commission by means of a microphone directly in front of the camera of the technical device used.
207. In case of technical problems, the student is asked written questions. In this case, the technical secretary voices the questions of the commission members. The student answers verbally or in writing.
208. In case of interruption of the complex examination process, the student immediately applies to the technical secretary with a request to continue it. The Commission decides on the resumption or termination of the comprehensive examination.
209. The student may be given a different time for passing the comprehensive exam, if during the course there was a technical problem that makes it impossible to attest. In this case, the technical secretary of the AK draws up an electronic act of technical malfunction of the established form (Appendix 10) and on the same day sends a copy of the act to all the members of the AK, supervising the vice-rector, dean, head of the department, specialist of the Registrar's office (office\_registrator@turand.edu.kz) ...

### **Paragraph 3 Procedure for assessment during the final assessment**

210. The assessment is set by the commission based on the results of joint open discussion.
211. The voting procedure for the assessment is carried out through a peer discussion with the participation of all panel members using the Google Form (see Guidelines for creating a Google Form).
212. The voting procedure for the award of the degree is carried out through a peer discussion with the participation of all members of the commission, using the Google form.
213. The technical secretary conducts and records the count of votes of the commission members.


### **Paragraph 4 Announcement of the results of the final certification**

214. After the completion of the procedure for defending the thesis (project) / master's thesis (project) or a comprehensive examination, the results of the final certification are announced.
215. Based on the results of the voting of the members of the commission, an electronic protocol for awarding the degree is drawn up for each student.
216. The Chairman of the AC prepares a report on the final certification of students.

### **Paragraph 5 Appeal of the results of the final assessment**


217. To conduct an appeal, by order of the rector of the university, an appeal commission is created, consisting of an odd number of members.
218. A student who disagrees with the result of the final certification submits an appeal (Appendix 9). The application for appeal is sent by corporate mail to the following addresses: for bachelor's degree to deputy deans - zh.zharylkassyn@turand.edu.kz (EF) / z.medetkanov@turand.edu.kz (GUF) / a.shilibayeva@turand.edu.kz (faculty "AKT"), for master's degree at DMD - postgraduated@turand.edu.kz.
219. The deadline for students to submit applications for appeal is - the next day after the announcement of the results of the final certification.
220. The Appeals Commission conducts online meetings within 2 working days from the date of receipt of the student's application.
221. The results of the appeal are communicated to the applicant within one business day.



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**6 PROKTORING AND COMPLIANCE WITH ACADEMIC HONESTY DURING THE INTERMEDIATE CERTIFICATION (EXCEPT ONLINE TESTING, THE REQUIREMENTS ARE GIVEN IN THE SECTION ONLINE TESTING), STATE EXAMINATION AND POST-EXAMINATION AREA**

222. A prerequisite for all types of attestation of university students is personal identification.
223. A proctor is provided for each type of certification. Online proctoring is used for online testing.
224. Identification of the student's identity is carried out 30 minutes before the start of the student certification procedure.
225. The proctor identifies the identity of the donor by a copy of a previously obtained identity card or other identity document of the donor, with a video image of the student.
226. The student must have with him the original identity document.
227. Preparation of the home premises is carried out before the start of the certification procedure. The dealer is alone in the room. Electronic devices other than those used directly for certification should be absent.
228. The student in the online mode shows the room in which he is at the time of certification. In case of detection of foreign objects, the student takes them out of the room. In case of refusal, the certification is terminated.
229. The student logs into LMS Platonus with his login and password.
230. During the attestation, video is recorded.
231. During certification, the student must not leave the webcam's field of view, turn off the camera, sound in Google Meet / other platform.
232. The student is prohibited from using information retrieval systems, cheat sheets (ready-made answers to questions).
233. The student is prohibited from engaging third parties and (or) providing access to electronic devices to unauthorized persons during the exam.
234. The proctor, in the event of violations by the student and (or) a member of the commission / teacher-examiner of the principles of academic honesty, the Rules for the examination, draws up an appropriate act (Appendix 11).
235. In case of violation by the student and (or) a member of the commission / teacher-examiner of the principles of academic integrity during the certification, measures are taken in accordance with the academic policy of the university.

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Appendix 1


**Point-rating letter system for assessing the accounting of educational achievements of students with their transfer to the traditional grading scale and ECTS**

Letter system score	Numerical equivalent	% content	Traditional grading scale
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Satisfied
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D-	1,0	50-54	
FX	0,5	25-49	
			Unsatisfied

Appendix 2


**A point-rating letter system for assessing educational achievements of students in foreign languages in accordance with the level model and translation into ECTS (ishies) and the traditional grading scale**

The level and description of language proficiency in the Common European Framework of Reference (hereinafter - CEFR)	Letter system score	ECTS grade	Numerical equivalent	% content	Traditional grading scale
A1	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfied
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfied
	F	FX, F	0	0-49	Unsatisfied

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The level and description of language proficiency in the Common European Framework of Reference (hereinafter - CEFR)	Letter system score	ECTS grade	Numerical equivalent	% content	Traditional grading scale
A2	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfied
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfied
F	FX, F	0	0-49	Unsatisfied	


The level and description of language proficiency in the Common European Framework of Reference (hereinafter - CEFR)	Letter system score	ECTS grade	Numerical equivalent	% content	Traditional grading scale
B!	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfied

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	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfied
	F	FX, F	0	0-49	Unsatisfied


The level and description of language proficiency in the Common European Framework of Reference (hereinafter - CEFR)	Letter system score	ECTS grade	Numerical equivalent	% content	Traditional grading scale
B2	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfied
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfied
	F	FX, F	0	0-49	Unsatisfied

The level and description of language proficiency in the Common European Framework of Reference (hereinafter - CEFR)	Letter system score	ECTS grade	Numerical equivalent	% content	Traditional grading scale
C1	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	

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	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfied
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfied
	F	FX, F	0	0-49	Unsatisfied


The level and description of language proficiency in the Common European Framework of Reference (hereinafter - CEFR)	Letter system score	ECTS grade	Numerical equivalent	% content	Traditional grading scale
C2	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfied
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfied
	F	FX, F	0	0-49	Unsatisfied

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**Intermediate certification exam forms**

<b>Exam Form</b>	<b>Description</b>	<b>Platform</b>	<b>Answer Check</b>
Creative examinations, take-home open book exam	Essays * Case solution Creative assignment	The exam is organized on Google Meet, Google Hangouts, Cisco Webex, Microsoft Teams	Work Review and Grade Transfer to Platonus LMS Video recording of the exam
Online testing	Tests	The exam is organized on the LMS platform Platonus, Microsoft Teams	Automatically by keys
Online oral exams	Answering tickets, choosing tickets using a random number generator	The exam is organized on Google Meet, Google Hangouts, Cisco Webex, Microsoft Teams	Instructor-graded with Platonus LMS grades. Video recording of the exam is being kept.

\* The essay is applied only for the discipline "Academic writing", is subject to anti-plagiarism check.

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**Appendix 3**

**Protocol No. \_\_\_\_**

**Meetings of the State Examination Commission  
in the discipline "Modern history of Kazakhstan"**

« \_\_\_\_ » \_\_\_\_\_ 20\_\_ . from \_\_\_\_ . \_\_h. 00 min. to \_\_\_\_ h. \_\_00 min.

Present: Chairman of the State Examination Commission

\_\_\_\_\_  
(surname, name, patronymic, academic degree, academic rank)

\_\_\_\_\_  
(name of organization, position held)

Commission members:

\_\_\_\_\_  
About passing the state exam in the discipline "Modern history of Kazakhstan"

1. The student is being examined

\_\_\_\_\_  
(surname, name, patronymic, specialty)

2. Questions: No. \_\_\_\_\_ ticket

- 1)
- 2)
- 3)

3. Student \_\_\_\_\_

(Full Name)

Has an admission rating of \_\_\_\_\_

\_\_\_\_\_  
(Admission rating according to the point-rating letter system with translation into the traditional rating system)

4. Recognize that the student \_\_\_\_\_  
passed

(Full Name)

state exam in the discipline "Modern history of Kazakhstan" with an assessment of

\_\_\_\_\_  
(The mark is indicated according to the point-rating letter system with translation into the traditional rating system)

5. Dissenting opinions of the members of the State Examination Commission:

\_\_\_\_\_  
Chairman \_\_\_\_\_

(signature)

\_\_\_\_\_  
Commission members \_\_\_\_\_

(signatures)

\_\_\_\_\_  
Secretary \_\_\_\_\_

(signature)








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Table 2

The overall results of the final attestation of graduates of magistracy for \_\_\_\_\_ specialty \_\_\_\_\_

University name "Turan" University

Number of learners admitted to the final attestation	Number of learners who did not attend the final attestation	Number of learners who passed the final attestation	Of them passed on				Were rated as unsatisfactory	Average score
			Only excellent	Only excellent and good	Mixed assessment	Only satisfactory		

Table 3

### Comparative analysis of the issue

Indicators	Previous period	Reporting period
% quality		
% achievement rates		
Average score		

### Appendix 6

to the regulation on the procedure for conducting current control academic performance, midterm and final certification of the learners at the University "Turan"

### Appeal Form (Interim Attestation)


To the Chairman  
of the appeal commission  
from student / master student  
faculty \_\_\_\_\_ course  
specialty / EP \_\_\_\_\_  
Full name of student / undergraduate

### APPEAL STATEMENT

State the exact reason for the appeal in a free form

Date

signature (full name)

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### **Appendix 7**

to the regulation on the procedure for conducting current control academic performance, midterm and final attestation of learners at the University "Turan"

#### **Learner's appeal form**

(State exam in the discipline «Modern history of Kazakhstan»)

To the Chairman  
of the appeal commission  
from student

faculty \_\_\_\_\_ course  
specialty / EP

\_\_\_\_\_  
Full name of student

#### **APPEAL STATEMENT**

State the exact reason for the appeal in a free form

**Date** \_\_\_\_\_ **signature (full name)** \_\_\_\_\_

### **Appendix 8**

#### **List of forms of the minutes of the attestation commission meetings (Final attestation)**

##### **Bachelor**

FTU 811–11–20 Minutes of the meeting of the attestation commission on the passing of a comprehensive exam in the specialty / EP of bachelor's degree

FTU 811–45a–20 Minutes of the meeting of the attestation commission on consideration of student's diploma work.

FTU 811–45b–20 Minutes of the meeting of the attestation commission of student's diploma project.)


FTU 811–46–20 Minutes of the meeting of the attestation commission on awarding the academic degree "bachelor" and (or) conferring qualifications to the student who passed all comprehensive exam and defended the diploma work / project

##### **Magistracy**

FTU 811–48a–20 Minutes of the meeting of the attestation commission on consideration of the master's dissertation of master student (s)

FTU 811–48b–20 Minutes of the meeting of the attestation commission of master's project of master student (s)

FTU 811–49–20 Minutes of the meeting of the attestation commission on awarding the academic degree "master"

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### **Appendix 9**

to the regulation on the procedure for conducting current control academic performance, midterm and final attestation of learners at the University "Turan"

#### **Learner's appeal form**

**(Comprehensive exam in the specialty / OP / defense of the diploma work (project) /master's dissertation (project))**

To the Chairman  
of the appeal commission  
from student  
/ master student / doctoral student  
faculty \_\_\_\_\_ course  
specialty / EP

\_\_\_\_\_

Full name of student


\_\_\_\_\_

#### **APPEAL STATEMENT**

State the exact reason for the appeal in a free form (qualification exam assessment / diploma project / master's dissertation (project))

**Date**

**signature (full name)**

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### Appendix 10

to the regulation on the procedure for conducting current control academic performance, midterm and final attestation of learners at the University "Turan"

## ESTABLISHMENT "UNIVERSITY" TURAN" ACT

\_\_\_\_\_2020.  
(date)

### Technical problems when taking an exam in remote mode using distance learning technologies

This act confirms that at \_\_\_\_\_ minutes during the examination of the discipline \_\_\_\_\_ (online testing in LMS Platonus) / State exam of the discipline "Modern history of Kazakhstan" / qualification exam of the specialty / EP \_\_\_\_\_ / defense of diploma work (project) / master's dissertation (project) examinee \_\_\_\_\_ full name, student / master student / doctoral student \_\_\_\_\_ course / year of study, specialty / EP \_\_\_\_\_ there was a disconnection of video surveillance equipment and a stop of video recording due to a failure in the connection to the Internet (the reason). Connection with the learner was not renewed within 15 minutes. The exam of the learner \_\_\_\_\_ full name was terminated at \_\_\_\_\_ minutes.

**Teacher** \_\_\_\_\_ **signature (full name) /**

**Chairperson of the SEC / AC** \_\_\_\_\_ **signature (full name)**

**Members of the Commission:** \_\_\_\_\_ **signatures (full name)**

**Technical Secretary** \_\_\_\_\_ **signature (full name) /**

**Director of Student Service Center** \_\_\_\_\_

**Office registrar's Specialist** \_\_\_\_\_

INTRODUCED:


Vice-Rector of Academic Affairs (Master's/ Bachelor's degree) \_\_\_\_\_

Vice-Rector for External Relations and Doctoral Studies (doctoral studies)

\_\_\_\_\_  
Dean of the Faculty \_\_\_\_\_

Head of the Department \_\_\_\_\_

Office registrar's Specialist \_\_\_\_\_

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### Appendix 11

to the regulation on the procedure for conducting current control academic performance, midterm and final attestation of learners at the University "Turan"

## ESTABLISHMENT "UNIVERSITY" TURAN" ACT

\_\_\_\_\_ 2020.

### Technical problems when taking an exam in remote mode using distance learning technologies

This act confirms that at \_\_\_\_\_ minutes during the examination (oral exam, an exam with "an open book") / in the discipline \_\_\_\_\_ according to the program (bachelor's, master's, doctoral studies) \_\_\_\_\_ course / year of study, specialty / EP

\_\_\_\_\_ violation recorded:

- to use information retrieval systems, cheat sheets;
- negotiating with any person, including through any communication;
- turning off the camera / sound in Google Meet (through the fault of the learner); – the learner has left the webcam's field of view;
- *violation of the oral examination procedure by the examiner (without using the Random Number Generator to select the ticket number for the learner online);*

other: \_\_\_\_\_  
(state the reason)

Proctor \_\_\_\_\_ signature (full name)

Examiner \_\_\_\_\_ signature (full name)

INTRODUCED:

Vice-Rector of Academic Affairs (Master's/ Bachelor's degree) \_\_\_\_\_

Vice-Rector for External Relations and Doctoral Studies (doctoral studies)

\_\_\_\_\_  
Dean of the Faculty \_\_\_\_\_

Head of the Department \_\_\_\_\_

