

**International Taraz Innovative Institute named after Sherkhan
Murtaza**

"APPROVED"

**President of the International
Taraz Innovative Institute
named after Sherkhan Murtaza,
Doctor of Technical Sciences**


_____ N. Muslimov

" ____ " _____ 2023



**REGULATIONS ON ACADEMIC MOBILITY OF STUDENTS, TEACHERS,
AND STAFF**


Taraz 2023

	International Taraz Innovative Institute named after Sherkhan Murtaza	QMS PR 4-2-2-2023
	Department of Scientific Work and International Relations Regulations on Academic Mobility of Students, Teachers, and Staff	QMS "Scientific Work and International Relations" RSC 17-2023

PREFACE

1. **Prepared by:**
 - Vice Rector for Strategy, Science, Innovation, and International Relations D. Y. Nurmukhambet
 - Head of the Department of Scientific Work and International Relations L. S. Kozhamzharova
2. **Agreed:**
 - Vice President of the Institute M. H. Sarybekov
 - Head of the Legal Department E. E. Matzhanov
 - Head of the Quality, Accreditation, and Rating Department B. K. Zhundibaeva

Approved and implemented by the order of the Institute President No. _____ dated _____.

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1. PURPOSE AND SCOPE

1.1 The purpose of these regulations is to define the conditions for the academic mobility of students, faculty members, and staff, as well as to enhance and further strengthen cooperation among higher education institutions.

2. REGULATORY DOCUMENTS

2.1 This regulation is prepared based on the relevant laws of the Republic of Kazakhstan; the decision No. 563 of the Ministry of Education and Science of the Republic of Kazakhstan dated October 12, 2018; the Law of the Republic of Kazakhstan dated July 4, 2018, on "Expanding Academic and Administrative Status in Higher Education Institutions"; the decision No. 613 of the Ministry of Education and Science of the Republic of Kazakhstan dated November 19, 2008, regarding the approval of the "Regulations on Studying Abroad and Academic Exchange Programs," and the decision No. 567 on "Amendments" dated September 19, 2016; the resolution No. 14405 of the Ministry of Justice of the Republic of Kazakhstan dated November 9, 2016; the decision No. 549 of the Ministry of Education and Science of the Republic of Kazakhstan dated December 30, 2011; the declaration on the academic mobility program for students in higher education institutions of the Republic of Kazakhstan dated January 19, 2011; the Law of the Republic of Kazakhstan No. 477-1 on migration dated July 22, 2011; the requirements outlined in the Erasmus+ Practical Guide by the European Union's education and youth programs center; the institute's charter and standards; as well as other decisions made by the Scientific Council.

3. ABBREVIATIONS

- 1) Rectorate – The Rector and Vice Rectors of the International Taraz Innovative Institute named after Sherkhon Murtaza;
- 2) Scientific Council – The assembly of the International Taraz Innovative Institute named after Sherkhon Murtaza;
- 3) Department – Units such as faculties and chairs within the International Taraz Innovative Institute named after Sherkhon Murtaza;
- 4) Administration – The Department of Scientific Work and International Relations, which operates directly under the Vice Rector for Strategy, Science, Innovation, and International Relations;
- 5) Department Head – The head of the Department of Scientific Work and International Relations;
- 6) Department Staff – Employees of the Department of Scientific Work and International Relations;
- 7) Institute – International Taraz Innovative Institute named after Sherkhon Murtaza.


4. ACADEMIC MOBILITY PROCESS

Academic mobility refers to the process whereby students or teachers continue their studies or conduct research at another higher education institution (domestically or abroad) for a specific academic period. This involves transferring academic credits obtained from the programs or courses at their home institution, and completing mandatory assessments at the host institution.

4.1 Erasmus, Mevlana, and other international exchange programs are subject to the structures, operational systems, and guidelines stated in their respective regulations and projects. In addition to the aforementioned programs, the duration of academic mobility should range between 2 (two) weeks and 1 (one) semester, and students must fulfill a minimum teaching load of 10 hours.

4.2. 4.1 – Beyond what is stated:

- a) Academic mobility activities implemented through international cooperation agreements (using their own resources and other means),

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b) Academic mobility activities funded by the state (both national and local budgets) through national and international programs (via national and international cooperation agreements, protocols, projects, and other means) are all conducted in accordance with these regulations.

5. STUDENTS GOING ON EXCHANGE PROGRAMS AND CONDITIONS OF MOBILITY

5.1 For the mobility processes carried out under international cooperation agreements, there must be a signed agreement between the International Taraz Innovative Institute named after Sherkhan Murtaza and the partner higher education institution.

6. APPLICATIONS

6.1 The relevant average grades and other evaluation criteria for students applying to participate in the program are determined by the organization (educational institution) that organizes and coordinates these activities.

7. APPLICATION SUBMISSION CRITERIA

7.1 The applicant must be a registered (studying) student at the International Taraz Innovative Institute named after Sherkhan Murtaza.

7.2 The student must have completed at least one year of study in their enrolled program.

7.3 Students can only participate in the mobility program during the spring semester of the 1st year and the fall semester of the 4th year for specific reasons (such as family circumstances or health issues).

7.4 Master's students can participate in the mobility program during the spring semester of the 1st year and the fall semester of the 2nd year.

7.5 The average grades of students and master's students applying for mobility programs must be at least 3.00/4.00.

7.6 The average grade (score) is determined based on the student's overall grades transcript. The transcript provided by the institute serves as the basis, and for master's students who applied in the first semester but do not yet have a transcript from their postgraduate program at the International Taraz Innovative Institute named after Sherkhan Murtaza, the transcript from their bachelor's degree will be considered. Similarly, for students transferring from another institute who do not yet have a transcript from the International Taraz Innovative Institute, the average grades from the transcript of their previous institute will be used.


7.7 The student must fully comply with the registration requirements.

7.8 Students enrolled in master's programs may utilize the academic mobility program during their studies or thesis writing with the agreement of their supervisors.

7.9 Students participating in the academic mobility program who go abroad or study within the country are considered to be excused from classes at their home university during their study period (duration of study) abroad or within the country. Any courses that do not match will be taken during the summer session. The number of credits for differing courses should not exceed 12 credits. Even if the names of the courses in the educational program do not match exactly, if their content and competencies align, these courses can be taken at the host institutions.

7.10 If a student has outstanding courses from previous semesters but meets the average grade (score) requirements (does not hinder), they may apply. Students with outstanding courses from previous semesters are required to take these courses in the first semester after their return if they cannot complete them while studying abroad.

8. APPLICATION PROCESS

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8.1 The list of partner institutions for academic mobility agreements, that is, the partners of the International Taraz Innovation Institute named after Sherkhan Murtaza, will be published on the institute's website. Students can obtain information about academic mobility, application procedures, and required documents from the website. Additionally, relevant information will be published as notifications on the official website, and departments will carry out awareness-raising activities for students.

8.2 The dates for submitting applications will be determined by the Administration and announced on the website at least 15 days prior to the application date.

8.3 Applications will be sent to the Administration via email with electronic copies, and the original copies will be submitted to the coordinators of the mobility programs at the Administration. Students will make their choices regarding the institutions where agreements have been established in the application form.

9. EVALUATION AND PLACEMENT ACTIVITIES

9.1 In the preliminary evaluation, a foreign language exam will be conducted by the Department of Foreign Languages of the Institute to determine the language proficiency levels of the students whose applications have been approved.

9.2 Bachelor students must score at least at the B1 level in the foreign language exam. All applicants are required to take this exam. Students who have equivalent scores in internationally recognized exams (Table 1) may choose not to take the foreign language exam.

9.3 Students enrolled in postgraduate programs must score at least at the B2 level in the foreign language exam. All applicants are required to take this exam. Students who have equivalent scores in internationally recognized exams (Table 1) may choose not to take the foreign language exam.

9.4 The "Foreign Language Exam" consists of two parts: a) a written test aimed at assessing grammar, reading comprehension, and vocabulary; b) an oral exam aimed at assessing speaking, listening, and understanding levels.

9.5 The foreign language score is calculated based on 50% of the test score and 50% of the oral exam score.

9.6 In evaluating the applications of students applying for the academic mobility program, the average grade (50%) and the foreign language score (50%) will be taken into account.


9.7 The Board evaluates the applications based on the criteria determined for that year and prior to the application process. The accumulated performance points of students based on the established criteria, their chosen higher education institutions, and the respective organizations' contingents will be prepared in lists by the Board and approved by the Rectorate.

9.8 The evaluation results will be published on the Board's website along with the points collected by the students.

9.9 The average grade of a student who has the right to use the mobility program will be re-evaluated before the semester in which they are going to study. If the student does not meet the minimum application requirements, their case will be reviewed again by the Board, and their right to use the mobility program will be revoked.

10. STUDENT STATUS IN THE INSTITUTE

10.1 Students participating in the mobility program will carry out their registration process without selecting subjects during the relevant semester of the academic year they are studying abroad or in their own country.

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10.2 Students participating in the mobility program will continue to pay their tuition fees to the institute while studying at another institution abroad or in their home country. However, they will not pay tuition fees to the institution they are attending under the mobility program.

10.3 The time spent at the institution attended under the mobility program will count towards the student's total duration of study.

10.4 The cases of students wishing to utilize the mobility program will be considered within the framework of the relevant regulations and rules.

11. STUDENT SELECTION FOLLOW-UP ACTIVITIES

11.1 Students participating in the mobility program are required to attend the "Orientation Meeting" organized by the Administration, with coordination provided by the relevant department's coordinators.

11.2 Students placed in any institution through the mobility program and entitled to attend that institution must be aware of various information regarding their future university's schedule, language of instruction, study program, accommodation and its costs, the country and city they will be living in, monthly average expenses, and transportation costs.

11.3 The Administration and the coordinators of the mobility programs are responsible for establishing contact with foreign or local higher education institutions and assisting students with academic issues.

11.4 During the mobility period, the student prepares an agreement on studies and a recognition sheet, detailing the names and credits of the subjects they will study, ensuring that these subjects correspond with those offered at the Institute. These documents must be signed by the student and the relevant department's coordinator, and submitted for review and decision-making to the Institute's Management Board.

11.5 When creating the Learning Agreement, the subjects to be studied at another higher education institution are determined by the department's specialist. It is not mandatory for the subjects studied at another institution to exactly match those offered at the Institute during the corresponding semester. However, emphasis is placed on selecting alternative subjects that are equivalent in content.

11.6 A student in the mobility program should study approximately 30 credits (ECTS) in one semester. When aligning courses, at most 12 credits (ECTS) of non-matching subjects will be supplemented by distance learning (online format) by the Institute. The number of equivalent subjects or credits for bachelor's program students must not exceed the limits specified in the Institute's academic regulations regarding course loads.


11.7 In cases where the subjects studied at the higher education institutions attended by students in the bachelor's and postgraduate programs are unavailable, over-enrolled, or changes to the approved Learning Agreement are required, the agreement must be updated and sent to the relevant department's coordinators for approval no later than one month from the beginning of the semester.

11.8 Changes made to the Learning Agreement must be reviewed and decided upon at a faculty meeting.

11.9 Documents discussed at the faculty meeting regarding mobility participants are sent to the Administration.

11.10 If the receiving institution does not provide a medical insurance policy for the student sent through the mobility program, the student must obtain a special medical insurance policy that covers the duration of their studies and submit one copy to the Administration.

12. WORK TO BE CARRIED OUT AFTER THE STUDENT RETURNS

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12.1 The student who participated in academic mobility must submit to the Administration a Participation Certificate (Confirmation Letter) indicating the start and end dates of the educational process, the updated Learning Agreement, and the transcript of grades.

12.2 The transcript of grades received from higher educational institutions within the country or abroad will be translated by the Administration, and the grades will be recorded in accordance with the agreement sheet. The documents for academic recognition will be sent to the Registrar's Office after being reviewed and approved by the Administration.

12.3 Students participating in the academic mobility program are responsible for preparing and submitting a report related to the mobility program to the Administration after returning to the Institute following their studies abroad or within the country.

12.4 Students who have gone to a partner higher educational institution within the framework of the academic mobility program may withdraw from studies at the partner institution during the study period due to family or health issues (provided that documents confirming the situation are submitted).

13. ACADEMIC RECOGNITION (IDENTIFICATION)

13.1 The academic recognition processes for students who have completed their studies at another higher education institution abroad or in their own country are carried out by the dean's office of the faculty where the student is enrolled.

13.2 In preparing the academic recognition document related to the mobility program, the Institute's grade tables for undergraduate and postgraduate programs are used (Table 1). This process is conducted by the relevant department based on the assessment system of the higher education institution in the country or abroad.


13.3 The subjects studied by the student abroad and within the country are recorded in the Institute's grade table and the diploma supplement.

13.4 When preparing the above-mentioned grade table, the following table is used as a reference:
Table 1. Evaluation Table for Students Participating in the Mobility Program in Bachelor's and Postgraduate Education Programs

Letter Grade	ECTS Grade	4-Point System	100-Point System	Traditional Grading
A	A	4,00	95-100	"Very good"
A-		3,67	90-94	
B+	B	3,33	85-89	"Good"
B	C	3,00	80-84	"Good"
B-		2,67	75-79	
C+		2,33	70-74	
C	D	2,00	65-69	"Satisfactory"
C-		1,67	60-64	
D+		1,33	55-59	
D	E	1,00	50-54	"Satisfactory"
F	Fx, F	0,5	0-49	"Unsatisfactory"

• Grades calculated on a 4-point system at foreign universities are considered to be one point higher than the 4-point system at the Institute.

14. THE PROCESS OF EXTENDING THE STUDY PERIOD

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14.1 Students participating in mobility programs may continue their studies at partner universities (institutions) for an additional year after the terms specified in the agreement. The student can use the process of extending the study period only if they continue (complete) at least 50% of the total study period at the Institute.

15. APPLICATION PROCEDURES FOR STUDENTS COMING TO THE INSTITUTE UNDER THE MOBILITY PROGRAM

15.1 A student wishing to come to the Institute as a mobility program student must submit an application through the relevant department at their home university.

16. SELECTION OF COURSES AND AGREEMENT ON STUDY

16.1 The incoming student can obtain the list of courses offered by the Institute from the coordinator at their home university to select their courses. If there are no available courses, a personalized study arrangement can be organized with the agreement of both universities.

16.2 Incoming students send the study agreement to the International Relations Department of their home institution, which will forward it to the International Relations Department of the Ahmed Yasawi Institute.

16.3 Department coordinators, the head of the administration, and the mobility program coordinator assist incoming students in selecting courses and sign the students' study agreements.

17. SENDING THE LETTER OF ACCEPTANCE

17.1 The application documents and study agreement are submitted to the faculty dean's office for review (evaluation) by the relevant coordinators. The evaluation results are communicated to the faculty dean's office or the administration. A letter is prepared and sent by the administration to the accepted students.

18. NOTIFICATION OF INCOMING STUDENTS

18.1 Students are sent the letter of acceptance along with relevant information. This information includes details about visa procedures, the academic schedule, and the "Orientation" program.

18.2 The administration provides guidance for the activities related to incoming students at the Institute.

18.3 Information about the students is entered into the Institute's information management system through the Academic Policy Department.


19. "ORIENTATION" PROGRAM FOR INCOMING STUDENTS

19.1 Incoming students will attend an "Orientation" meeting organized by the administration at the beginning of each semester. The adaptation program will introduce the Institute, and various cultural and social events and excursions will be organized. Department coordinators will provide guidance to incoming students regarding the adaptation conditions within their respective departments.

20. ACTIVITIES FOR STUDENTS WHO COMPLETE THE MOBILITY PROGRAM AT THE INSTITUTE

20.1 The registrar's office prepares transcripts for the courses taken by the student.

20.2 Before returning to their home country, students who participated in the mobility program at the Institute must return their library cards and student ID cards to the administration. The administration will send the transcripts to the relevant departments of their home universities.

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20.3 The grades obtained by the student for the courses taken are based on the grade reports prepared by the instructors, and the registrar's office prepares them according to the ECTS grading table before sending them to the administration.

21. ACADEMIC MOBILITY OF INSTRUCTORS, TEACHING MOBILITY, AND STUDENT MOBILITY

21.1 The mobility of staff (faculty members) encompasses two types of mobility: teaching mobility and student mobility.

a) To utilize teaching mobility, there must be a cooperation agreement between the Institute and the higher education institution in the host country or abroad, and the applicant must meet the following conditions:

- 1) The applicant must be a fully employed faculty member at the Institute and actively teaching;
- 2) For the time spent abroad, they must obtain permission from the head of their department regarding the academic mobility of students, faculty, and staff;
- 3) There must be official letters from both the Institute and the host institution for sending and receiving;
- 4) Exchange programs supported by Erasmus, Mevlana, and other international organizations or ministries of participant countries and other official institutions must adhere to the structure, operational system, guidelines, and regulations stated in their respective instructions and projects. Apart from the aforementioned programs, the duration of academic mobility should be between 2 (two) weeks and 1 (one) semester, and the faculty member must fulfill a teaching load of at least 10 hours.

b) Student mobility occurs at a higher education institution or a relevant organization abroad.

To utilize student mobility, the applicant must meet the following requirements:

- 1) The applicant must be a fully employed faculty member at the Institute and actively teaching or a full-time/part-time administrative staff member;
- 2) They must obtain permission from the head of their department for the time spent abroad;
- 3) There must be a contract between the Institute and the host institution;
- 4) The staff member (instructor) must complete the mobility period specified in the mobility agreement.


21.2 External adjunct faculty members (instructors) are not eligible to utilize teaching mobility or student mobility.

21.3 Applications are accepted based on the principles established by the administration, taking into account the criteria announced prior to the application deadline and set for that year. The application documents are reviewed (evaluated) by the administration. The review (evaluation) process considers the application documents, the approval of academic department heads, and the foreign language proficiency points required for the applicant's host institution, following the principle of transparency. The applicant is required to provide a certificate confirming their foreign language proficiency or to take an exam in a foreign language at the Institute's Foreign Languages Department. To be accepted, the applicant must hold at least a B1 certificate in the foreign language.

21.4 Information regarding applications is published on the administration's website.

21.5 The relevant documents must be submitted to the administration within the application (acceptance) period.

21.6 After the selection of staff (instructors), if there are any vacant positions available, a new date for receiving and evaluating applications for those vacant positions will be set. Applications submitted after the deadlines specified in the announcement will not be considered.

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21.7 The staff member (instructor) whose application has been accepted is responsible for indicating the duration of their stay (how long it will be) and following the appropriate procedures to obtain permission for their time abroad.

21.8 In cases not specified in the Mobility Agreement signed between the staff member (instructor) and the Institute, if a request for an extension of the duration of stay in the country or abroad is approved or due to force majeure, an additional agreement will be made between the staff member (instructor) and the Institute. Applications submitted after the deadlines specified in the announcement will not be considered.

21.9 After the staff member (instructor) completes their mobility period, they must fulfill the obligations specified in the agreement and submit a final report, a report on their activities, travel documents, and a participation certificate confirming the duration of their participation from the host institution abroad to the administration within 5 working days of returning to the country.

22. RESPONSIBILITIES

22.1 The Institute's Department of Scientific Research and International Relations is responsible for the implementation of all activities outlined in these Regulations.

23. UNADDRESSED SITUATIONS IN THE REGULATIONS

23.1 For situations not addressed in these Regulations, the legislation of the Republic of Kazakhstan and the respective countries, as well as the laws related to exchange programs, shall be taken as the basis.

24. IMPLEMENTATION

24.1 These Regulations shall come into effect on the date of publication.


25. APPROVAL, STORAGE, AND DISTRIBUTION

25.1 Discussion and approval of these Institute Regulations shall take place during a meeting of the Scientific Council and will be documented in the meeting minutes.

25.2 The responsibility for storing, duplicating, and distributing copies of these Institute Regulations lies with the Department of Scientific Research and International Relations. Working copies of these Regulations will be distributed to the necessary structural departments.

25.3 A control copy of these Institute Regulations shall be assigned to the head of the Department of Scientific Research and International Relations.

Head of the Department of Scientific Research and International Relations
L.S. Kozhamzharova

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26. APPROVAL PAGE

Position	Name	Signature	Date
Agreed:			
Vice President of the Institute	M.H. Sarybekov		
Head of the Legal Department	E.E. Matzhanov		
Head of the Quality, Accreditation, and Rating Department	B.K. Jundibaeva		
Chairperson of the Trade Union Committee	Sh.I. Alimkulova		

