

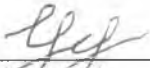


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Academic policy

Developed by		
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## 1. General provisions

1.1. The academic policy of the NEI «Kazakh-Russian Medical University» is a system of measures, rules and procedures for planning and managing educational activities and effective organization of the educational process, aimed at implementing student-centered learning and improving the quality of education.

1.2. The academic policy of the NEI "Kazakh-Russian Medical University" is aimed at implementing the mission and strategy of the University in the field of education quality.

1.3. Normative references:

1.3.1) The Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III “On Education”;

1.3.2) Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 “On approval of the Model Regulations for admission to studies in educational organization, implementing educational programs of technical and vocational education”;

1.3.3) Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 “On approval of the Standard Rules for the activities of educational organizations of the respective types”;

1.3.4) Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604 “On approval of state compulsory educational standards for all levels of education”;

1.3.5) Order of the Minister of Science and Higher Education and the Republic of Kazakhstan dated July 20, 2022 No. 2 "On approval of state compulsory standards of higher and postgraduate education";

1.3.6) Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No.152 “On approval of the Rules for organizing the educational process on credit technology of education”;

1.3.7) Order of the Minister of Health of the Republic of Kazakhstan dated September 18, 2018 № ҚРДЦМ-16 "On approval of the Rules for the Training of Medical Personnel in the Internship and the Rules for Training of Medical Personnel in Residency”;

1.3.8) Resolution of the Government of the Republic of Kazakhstan dated February 7, 2008 N 116 “On approval of the Rules for the appointment, payment and amount of state scholarships to students in educational institutions”;

1.3.9) Order of the Minister of Education and Science of the Republic of Kazakhstan dated November 19, 2008 No. 613 “On approval of the Rules for the direction for study abroad, including within the framework of academic mobility”;

1.3.10) Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137 “On approval of requirements for educational organizations for the provision of distance learning and the rules for organizing the educational process for distance learning”;

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1.3.11) Order of the Minister of Education and Science of the Republic of Kazakhstan dated September 28, 2018 No. 508 “On approval of the Rules for the recognition of learning outcomes obtained by adults via non-formal education provided by organizations included in the list of recognized organizations providing non-formal education”;

1.3.12) Order of the Minister of Education and Science of the Republic of Kazakhstan dated July 25, 2016 No. 468 “On amendments to the order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127 “On approval of the Rules for awarding academic degrees”;

1.3.13) Order of the Minister of Health of the Republic of Kazakhstan dated December 21, 2020 No. KP DSM-304/2020 “On approval of regulations on the clinical base, the clinic of the health care educational institution, the university hospital, the residency base, the integrated academic medical center and requirements for them”;

1.3.14) Order of the Minister of Healthcare of the Republic of Kazakhstan dated December 15, 2020 No. KPДCM-270/2020 “On approval of the Rules for placing a state order, admission for education and training of medical personnel in residency ”;

1.3.15) Order of the Minister of Health of the Republic of Kazakhstan dated December 11, 2020 No. KPDSM-249/2020 “On approval of the rules for assessing the knowledge and skills of students, assessing the professional preparedness of graduates of educational programs in the field of health care and health professionals”.

#### 1.4. Scope of application

1.4.1) The academic policy is intended for all employees of the NEI "Kazakh-Russian Medical University", students and other interested parties.

1.4.2) Clauses of the Academic Policy are obligatory for all employees and students of the NEI "Kazakh-Russian Medical University".

1.5. Interested parties are listed in Table 1

**Table 1 - Interested parties**

<b>Interested parties</b>	<b>Needs and expectations</b>
<b>1</b>	<b>2</b>
Students	receiving educational services, awareness of rights and obligations
Parents of students	awareness of rights and obligations, protection of students' rights
Employers	High-quality training of graduates in accordance with the normative legal acts of the Republic of Kazakhstan
Teaching staff	awareness of rights and obligations, procedures
University staff	awareness of rights and obligations, procedures

Auditors	awareness of the rights and obligations of participants in the educational process, procedures, compliance with the procedures adopted at the university by the normative legal acts of the Republic of Kazakhstan and the requirements
Ministry of Healthcare of the Republic of Kazakhstan	awareness of the rights and obligations of participants in the educational process, procedures, compliance with the procedures adopted at the university by the NLA Republic of Kazakhstan and requirements, high-quality training of graduates in accordance with the NLA Republic of Kazakhstan
Ministry of Education and Science of the Republic of Kazakhstan	awareness of the rights and obligations of participants in the educational process, procedures, compliance with the procedures adopted at the university by the normative legal acts of the Republic of Kazakhstan and the requirements

## 1.6. Glossary of terms and abbreviations

In the Academic Policy, the terms, definitions and abbreviations are used, which are given in the tables 2 and 3.

**Table 2 - Terms and definitions**

<b>Terms</b>	<b>Definitions</b>
<b>1</b>	<b>2</b>
European Credit Transfer and Accumulation System	– European system of transfer and accumulation of credits) - is a method of assigning credit units to the components of educational programs (disciplines, courses, modules), with the help of which the comparison and recalculation of the academic disciplines mastered by students (with credits and grades) in changing educational trajectory, educational institution and country of instruction
Academic Backlog	– disciplines of the program curriculum stated in the record of academic achievements of the student as not studied or studied with unsatisfactory degree on final assessment
indicators of Research-Oriented Study	- a set of research skills and competencies of a student, acquired by him in the process of research and project activities (including participation in start-ups), measured by indicators and demonstrating his average score of research skills
Social Competition Indicators	- a set of skills and competencies of the student, acquired by him in the process of social and social

	activities, measured by indicators and demonstrated by his average score of social competencies
Academic Mobility	– transfer of students or researchers to study or conduct research during a certain academic period (semester or academic year) in another university (local or foreign) with obligatory transfer of completed study programs, disciplines in the form of academic credits at own university or for continuing studies at another university
Academic freedom	– is a complex of possibilities provided for the subjects of educational process for independent determination of the content of education of the elective component disciplines and additional types of training, for organization of educational activities in order to provide conditions for creative development of students, faculty members and for using innovative technologies and teaching methods.
Academic Transcript	– is a document, which contains a list of studied disciplines for the corresponding period of study, indicating academic hours and grades in alphabetic and numerical terms
Academic Degree	– the degree awarded by educational organizations to students, who have accomplished the appropriate study programs, according to the results of the final attestation
Academic honesty	– a set of values and principles that develop personal integrity in teaching and assessment. It can also be interpreted as decent behavior when performing written tests, exams, essays, research, presentations
Academic Calendar	– a calendar of learning and assessment activities, practices during the academic year with indication of the days of rest (vacations and holidays)
Academic period (Term)	– the period of study chosen by the higher educational institution in one of the forms: semester, trimester, quarter, academic year. In the residency of the NEI "Kazakh-Russian Medical University", the period of study is equal to a semester
Student's academic rating (Rating)	– a quantitative indicator of the student's completion of the study programs of disciplines, based on the results of intermediate attestation
Academic hour	– the time of the student's contact work with the teacher according to the schedule in all types of training sessions (classroom work). An academic hour is equal to 1 contact hour (50 minutes) of lectures, practical (seminar) classes
Active handouts (hand-outs)	– active visual illustrative materials distributed during study sessions to motivate the student to creatively successful mastery of the topic (lecture



	notes, links, slides, examples, glossary, assignments for independent work)
Appeal	– a procedure conducted in order to identify and eliminate factors of biased assessment of the educational achievements of residency students.
Bases of practice	– enterprises, organizations, institutions, educational institutions, research institutes and centers, or the university's own structural units of OHaPE, where the students' practices are organized.
Bachelor	– a degree awarded to persons, who have completed an educational program of undergraduate (higher education).
Bachelor's degree (Undergraduate Study)	– the level of higher education aimed at educating specialists with award of the "bachelor" degree on the relevant educational program
Point-rating alphabetic system for assessing academic achievements	– a system for evaluation of the level of academic achievement in points corresponding to the internationally accepted alphabetic system with numerical equivalents, and allowing to rate students.
State Attestation Commission	– a commission formed by order of the university rector, chaired by the chairperson, who organizes and controls the activities of the attestation commission, ensures the unity of the requirements for graduates
State Examination Commission	– a commission formed by order of the university rector, chaired by the chairperson, who organizes and controls the activities of the examination commission, ensures the unity of the requirements for graduates
Descriptors	– description of the level and volume of knowledge, skills, competencies to be acquired by students upon completion of the study of an educational program of the corresponding level of higher or postgraduate education based on the learning outcomes, acquired competencies and academic credits.; descriptors are based on learning outcomes, competencies formed, as well as the total number of credits (credit points)
Thesis (project)	– a graduate qualification work, which is a generalization of the results of an independent study by a student of an actual problem corresponding to the profile of the educational program.
Doctoral student	– a person studying in doctoral studies
Doctoral studies	- postgraduate education, educational programs of which are aimed at training personnel for scientific, pedagogical and (or) professional activities with the award of the degree of Doctor of Philosophy (PhD), doctor by profile with the obligatory development of at least 180 academic credits

Doctoral dissertation	– the scientific work of a doctoral student, which is an independent research, in which theoretical provisions have been developed, the totality of which can be qualified as a new scientific achievement, or a scientific problem has been solved, or scientifically grounded technical, economic or technological solutions are set forth, the implementation of which makes a significant contribution in the development of the country's economy	
Additional types of training	– part of the educational program, including military training, etc.	
Appointment to an elective component (Enrollment)	– the procedure for preliminary registration of students for elective disciplines in the manner prescribed by the educational institution	
An individual educational path	– an independent choice, planning and studying by a student of the content of education according to the individual study plan as part of completion of an educational program of higher or postgraduate education.	
Individual curriculum (hereinafter – IC)	– the student's study plan, independently formed by him for each academic year with the help of an adviser / academic mentor / supervisor based on the image. programs and catalog of elective disciplines	
Internship	– the form of training students in clinical specialties within the framework of basic higher medical education to obtain admission to clinical practice	
Informational and educational resources	– formalized ideas and knowledge of an educational nature, various data, methods and means of their accumulation, storage and exchange between sources and consumers of information.	
Qualification Examination	– a procedure conducted to determine the degree, to which the students have mastered the volume of programs of the corresponding level of education, based on the results of which a state-recognized education document is issued	
Final Examination	– the assessment of students' academic achievements in order to assess the quality of mastering of the study program on a discipline in the form of an exam	
Catalog of elective disciplines	– a systematic annotated list of elective component disciplines, containing brief descriptions of them, indicating purpose of the study, summary (main sections) and expected learning outcomes (acquired by students' knowledge, skills, and competencies).	
Qualification characteristic	– list of knowledge, skills and practical skills owned by the specialist	
Qualification	– characteristics of the level of training (readiness) to perform a certain type of professional activity or specific labor functions	
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Clinical mentor	– a medical worker with at least five years of experience, appointed by the head of a medical organization or medical education organization to develop the practical skills of a resident within the framework of professional competencies.
Competence	– the ability to use knowledge and skills, acquired in the learning process, for practical purposes of professional activity. Competencies, being a dynamic combination of knowledge, understanding, skills and abilities, can be formed as a result of studying different disciplines and assessed at different stages. Abilities to use knowledge and skills, acquired in the learning process, for practical purposes of professional activity.
Elective component	– a list of academic disciplines and corresponding academic hours offered by the organization of education / science, independently selected by students, taking into account their prerequisites and postrequisites and implemented in the final year of study
Electives	– a list of academic disciplines offered by the educational organization and chosen by the student / intern / residency student independently
Assessment of students learning achievements	– evaluating the level of students' knowledge using various forms of assessment (ongoing, interim, midterm and final) and attestation, determined independently by the higher educational institution.
Credit Hour	– a unified unit for measuring the volume of a student's / teacher's educational work. One credit for theoretical studies is 30 academic hours
Credit Unit System	– education, based on the choice and independent planning by the student of the sequence of studying disciplines using credit as a unified unit of measurement of the volume of educational work of the student and teacher
Curator	– an instructor, appointed to address the issues of education, organization of leisure, social conditions of students; it is possible for one person to perform the functions of both curator and adviser. The curator is appointed from among the teaching staff of the departments
Summer semester	– the academic period outside the academic year, organized with the aim of meeting needs of students in additional education, or for eliminating academic backlog or deficiency in the program curricula, study disciplines in coordination with other educational / science organizations, etc.
Master's dissertation	– a graduate qualification work of a 2-year master's program student, which is an independent scientific

	study containing theoretical and / or practical exploration of an actual problem in the field of the chosen educational program, based on modern theoretical, methodological and technological achievements of science and technology.	
Master's project	– a graduate qualification work of a 1-1,5-year student, which is an independent study containing theoretical and / or experimental results that allow solving an applied problem related to the profile of the chosen educational program.	
Master	– the degree awarded to persons, who have a completed master's educational program	
Master's degree	– postgraduate education aimed at preparing specialists with award of the “master” degree in a corresponding educational program	
Massive open online course	– training course with massive interactive participation using e-learning technologies and open access via the Internet	
Scientific supervisor of the undergraduate student	– supervises all aspects of the research and (or) scientific work of a master's student, contributes to the formation of professional qualities, organizational and legal, corresponding to a master's degree, and scientific and teaching, corresponding to a master's degree.	
Non-formal adult education	– type of education carried out by organizations that provide educational services, provided without regard to the place, timing and form of training, and is accompanied by the issuance of a document confirming the results of training.	
Educational program	– a single complex of the main characteristics of education, including the goals, results and content of learning, the organization of the educational process, methods and methods of their implementation, criteria for assessing learning outcomes	
Educational portal	– a system-organized interconnected set of information resources and Internet services, containing administrative-academic, educational and methodological information, which makes it possible to organize the educational process on DETs.	
Educational process	– purposeful pedagogically grounded process of teaching and upbringing, organized by the subject of educational activity, implementing the educational program	
Students	– include students, interns, undergraduates, residency students and doctoral students	
Core Subjects	– a list of academic disciplines and corresponding minimum volumes of academic credits, which are established by the standard curriculum for the	
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	specialty of residency and studied by students without fail	
Online proctoring	– system of identity verification and confirmation of the results of passing online exams	
Orientation day	– the day preceding the start of the academic year to familiarize students with the basic rules of the university's internal regulations and academic policy for the current academic year	
Mastering a professional educational internship program	– a prerequisite for admission to clinical practice of citizens of the Republic of Kazakhstan who have received higher medical education in clinical specialties, the list of which is approved by the authorized body in the field of health	
The Office of the Registrar	– the academic service, which records the entire history of the student's academic achievements, provides organization of all types of knowledge assessment, and calculates his /her academic rating.	
Threshold score	– the annually established level of the average assessment of academic performance, which is required for passing to the next year of study.	
Credit transfer	a procedure for recognizing the equivalence of the content of a discipline, studied in another educational institution or according to another curriculum, to the discipline of the current approved curriculum of the educational program, with introduction of the discipline and the grade obtained on it in the student's transcript.	
Add/Drop Period	– the period during which a student can change his IC by abandoning one course and enrolling in another	
Retake of the discipline (retake)	– a repeated study of the discipline, on which "unsatisfactory" ("F") final grade was obtained.	
Postrequisite	– disciplines the study of which requires knowledge, abilities, skills and competencies acquired upon completion of the study of this discipline and (or) module.	
Prerequisite	– disciplines containing knowledge, skills, competencies necessary for the completion of the studied discipline and (or) module; a tool with which the course of study is regulated when transferring a student to residency	
Recognition of learning outcomes	– the process of formalizing the results of educational experience, a set of competencies and knowledge	
Industrial practice	– a type of professional practice aimed at consolidating theoretical knowledge on the disciplines of core and major cycles through practical, real fulfillment by the student of the duties of a specialist, at acquisition of practical skills and	
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	gaining advanced experience of professional and organizational work on the profile of the future specialty. In the process of industrial practice, the student is being directly prepared for professional activities in all areas of real production activities.	
Intermediate attestation	– a procedure carried out in order to assess the quality of mastering by students of the content of part or the entire volume of one academic subject, one academic discipline and (or) module, as well as professional modules within one qualification after completing their study	
Intermediate attestation of students	-a procedure carried during the examination session in order to assess the quality of acquisition of the content of a part or of the entire volume of one training course, subject, discipline (module)	
Professional practice	– type of educational activity aimed at consolidating theoretical knowledge, skills, acquiring and developing practical skills and competencies in the process of performing certain types of work related to future professional activities	
Professional education	– a type of education aimed at the acquisition of knowledge, skills, and competencies by students, allowing them to conduct professional activities in a certain area and (or) perform work in a specific profession or specialty	
Program Curriculum (hereinafter - PC)	– an academic document developed by the OHaPE independently based on the educational program and individual study plans.	
Handouts	– visual illustrative materials distributed during study sessions to motivate the student to creatively successful mastery of the topic (lecture notes, links, slides, examples, glossary, assignments for independent work).	
Registration to a discipline (Registration)	– a procedure of recording students for academic disciplines of the upcoming academic period/year.	
Resident	– a physician mastering educational residency programs under the supervision of a supervisor / mentor	
Residency	– a form of postgraduate medical education in clinical specialties, the purpose of which is to acquire or change the professional qualifications of a doctor in the relevant specialty	
Learning outcomes	– the volume of knowledge, abilities, skills acquired, demonstrated by the student in mastering the educational program, and the formed values and attitudes, confirmed by the assessment	
Midterm Examination	– the assessment of educational achievements of students conducted on the 10th week of the academic period.	
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Independent work of a student under the guidance of a teacher	– extracurricular work of a student under the guidance of a teacher, carried out according to the approved schedule
Independent work of a Student	– one of the types of educational work, involving the student's independent work in each module / discipline included in the curriculum
Syllabus	– an academic program of a discipline, which includes description of the discipline being studied, its goals and objectives, a thematic plan reflecting the duration of each topic, a summary of their content, tasks for independent work, consultation time, midterm control schedule, list of references, teacher requirements and assessment criteria
The content of educational programs of higher education	– provides for the study of a cycle of general education disciplines, a cycle of basic disciplines, a cycle of major disciplines, as well as the passage of professional practice
The content of educational programs of postgraduate education	– provides: theoretical training, including basic and major disciplines, professional practice, research (experimental research) work with writing a dissertation
Specialist	– a qualification awarded to persons after mastering the educational program of higher education
Specialty	– a complex of knowledge, skills and abilities acquired through targeted training and work experience, necessary for a certain type of activity, confirmed by the relevant educational documents
Grade Point Average	– the weighted average assessment of the student's academic achievements, determined for one academic year for the selected program as the ratio of the sum of the products of credits and the digital equivalent of the scores for the intermediate attestation by disciplines to the total number of credits in the disciplines of intermediate attestation
Ongoing progress assessment	– current monitoring of students' progress is a systematic check of the student's academic achievements in each topic and / or section of the academic discipline, carried out by the teacher / clinical mentor / curator in classroom and extracurricular activities according to the schedule during the academic period
Typical study program	– an educational document, developed on the basis of the state compulsory education standard, which determines the content, volume and procedure for studying the discipline of the compulsory component of the standard curriculum, reflects the range of basic knowledge, skills, skills and competencies necessary for mastering and approved by the authorized body


	of the Republic of Kazakhstan in the field of medical and pharmaceutical education
Typical curriculum	– an educational document developed on the basis of the Classifier of specialties of higher and postgraduate education of the Republic of Kazakhstan, regulating the structure and volume of the educational program for the cycles of disciplines, indicating the list and the minimum amount of academic hours of the compulsory component, final attestation, approved by the authorized body of the Republic of Kazakhstan in the field of medical and pharmaceutical education
Academic Transcript	– a document, which contains a list of studied disciplines for the corresponding period of study, indicating academic hours and grades in alphabetic and numerical terms
Academic discipline	– a system of knowledge and skills, reflecting the content of a certain science and / or activity, and mastered within the framework of the educational program
Educational practice	– a type of professional practice, conducted for junior students, during which the educational and practical content of the educational process are being combined in the framework of core disciplines at the very beginning of the formation of a future specialist.
Educational-methodical complex of discipline	– a document, which includes: syllabus of the discipline, brief lecture notes, assignments for practical, seminars and independent work of a student, educational and practical material for independent work by topics and types of classes (cases, collections of tasks, articles for analysis, etc.).
Educational achievements of students	– the level of knowledge, abilities, skills and competencies demonstrated to the student in the discipline (module) or component of the educational program, confirmed by the corresponding assessment on the point-rating scale
Curriculum	– a document regulating the list, sequence, volume (labor intensity) of academic subjects, disciplines (modules), practices, other types of educational activities of students of the corresponding level of education and forms of control
Digital content	– content of digital educational materials (texts, graphics, multimedia and other informational content)
Digital educational resources (hereinafter referred to as DER)	– these are didactic materials on the studied disciplines that provide learning in an interactive form: photographs, video clips, static and dynamic models, objects of virtual reality and interactive



	modeling, sound recordings and other digital educational materials
Advisor	– an instructor, who performs functions of the academic mentor of the student of a particular educational program, and assists in choosing a learning path (making up the individual study plan) and in completing the educational program during the study period , it is possible to perform the functions of an adviser and curator by one person) and mastering the educational program during the training period
Elective disciplines	– academic disciplines included in the optional component within the established academic hours and introduced by the organization of education / science. Elective disciplines reflect the individual training of the student, take into account the specifics of socio-economic development and the needs of a particular region, the established scientific schools of the organization of education / science of the teacher

**Table 3 - Terms and abbreviations**

<b>Abbreviations</b>	<b>Terms</b>
<b>1</b>	<b>2</b>
ECTS	European Credit Transfer and Accumulation System
GPA	Grade Point Average
BD	Basic disciplines
PRAS	Point-rating alphabetic system for assessing academic achievements
UC	University component
SAC	State Attestation Commission
SCES	State compulsory educational standards
SEC	State Examination Commission
DETs	Distance education technologies
IET	Individual Educational Trajectory
IC	Individual curriculum
EC	Elective component
CEP	Committee of educational programs
CED	Catalogue of elective disciplines
MH Republic of Kazakhstan	Ministry of Healthcare of the Republic of Kazakhstan
MOOC	Massive open online courses
MES Republic of Kazakhstan	Ministry of Education and Science of the Republic of Kazakhstan
SRW	Scientific research work
OHaPE	Organization of higher and postgraduate education
CC	Compulsory component
GED	General education disciplines

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SD	Specialized disciplines
AR	Discipline admission rating
MC	Mid-term control
PC	Program Curriculum
IWS	Individual work of student
IWST	Individual work of student with teacher
TC	Typical curriculum
TSP	Typical study program

1.7. Supervising top managers for this process are: the vice-rector for academic activities and the vice-rector for scientific and clinical work.

1.8. Input forms

Forms are not provided for by this academic policy.

1.9. Disputes on cases and procedures not described in this Academic Policy or other provisions and instructions of the NEI "Kazakh-Russian Medical University" are resolved at the meetings of the Academic or Academic Councils.

## 2. Regulations for admission to study


Admission to the NEI "Kazakh-Russian Medical University" is carried out in accordance with the Model Regulations for admission to studies in educational organization, implementing educational programs of technical and vocational education dated October 31, 2018 No. 600.

### 2.1. Regulations for admission to study 1 course (bachelor degree)

2.1.1) Individuals eligible for admission to bachelor's degree programs at the Kazakh-Russian Medical University must possess secondary, technical, or vocational education, or post-secondary education and have successfully completed the Unified National Test with a minimum score of 70 points. Additionally, a minimum score of 5 points is required for each subject in the Unified National Test. Individuals who have completed compulsory military service for a period of two years after their service can apply to the university without taking the Unified National Test, based on the results of an interview. Admission of applicants to fee-based dual-degree educational programs is determined by the results of an internal examination in biology and chemistry (with a minimum score of not less than 50 points), conducted by the admission committee.

2.1.2) Persons who have certificates of international standardized tests SAT , ACT, IB participate in the competition for the award of an educational grant and (or) are enrolled in universities for a paid department, in accordance with the scale of transfer of points approved by the Order Of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 "On approval of the Model Regulations for admission to studies in educational organization, implementing educational programs of technical and vocational education".

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2.1.3) Admission to study in educational programs of higher education "Health and Social Security" (general medicine, dentistry, nursing), requiring special training, is carried out taking into account the results of a special exam.

2.1.4) Acceptance of documents and a special examination is carried out by the NEI "Kazakh-Russian Medical University". Exam form - psychometric test.

2.1.5) Persons applying for educational programs of higher education (general medicine, dentistry, nursing) for passing the psychometric exam in the period from June 20 to August 24 of the calendar year submit the following documents to the admissions office:

1) document of general secondary or technical and vocational, post-secondary education (original);

2) copy of identity document;

3) UNT certificate (if available).

2.1.6) The first stage is the passing of the differential diagnostic questionnaire by E.A. Klimov. Applicants who successfully passed the first stage do not need to complete the second stage.

2.1.7) The second stage - a psychometric interview is carried out by psychologists, if the applicant does not pass the first stage, when applying for an appeal.

2.1.8) Admission to the auditorium (room) of conducting special exams is carried out upon presentation of a document certifying the identity.

2.1.9) The results of the special exam are drawn up by the conclusion of a specialist psychologist with an indication of the results and recommendations, as well as a protocol of the commission in any form. The protocol of the commission is signed by the chairman and all members of the commission present.

2.1.10) Repeated psychometric testing in this calendar year is not allowed.

2.1.11) The results of the exam are announced on the day of the exam until 18:00 and published on the university website or sent to the applicant's email address, or posted at the stand of the admissions committee in the form of the wording - "admission" or "non-admission".

2.1.12) An applicant based on the results of a special exam is issued an extract from the statement.

2.1.13) It is possible to introduce online acceptance of applications for a psychometric test.

2.1.14) It is possible to conduct psychometric testing in an online format.


2.1.15) For enrollment in undergraduate programs of the NEI "Kazakh-Russian Medical University" on August 10 to 25, applicants submit the following documents to the university admissions office:

1) an application addressed to the rector;

2) a document on general secondary, technical and vocational, post-secondary education (original);

3) a copy of the identity document;

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- 4) 6 photographs measuring 3 x 4 centimeters;
- 5) electronic medical certificate;
- 6) a copy of the vaccination card 063-U;
- 7) electronic UNT certificate;
- 8) an extract from the statement based on the results of psychometric testing;
- 9) certificate of educational grant award (original, if any);
- 10) a copy of the certificate of registration (for boys);
- 11) consent to the collection and processing of personal data.

2.1.16) Enrollment of students to the university is carried out by the admissions committee from 10 to 25 August of the calendar year by order of the rector of the NEI "Kazakh-Russian Medical University".

2.1.17) In more detail the procedure for admission to undergraduate programs of the NEI "Kazakh-Russian Medical University" is described in the Rules for admission to the undergraduate programs of the NEI "Kazakh-Russian Medical University".

## 2.2. Regulations for admission to study in residency

2.2.1) Admission of persons to the residency of the NEI "Kazakh-Russian Medical University" is carried out on a competitive basis based on the results of entrance exams.

2.2.2) Acceptance of applications to the residency of the NEI "Kazakh-Russian Medical University" is carried out by the selection committee from July 3 to July 25 of the calendar year. Entrance examinations for residency are held from 8 to 16 August of the calendar year.

2.2.3) The previous level of education of persons wishing to master educational programs of residency is basic medical education, higher medical education, the presence of an internship.


2.2.4) Training of personnel in residency is carried out on the basis of educational programs of higher education.

2.2.5) Acceptance of documents is carried out online, through the official website of the university [www.medkrmu.kz](http://www.medkrmu.kz), e-government portal or in person through the selection committee.

2.2.6) The selection committee accepts the following documents from applicants:

- 1) application for admission to residency (F-PR-03-11-05-02);
- 2) a copy and original of identity card;
- 3) a personal personnel record sheet (registration card with a photograph (form of the established sample);
- 4) address information;
- 5) a copy and original of a diploma of graduation from a medical university (bachelor's degree, internship);
- 6) copy and original of the diploma supplement;
- 7) a copy and original of the certificate of completion of the internship;

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- 8) a certificate of passing a foreign language test (if available);
- 9) a copy of the work book, certified by the personnel department of the previous work place (if available);
- 10) medical certificate form 086-U;
- 11) a list of scientific and scientific-methodical works (if available);
- 12) motivation letter;
- 13) a letter guaranteeing the conclusion of a contract and payment of tuition fees (for applicants on a paid basis);
- 14) a cardboard binder (1 pc.);
- 15) 3x4 photographs (6 pcs.) in cut form (photographs must be taken in the current calendar year);
- 16) postal envelope (2 pcs.).

2.2.7) In the absence of consent to the collection and processing of personal data, the application for admission to residency from the applicant cannot be accepted.

2.2.8) Entrance exams in the specialty are conducted by the examination committee of the university. The exam program for admission to residency is formed on the basis of programs in the disciplines of higher education.

2.2.9) The schedule of the entrance examinations is approved by the chairman of the selection committee or his deputy no later than a week before they are held.

2.2.10) Failure of the applicant to appear for the entrance exam for an unjustified reason is indicated in the minutes of the meeting of the selection committee as "failure to appear".

2.2.11) Retaking the exam is not allowed.

2.2.12) The results of the oral exam are announced on the day of its holding with publication for general viewing on the information boards of the admissions committee and on the university website.

2.2.13) Persons are enrolled in residency based on the results of the entrance exam for the profile of the group of educational programs and who have scored at least 75 points out of a possible 100 points.

2.2.14) The procedure for admission to the residency of the NEI "Kazakh-Russian Medical University" is described in the Rules for admission to the residency of the NEI "Kazakh-Russian Medical University".


### 2.3. *Regulations for admission to study in magistracy*

Persons who have mastered educational programs of higher education are admitted to the magistracy.

2.3.1) Admission to the magistracy is carried out on a competitive basis based on the results of complex testing.

2.3.2) An entrance examination in the form of comprehensive testing (hereinafter referred to as CT) is conducted by the National Testing Center of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter

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referred to as NTC) at the points for conducting CT, determined by the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter referred to as the MES Republic of Kazakhstan).

2.3.3) The acceptance of applications for admission to master's programs in the organizations of higher and postgraduate education (OHPE) is conducted by the admission committees of the OHPE and/or through the information system of the National Testing Center (NTC) during the following periods:

1) From June 1st to July 5th of the calendar year.

2) From October 25th to November 10th of the calendar year. (as amended by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated June 2, 2023, No. 252).

2.3.4) Comprehensive testing (CT) is conducted during the following periods:

1) From July 20th to August 10th of the calendar year.

2) From November 18th to December 11th of the calendar year.

Admission to the master's program is carried out during the following periods:

1) From August 15th to August 28th of the calendar year.

2) From December 26th to January 10th of the calendar year.

(as amended by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated June 2, 2023, No. 252).

2.3.5) The admission procedure to the master's degree of the NEI "Kazakh-Russian Medical University" is described in detail in the Rules of admission to the master's degree of the NEI "Kazakh-Russian Medical University" PR-03-13-05.

#### 2.4. *Regulations for admission to study in doctoral studies*

2.4.1) Persons with a master's degree and work experience of at least 9 (nine) months or who have completed residency training in medical specialties are accepted to doctoral studies.

2.4.2) The acceptance of applications for admission to doctoral programs in the organizations of higher and postgraduate education (OHPE) is conducted by the admission committees of the organizations of higher and postgraduate education (OHPE) and through the information system of the National Testing Center (NTC) during the following periods:

1) From July 3rd to August 3rd of the calendar year.

2) From October 25th to November 10th of the calendar year. (as amended by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated June 2, 2023, No. 252).


2.4.3) Entrance exams for groups of educational programs for doctoral studies are held on the following dates:

1) from 4 to 20 August of a calendar year;

2) from November 19 to December 11 of the calendar year.

2.4.4) When submitting documents, the applicant specifies one OHPE and one group of educational programs.

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2.4.5) Admission to doctoral studies is carried out in two stages: preliminary selection, entrance examinations.

2.4.6) Preselection of candidates for admission to doctoral programs in healthcare and organizations of higher and postgraduate education (OHPE) is conducted before the commencement of entrance exams, from February 1st to April 15th of the calendar year (as amended by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated June 2, 2023, No. 252).

2.4.7) The results of the preliminary selection for training in educational programs of doctoral studies are admission or non-admission to the entrance exams.

2.4.8) Admission to doctoral programs is carried out on a competitive basis, based on the results of the entrance examination related to the educational program group of the doctoral program. In addition, it is also based on a certificate confirming proficiency in a foreign language (English, German, French). The language proficiency requirements are as follows:

**For English:**

- International English Language Testing System Academic (IELTS Academic) with a minimum score of 5.5.
- Test of English as a Foreign Language Institutional Testing Program Internet-based Test (TOEFL iBT) with a minimum score of 46 points.
- Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP) with a minimum score of 460.

**For German:**

- Deutsche Sprachprüfung für den Hochschulzugang Niveau B2 (DSH, Niveau B2)
- not lower than level B2.
- TestDaF-Prüfung Niveau B2 (TDF Niveau B2) - not lower than level B2.

**For French:**


- Test de Français International (TFI) - not lower than level B2 in reading and listening sections.
- Diplôme d'Études en Langue Française (DELFF) - not lower than level B2.
- Diplôme Approfondi de Langue Française (DALF) - not lower than level B2.
- Test de connaissance du français (TCF) - not lower than level B2.

2.4.9) Persons who obtained (TOEFL ITP (Test of English as a Foreign Language Institutional Testing Programm) take additional testing for knowledge of English before the start of the entrance exam for doctoral studies.

2.4.10) The number of test items for additional testing in English is 100 questions. The maximum number of points is 100 points.

2.4.11) Additional testing for knowledge of the English language is assessed in the form - "admission" or "non-admission". To obtain the grade "admission", you must score at least 75 points.

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2.4.12) Additional testing for knowledge of the English language is carried out by NTC in organizations determined by the authorized body in the field of education.

2.4.13) Enrollment in doctoral studies is carried out:

- 1) from 15 to 28 August of the calendar year;
- 2) from December 26 to January 10 of a calendar year.

2.4.14) The detailed procedure for admission to doctoral studies at NEI "Kazakh-Russian Medical University" is described in the Rules for admission to doctoral studies at NEI "Kazakh-Russian Medical University" PR-03-13-09.

*2.5. Procedure for admission to study of foreign citizens*

2.5.1) Admission of foreign citizens to educational programs is carried out on the basis of the applicant's application and the results of entrance exams conducted by the University selection committee.

2.5.2) International students wishing to enroll in a bachelor's degree must fill out an Application form (application), and attach the following documents:

Before the interview:

- 1) a state-recognized document on secondary (complete) general education or on secondary vocational education with an attachment (original);
- 2) a notarized copy of a state-recognized document on secondary (complete) general education or secondary vocational education with an attachment;
- 3) a notarized copy of the passport or identity card;
- 4) Certificates of the presence or absence of a criminal record.

After completing the interview:

- 1) receipt of payment for tuition;
- 2) 6 photos 3x4 in size (color or black and white, no more than 1 year old);
- 3) medical certificate (form 086-U), fluorographic image, vaccination card (form 063-U);
- 4) minutes of the decision of the commission.

An applicant can provide copies of documents online by sending them to the e-mail of the admissions committee [foreign\\_dep@medkrmu.kz](mailto:foreign_dep@medkrmu.kz), while the applicant undertakes to provide the originals of documents when enrolling in the admissions committee.


2.5.3) Enrollment of foreign citizens is carried out in accordance with the academic calendar 5 (five) days before the start of the next academic period.

2.5.4) Foreign students wishing to enroll in a master's or doctoral program must fill out an Application form and attach the following documents:

- 1) a diploma with an attachment on the completion of the bachelor's program (original);
- 2) 6 photographs 3x4 cm;
- 3) a certificate from their country with a notarized translation into Russian or Kazakh;

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- 4) medical certificate form 086-U (be sure to attach a fluorographic image, a copy of the vaccination card);
- 5) a certificate confirming the level of a foreign language (if available);
- 6) certificate of educational grant award (if available);
- 7) a copy of an identity document (you must have original documents with you);
- 8) certificate of no criminal record.

2.5.5) All foreign documents on secondary or higher education must undergo nostrification (recognition) at the Center for the Bologna Process in Nur-Sultan, during the first semester of study.

2.5.6) During the day (or the next day) upon arrival in the country, the applicant must register in the journal of the lawyer of the Public Service Center and the Migration Service.

2.5.7) The receipt by foreigners on a competitive basis in accordance with the state educational order of free postgraduate education is determined by international treaties of the Republic of Kazakhstan, with the exception of the scholarship program for master's programs.

2.5.8) The detailed procedure for admitting foreign citizens to study at the NEI "Kazakh-Russian Medical University" is described in the Rules for admission to study at the NEI "Kazakh-Russian Medical University".

### **3. Procedure for the implementation of activities**

#### *3.1. Organization of the educational process*


3.1.1) The organization of the educational process within one academic year is carried out in accordance with the academic calendar, which is approved by the rector of the NEI "Kazakh-Russian Medical University", based on the decision of the Academic Council.

3.1.2) The academic year consists of academic periods, periods of intermediate attestation (examination session), vacations and professional practices. Final attestation is provided for the graduation course. The academic period at the NEI "Kazakh-Russian Medical University" at the bachelor's, internship, master's, doctoral level has a duration of 15 weeks (semester); at the residency level – academic year.

3.1.3) Each academic period ends with a period of intermediate attestation (examination session). The period of intermediate attestation (examination session) has a duration of at least 1 week.

3.1.4) Holidays are provided to undergraduate, internship, graduate, doctoral students twice during the academic year, the total duration of which is at least 7 weeks, with the exception of the graduation course. Residents are granted vacations once during the academic year, the total duration of which is at least 5 weeks, with the exception of the graduation course.

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3.1.5) Development, coordination and approval of educational programs is carried out in accordance with the instructions for the development of educational programs for higher and postgraduate education of the NEI "Kazakh-Russian Medical University".

3.1.6) The NEI "Kazakh-Russian Medical University" provides training in Kazakh, Russian and English, as well as training in multilingual (Kazakh / Russian / English) and mixed (Kazakh / Russian) groups.

3.1.7) Studying under the educational programs of the NEI "Kazakh-Russian Medical University" is carried out in the form of a combination of theoretical training with practical training on the basis of the practice of the university.

3.1.8) Curriculum are developed in two forms:

- 1) individual curriculum of students;
- 2) curriculum for educational programs.

3.1.9) Curriculum for educational programs contain the following types of disciplines:

1) disciplines of a compulsory component (the list of these disciplines is regulated by the Order of the Acting Minister of Health and Social Development of the Republic of Kazakhstan dated July 31, 2015 No. 647 "On the approval of state compulsory standards and model professional training programs for medical and pharmaceutical specialties");

2) disciplines of the university component (the list of these disciplines is determined by the NEI "Kazakh-Russian Medical University");


3) disciplines of an optional component (the list of these disciplines is chosen by students from the annually updated Catalog of elective disciplines).

3.1.10) The catalog of elective disciplines is a systematized annotated list of all disciplines of the elective component, containing a brief description of them, indicating the purpose of the study, a summary (main sections) and the expected results of the study (knowledge, skills, abilities and competences acquired by students). The CED reflects the prerequisites and postrequisites of each academic discipline. CED provides students with the opportunity to choose an alternative choice of elective academic disciplines and is brought to the attention of students by advisers.

3.1.11) The choice of disciplines should be carried out with the obligatory consideration of the sequence of studying the disciplines. Registration of a student for elective disciplines is carried out in AIS "Platonus" (see paragraph 3.2). A student cannot be registered for a discipline if in the previous semester he has not mastered the prerequisites for this discipline.

3.1.12) The dean, the heads of the magistracy and doctoral studies, residency departments and the head of the department are responsible for timely informing students with academic debts about the possibilities of their elimination in subsequent periods of theoretical training in order to comply with the principle of prerequisite.

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3.1.13) On the basis of the curriculum and CED in specialties with the help of an adviser, an individual curriculum for the academic year is drawn up. IC determines the individual educational trajectory of each student. Deans / head of the department of magistracy and doctoral studies, residency are responsible for the formation of the IC.

3.1.14) IC includes disciplines of a compulsory component and disciplines of an optional component, practice, final attestation. IC of undergraduate and doctoral student also includes scientific or professional internship, research work (experimental research work).

3.1.15) IC are approved by the dean of the faculty / head of the department of magistracy and doctoral studies, residency. The student is personally responsible for the implementation of the IC.

3.1.16) For students transferred from other educational organizations, restored, remaining for a second year of study, returning from academic leave, the IC is drawn up on the basis of the PC. The dean of the faculty / head of the department of magistracy and doctoral studies, residency, on the basis of the submitted documents, determines the academic difference in disciplines in the curricula and, in accordance with the mastered prerequisites, sets the course of study, transfers the acquired credits in accordance with the educational program and approves the individual curriculum of the student in agreement with the office of the Registrar.


3.1.17) Students who have been trained in foreign educational institutions on the basis of international exchange educational programs, or partner programs of the NEI "Kazakh-Russian Medical University" within the framework of academic mobility, can be credited with the credits they earned during their studies abroad in disciplines that correspond to the approved curriculum of the university's specialty. For the transfer of credits, the dean's office / department of magistracy and residency, on the basis of the syllabuses of disciplines, establishes the equivalence of the content of courses studied in foreign OHaPE, the curriculum of the NEI "Kazakh-Russian Medical University".

3.1.18) The volume of the student's study load is determined by the length of the academic hour and the volume of study hours (contact hours of 50 minutes each) accompanying the academic hours for different types of academic work.

3.1.19) The academic hours of the student's classroom work are supplemented by the corresponding number of hours of independent work of the student (hereinafter referred to as the IWS, see clause 3.3) and the student's independent work under the guidance of the teacher (hereinafter referred to as the IWST).

3.1.20) Accounting for the student's academic work is carried out according to the volume of credits of the discipline being studied, in the form of the following training sessions: lectures, practical (seminar), laboratory, independent work of students, simulation, all types of practice, internships, preparation and passing of final attestation.

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3.1.21) Students master each academic discipline in one academic period, at the end of which they pass the final control in the form of an exam. The final control for all types of professional practices is carried out in the form of protection of the specified types of educational work of the student, which is assessed in accordance with the established rating scale.

3.1.22) The schedule of studies at the university is organized from 8:00 to 20:00 according to the approved schedule of studies.

3.1.23) The schedule of classes is drawn up by the department of academic work and entered into the IS "Platonus".

### 3.2. *Registration to study disciplines*

3.2.1) Study groups by discipline and the formation of the schedule of classes are carried out on the basis of registration of students for the discipline. The student must register for a certain number of credits / hours provided by the curriculum of the educational program within the time frame established by the academic calendar.

3.2.2) Registration of a student for the study of academic disciplines (modules) of the upcoming academic year is carried out at the registrar office, after discussing his individual trajectory of training with an adviser, who explains the choice of disciplines, according to the approved curricula and the catalog of elective disciplines.

3.2.3) For students of the 1st course / year of study, an organizational period is provided for familiarization with the rules for organizing the educational process at the university. The registration procedure for students of the 1st course / year of study for disciplines is carried out within the framework of the orientation week.

3.2.4) The basis for access to registration is: passing all the prerequisites required to study a particular discipline (with the exception of 1st year students).

3.2.5) Academic streams of students are formed according to the principle of a sufficient number of students enrolled in a given discipline and achieving a sufficient level of their profitability.

3.2.6) The formation of academic streams and groups is determined by the office of the registrar.

3.2.7) If the number of students is less than the minimum established, then the elective discipline does not open. In this case, the adviser carries out work on re-registration of students for another discipline within 3 days.

### 3.3. *Individual work of student*

3.3.1) The volume and content of the IWS for each discipline is reflected in the syllabus.

3.3.2) The entire scope of the IWS is confirmed by assignments that require the student to work independently on a daily basis.

3.3.3) Students get acquainted with the content, volume and deadlines for delivery of the IWS from the syllabus, which is located on the MOODLE platform.

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3.3.4) The choice of the form and type of independent work of students in each discipline is carried out in accordance with the specifics of the studied discipline, its goals and objectives, the degree of complexity and relevance.

3.3.5) The teacher ensures the development of requirements for assignments, deadlines and forms of control / reporting and assessment criteria for each IWS assignment; differentiation of independent work of students, as well as tasks by type and degree of complexity.

3.3.6) In accordance with the target setting aimed at the effectiveness of the study of the discipline, independent work can be organized as:

1) extracurricular work, where the main role is assigned to the student (preparation for lectures, practical and laboratory classes, the implementation of project or creative tasks);

2) duty in the departments of clinical bases of the university;

3) synthesis of home preparation for classes and the work itself during the lesson - training, debate, business game, presentations, logical problems, cases, etc

3.3.7) The ratio of time between the contact work of the student with the teacher and the IWS is determined on the basis of: 30% - classroom studies, 20% - IWST, 50% - IWS.

3.3.8) In residency, the volume of IWS is 15% of the total number of hours in the discipline.

#### 3.4. *Individual work of student with teacher*

3.4.1) The scope and forms of control of the IWST for each discipline is reflected in the syllabus.

3.4.2) IWST is a contact work of a student and a teacher on accepting completed IWS tasks, as well as performing other types of educational tasks: practicing practical skills, participating in the work of a clinical base, consultations, bypasses of the teaching staff of medical wards, educational consultations on the thematic sections of the discipline.

3.4.3) In residency, the volume of IWST (independent clinical work under the guidance of a clinical mentor) is 75% of the total number of hours in the discipline.


#### 3.5. *Working off missed classes/examinations*

3.5.1) A pass for an unacceptable reason is not fulfilled, in the journal it is noted in the letter form "n", which is equivalent to the score "0" when calculating the rating of admission by discipline.

3.5.2) Students who have received an admission rating in the discipline of at least 50 points are allowed to the session / exam. With a lower value of the ORD, the student is not allowed to the exam and re-studies the discipline in the summer additional semester (with the exception of the graduation course), on a paid basis.

3.5.3) A student who has passes for an acceptable reason has the right to work off missed classes, or take a missed exam on the basis of the order of the dean of the faculty / heads of the department of magistracy and doctoral studies, residency.

3.5.4) Acceptable reasons for missing are:

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1) illness of a student, subject to the provision of a medical certificate from a doctor to a student / attached medical organization within 3 days after recovery (for foreign students, the period for providing a certificate is up to 5 days, the certificate must be certified by a polyclinic with which an agreement on medical services for students has been concluded);

2) participation in the image events of the university with the approval of the dean's office / department of magistracy and doctoral studies, residency;

3) marriage (exemption up to 3 days / for foreign student's exemption up to 10 days);

4) funeral of relatives of the first generation (upon presentation of an application and a certificate - up to 3 days / for foreign students, exemption up to 10 days).

3.5.5) For a student who has more than 50% of absenteeism due to illness in the semester, the Dean's Office / Department of Residency / Department of magistracy and doctoral studies recommends an academic leave.

### 3.6. *Eliminating the academic difference in academic*

3.6.1) For transferred / reinstated students, the dean of the faculty / heads of the department of magistracy and doctoral studies, residency determine the academic difference in subjects. When transferring or restoring students, the course and specialty of further education is determined taking into account the prerequisites.

3.6.2) The IC of the transferred / reinstated student is approved by the dean / heads of the magistracy and doctoral studies, residency department as agreed by the Office of the Registrar.

3.6.3) The academic difference in subjects is eliminated by the student in accordance with the approved IC.

3.6.4) To eliminate the academic differences between disciplines within the Individualized Study Plan (ISP), the student, during the summer semester, should attend all types of educational activities, complete all forms of ongoing and milestone assessments, obtain admission to the final assessment, and take the final examination.

3.6.5) The academic difference in disciplines not eliminated at the end of the academic year (academic period (semester) and summer semester) is further taken into account as academic debt.

### 3.7. *Organization of internship*

3.7.1) Professional practice is a mandatory component of the university's educational programs.

3.7.2) The duration of the internship is determined in weeks based on the standard time of work, learning in practice during the week, equal to 30 hours (6 hours a day with a five-day working week). To calculate the number of weeks, the volume of practice in credits is multiplied by the complexity of the corresponding type of practice in academic hours and divided by the duration of the student's work in practice during the week, that is, by 30 hours.

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3.7.3) All types of internship are conducted in accordance with internship programs containing the basic requirements for internship. The program is developed by the department, taking into account the profile of the specialty, the nature of the enterprise, the organization - the places of internship, is discussed at the meeting of the COP and approved by the Academic Council. The internship program contains the purpose and objectives of the internship, the place of the internship, the professional requirements for the trainee, the content of the internship stages, the criteria for evaluating the components of the internship, the procedure for preparing reporting documents (list, requirements for registration, etc.), sample reporting forms, terms of protection practice reports.

3.7.4) The organization of practice at all stages should be aimed at ensuring the continuity and consistency of mastering the students' professional skills in accordance with the requirements for the level of training of the graduate.

3.7.5) Professional practice is assigned to the relevant department.

3.7.6) Industrial practice of students is carried out at enterprises, institutions and organizations that are bases of practices in accordance with existing agreements on the provision of a base of practice.

3.7.7) Students are sent to industrial practice in accordance with the academic calendar. The basis for undergoing industrial practice is an order to send students to practice.

3.7.8) Responsibility for the organization and conduct of educational, industrial and professional practice is borne by the departments and the department of professional practice and clinical work of the university, as well as the management of the practice bases in accordance with the terms of the concluded agreement, as well as in accordance with the Labor Code of the Republic of Kazakhstan.

3.7.9) Educational and methodological support and practice management, implementation of curricula, practice programs and quality control of its implementation are carried out by responsible departments.


3.7.10) Professional practice is managed by the most qualified and experienced teachers.

3.7.11) A prerequisite for passing professional practice is the presence of a sanitary book.

3.7.12) Before the start of professional practice, the department organizes the necessary training for trainees: provides instructions on the goals, objectives, rules, the program of professional practice, on safe working conditions.

3.7.13) The department of professional practice and clinical work monitors the provision by the enterprise, the institution of safe working and living conditions for students, the conduct of mandatory instructions on labor protection and safety measures, the implementation of the internal labor regulations by the interns.

3.7.14) The head of the practice checks the students' reports on the practice, gives feedback on their work and submits a report on the practice, including

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comments and suggestions for improving the practical training of students (questionnaire).

3.7.15) The head of the practice of students from the enterprise assists in the collection of materials, assesses the quality of the performance of professional duties in real production conditions, compiles professional characteristics for the trainees, containing data on the implementation of the practice program and individual tasks.

3.7.16) During the internship, the student must:

1) complete the practice program, keep a practice diary in the prescribed form;  
2) study and strictly observe the rules of labor protection, safety and industrial sanitation;

3) submit to the head of the practice in the prescribed form a written report, a diary signed by the head of the base of practice on the completion of all tasks.

3.7.17) After completing the tasks stipulated by the internship program, the student submits to the internship manager from the university a written report on the internship results signed by the internship manager from the internship base.

3.7.18) The final form of practice control is the student's report on the practice, including the material collected, analyzed and systematized during practice.

3.7.19) The practice report is drawn up in accordance with the requirements developed by the responsible department and approved at its meeting. To complete the report, the last 2-3 days of practice are allotted.

3.7.20) Based on the results of professional practice, students submit a report to the responsible department, which is checked by the head of the practice and defended before the commission. The results of the protection of the report are assessed according to the established point rating letter rating system.

3.7.21) The composition of the commission for the protection of reports and the work schedule are approved by the order of the department of professional practice and clinical work / head of the department no later than 10 days before the end of the practice.

3.7.22) The results of professional practice are discussed at the department. The general results of the practice are summed up at the Faculty Council.

3.7.23) The final statements on practice should be closed in the current academic year, since the result of the final grade according to the established point-rating letter grading system for practice, along with the results of other disciplines, affects the GPA and the student's transfer from course to course. In case of an unsatisfactory mark on the final control in practice, the student is not credited with credits for the corresponding type of practice.

3.7.24) A student who fails to attend the internship without valid reasons or receives an «unsatisfactory» grade as a result of the final assessment has the right to undergo and complete the internship during the summer semester on a fee-paying basis. In the event of a justified absence from the internship, the student may complete the internship during the next academic period free of charge and take the examination.

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3.7.25) A field internship in residency is a form of training that combines training in an educational organization with compulsory periods of study in medical organizations of different levels with equal responsibility of the educational organization, the medical organization and the student. The procedure for organizing an offsite internship is regulated in the Regulations on the offsite internship.

3.7.26) The educational program of the scientific and pedagogical magistracy and doctoral studies includes two types of practices, which are carried out in parallel with theoretical training or in a separate period:

- 1) pedagogical;
- 2) research.

3.7.27) Pedagogical practice is carried out with the aim of developing practical skills in teaching and learning methods. At the same time, undergraduates are involved in conducting classes on undergraduate programs at the discretion of the university.

3.7.28) The research practice of the undergraduate and doctoral student is carried out with the aim of acquaintance with the latest theoretical, methodological and technological achievements of domestic and foreign science, modern methods of scientific research, processing and interpretation of experimental data.

3.7.29) The educational program of the profile magistracy includes industrial practice. Industrial practice is carried out with the aim of consolidating the theoretical knowledge gained in the learning process, acquiring practical skills, competencies and professional experience.

3.7.30) The procedure for organization of practices, reporting forms in the magistracy are described in the guidelines for the passage of professional practice by undergraduates (MU-03-13-07).

3.7.31) The procedure for organizing practice, reporting forms are described in the Rules for organizing the educational process in doctoral studies (PR-03-13-11).

### 3.8. *Scientific research work of student*

3.8.1) The research work of students at the NEI "Kazakh-Russian Medical University", depending on the educational program, is mandatory or optional.

3.8.2) The main goal of the organization and development of the SRWS system is to increase the level of scientific training of students, to identify the most talented students, inclined to scientific activity, for subsequent training in the magistracy and doctoral studies and replenishment of scientific and pedagogical personnel of the NEI "Kazakh-Russian Medical University", as well as the further development of the integration of science and education.

3.8.3) The organization of SRWS is provided by the vice-rector for scientific and clinical work, the head of the science department, deans of faculties, heads of departments, Student Scientific Society.

3.8.4) The main subject of the organization of SRWS is the department. The department organizes student scientific circles, scientific clubs. The list of student

scientific circles and clubs is approved by the vice-rector for scientific and clinical work.

3.8.5) SRWS is subdivided into the following types:

- 1) SRWS built into the educational process;
- 2) SRWS, supplementing the educational process.

3.8.6) SRWS, built into the educational process, is carried out as part of the IWS tasks in the form of preparing abstracts, reports, projects, abstracts and articles.

3.8.7) SRWS, complementary to the educational process, carried out in the form of the following activities:

- 1) work in a student scientific society;
- 2) work in student scientific circles, clubs;
- 3) participation in student scientific conferences, sections, round tables, debates;
- 4) participation in student competitions of scientific works, olympiads,
- 5) publication of student research papers;
- 6) participation in scientific projects of the departments.

3.9. *Academic honesty*

3.9.1) The basis of the learning process at the NEI "Kazakh-Russian Medical University" is academic honesty, which is ensured by the observance of the Code of Academic honesty of the NEI "Kazakh-Russian Medical University".

3.9.2) The core principles of academic honesty are:

- 1) ensuring academic integrity as the main institutional value that forms honesty and mutual respect in academic work;
- 2) approval of fair and objective rules of academic honesty, aimed at the formation of high ethical values;
- 3) ensuring a consistent and continuous trajectory of student learning by defining a clear mechanism and procedure for transferring student credits based on verified transcripts from other educational organizations;
- 4) showing respect by the teacher to his students as a mentor, contributing to the formation of academic culture;
- 5) encouragement and encouragement of participants in the educational process for the promotion and protection of academic honesty;
- 6) the teacher's definition of a clear discipline policy, the expected requirements from the student;
- 7) the teacher's definition of a policy of clear parameters for assessing the educational achievements of students;
- 8) taking measures in accordance with the legislation of the Republic of Kazakhstan for violation of the principles of academic honesty;
- 9) creating an academic environment that provides educational, social and psychological support to students and allows the prevention of academic dishonesty.

3.9.3) In order to ensure the implementation of the principles of academic honesty, the NEI "Kazakh-Russian Medical University" provides for the following types of work:

- 1) There is a Commission for Quality Assurance of Educational Activities;
- 2) Monitoring of the educational process is carried out;
- 3) Monitoring of the observance of the Code of Academic Integrity of the NEI "Kazakh-Russian Medical University";
- 4) Anti-corruption department works;
- 5) Scientific works of students and teaching staff are checked for plagiarism;
- 6) Test tasks for midterm control, exams are checked for plagiarism or the availability of ready-made test tasks with answers on the Internet in the public domain;
- 7) Measures are taken to prevent leakage of midterm control tasks, intermediate and final attestation;
- 8) Surveys and questionnaires of students are conducted to identify the facts of corruption;
- 9) In case of revealing the facts of leakage of midterm control tasks, intermediate and final attestation, or discovering the facts of gaining advantages of students when passing the midterm or final control, the results of the midterm control / intermediate attestation are canceled and a retake is assigned.
- 10) In relation to persons who have violated the provisions of the Code of Academic Honesty of NEI "Kazakh-Russian Medical University", disciplinary measures are taken, up to expulsion (for students), dismissal (for employees).

3.9.4) To prepare for exams, it is allowed to issue students with oral exam questions or trial test tasks, similar in content to the RC test tasks or intermediate attestation.


### *3.10. Code of corporate ethics of students and employees*

3.10.1) The University entrusts its employees and students to represent the University, its mission and core values in a professional and ethical manner. Compliance with the requirements of this Code by employees and students of the University will contribute to the creation of a healthy, respectful and ethical environment in the interests of the University and the team.

3.10.2) This Code establishes a general framework for personal moral values, behavior and ethical standards.

3.10.3) Employees and students must come to work and study on time, observing the class schedule and internal labor regulations.

3.10.4) Those in positions of responsibility must exercise their authority fairly, appropriately and treat others with courtesy and respect, without prejudice or preconception.

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3.10.5) Employees and students of the University should avoid any manifestations of favoritism, nepotism, bribery, fraud, corruption and other similar practices that may interfere with fair decision-making.

3.10.6) No employee and student should engage in any form of discrimination, intimidation, harassment, bias, or illegal, dishonest or unethical behavior.

3.10.7) Employees and students of the University show respect for their colleagues on the territory and outside the University.

3.10.8) Employees and students of the University must make equal efforts for effective professional cooperation in the interests of the University.

3.10.9) Examples of inappropriate behavior include, but are not limited to:

3.10.9.1) aggressive communication, including the use of inappropriate and / or offensive language (oral or written);

3.10.9.2) isolation, deliberate exclusion and / or refusal to cooperate at work;

3.10.9.3) derogatory names and insults;

3.10.9.4) threats of a physical or psychological nature;

3.10.9.5) bullying behavior or language that causes fear or anxiety in others;

3.10.9.6) abuse of power by a person in a responsible position;

3.10.9.7) cyber bullying, for example, by email or using social networking sites to post derogatory messages or disseminate confidential information about someone;

3.10.9.8) spreading malicious rumors or insulting someone;

3.10.9.9) promoting isolation or non-cooperation at work;

3.10.9.10) derogatory comments about a person's appearance;

3.10.9.11) ascribing merit to oneself for the work done by others;

3.10.9.12) humiliation / belittling of someone in front of other people.

3.10.10) All employees and students of the university must comply with ethical standards, show tolerance, politeness, tact, treat staff, students and their parents, legal representatives kindly and respectfully, and avoid actions that degrade the honor and dignity of citizens and their business reputation.

3.10.11) To create and maintain a favorable moral and psychological climate at the University, employees and students must take measures aimed at suppressing intrigues, rumors, manifestations of dishonesty in the performance of their duties.

3.10.12) Heads of structural divisions and other employees of the University are prohibited from:


3.10.12.1) shift their responsibility, functional powers to another structural unit;

3.10.12.2) use the official position in personal interests and to the detriment of the interests of the University;

3.10.12.3) show formalism;

3.10.12.4) create red tape in the performance of official duties, arrogance, rudeness in relation to subordinate employees;

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3.10.12.5) discuss with subordinates the actions and decisions of superior managers, contrary to and not in the interests of the University.

3.10.13) Employees are obliged to suppress actions that can harm the rights and interests of the university, including:

3.10.13.1) discussion of orders, orders and decisions of the management staff with a view to their non-execution;

3.10.13.2) dissemination and use in professional activities of unverified, unreliable information, information of a dubious nature;

3.10.13.3) biased and biased attitude towards colleagues and students;

3.10.13.4) manifestations of flattery, hypocrisy, importunity and lies;

3.10.13.5) exaggeration of their importance and professional capabilities.

3.10.14) During training sessions, as well as at various events (meetings, conferences, meetings, meetings, business meetings, holidays, etc.), it is recommended to turn off the sound signal of your mobile phone.

3.10.15) Employees and students of the University are prohibited from disseminating false information regarding the activities of the University, contributing to harm to its business reputation (image).

*3.11. Organization of the educational process on distance learning technologies*

3.11.1) In case of announcement of quarantine measures in the Republic of Kazakhstan, as well as in accordance with clause 3.11.10, the university provides the following formats of education using distance technologies:

1) Online learning using distance learning technologies;

2) Blended learning - a training format in which lectures are conducted online, seminars, laboratory and practical classes of an applied nature are conducted in full-time format, subject to a sanitary regime and a social distance of 2 meters in all areas of training.


3.11.2) Regardless of the format of training, all students must be registered on the educational portal Kazakh-Russian Medical University <https://moodle.medkrmu.kz/>, which hosts syllables, video lectures, test assignments and other educational materials for students.

3.11.3) Online training is carried out on the MOODLE.MEDKRMU and Microsoft Teams platforms using the proctoring procedure (video identification of the student's personality), which is carried out according to the instructions (link to the instruction: <https://moodle.medkrmu.kz/mod/resource/view.php?id=263582>).

3.11.4) Online training sessions provide for the process of educational interaction in real time using digital technologies (webinars, video conferencing, via messaging over the Internet). This provides for the use of previously recorded video lectures.

3.11.5) To work in the MOODLE.MEDKRMU system, you need an Internet connection. The recommended connection speed is at least 512 Kbps. Recommended operating system: Windows XP or higher, Macintosh, Linux.

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Recommended browser: Internet Explorer 6 or higher, Google Chrome, Mozilla Firefox, Opera. To view documents you need: Adobe Reader or analogs, Flash Player, MS Office programs. To work in the system from a cell phone, the recommended operating system: Android 8.0 and higher, iOS 10.

3.11.6) In case of loss of communication during the lesson, the student must submit an explanatory note to the name of the course instructor and an attachment to the screen of the computer / laptop monitor. In this case, the student must complete an additional task to work out the missed part of the lesson.

3.11.7) For the rapid exchange of information between teachers and students, group leaders create chats in WhatsApp messengers and others and include teachers and all students of the group in it. Through this chat, teachers can share links to online classes, video lectures, and also advise students on the topics of the lesson.

3.11.8) Current, midterm control of progress and intermediate attestation of students is carried out in accordance with the working curriculum, academic calendar and curriculum.

3.11.9) To conduct midterm attestation and final control of the progress of students online, examiners are required to verify the student, monitor the screen and student behavior, and record the entire exam on video.

3.11.10) Fully distance learning is allowed for the following categories of students:

1) students who have the conclusion of the medical advisory commission on the state of health;

2) participants of international, republican training camps, sports competitions, intellectual and creative competitions and festivals for the period of participation;

3) all students in the event of an emergency in the Republic of Kazakhstan.

3.11.11) When conducting an online session in the format of distance learning, attendance is taken into account by the teacher based on the video broadcast of the stream from the account of each of the students, as well as according to the data (logs) about the actions of the participants in the online session, regardless of the platform and service used.

3.11.12) In the absence of constant visual contact with the student by means of the platform or service used, the teacher records the absence of a lesson for the student for an unjustified reason. If there are technical problems that make it impossible to broadcast a video stream, the confirmation of the student's actual participation in the class is assigned to the teacher (periodic voice survey, content survey for involvement, etc.).

3.11.13) Teachers and students, when conducting an online session (broadcasting a video stream) in the format of distance learning or work, must observe visual and speech etiquette, namely: comply with the requirements for a neat appearance, not allow the demonstration of open body parts, obscene,

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provocative or violating the norms of the legislation of the Republic Kazakhstan of images, including on clothing and background, do not involve in the broadcast persons who are not students of this course, do not show pets, do not perform any other actions that may distract attention or disrupt the normal course of the lesson or other academic event.

3.11.14) If a student violates these requirements, the teacher or any other person with academic administrative authority must stop or block the student's access to this lesson / event and record the fact of missing the lesson without a good reason. Depending on the nature of violations of these rules, the university administration, teachers and students have the right to apply to the appropriate committee in order to bring the violator to disciplinary responsibility.

### *3.12. Responsibilities of a student on DETs*


#### 3.12.1) Responsibilities of the student on DETs:

- 1) be in touch with teachers on a daily basis;
- 2) get acquainted with the schedule, topics, content of classes through available means of communication;
- 3) independently study training courses using information and communication technologies;
- 4) attend distance learning sessions in the "on-line" and (or) "off-line" mode;
- 5) fulfill all the requirements for the discipline within the framework of training. The discipline requirements are described in the syllabus, which is posted on the educational portal;
- 6) present the completed assignments on a daily basis in accordance with the teacher's requirements by sending a scan / (or photo) of the completed assignments to the teacher through the platform used or available means of communication (e-mail, WhatsApp chats, etc.).
- 7) comply with the rules of academic honesty and the principles of self-control when performing educational assignments;
- 8) take all types of control (current, midterm, intermediate), according to the academic calendar.

### *3.13. Sanitary and epidemiological rules for students and employees*

3.13.1) At the entrance to the university building, clinical bases, students and staff must scan a special QR code by means of a cell phone and present at the entrance the risk rating specified in the application, as well as a student ID. If a student or university employee does not have a cell phone, it is necessary to dictate your IIN to a university employee at the entrance.

3.13.2) At the entrance to the university building and clinical bases, a daily morning filter is carried out for all employees and students (thermometry with a non-contact thermometer, hand treatment with an antiseptic at the entrance to the

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building). Students and employees must maintain a distance of at least 1.5 m when moving around the territory.

3.13.3) Students and employees with signs of infectious diseases (respiratory, intestinal, fever) are not allowed to enter the university building and clinical bases.

3.13.4) Students and employees with signs of infectious diseases are immediately isolated from the moment these signs are detected until the arrival of an ambulance team, or self-isolation is carried out at home.

3.13.5) Students and teachers during the lesson should adhere to measures of social distancing, with the exception of the period of practicing practical skills or working with standardized patients, patients at clinical sites, when physical contact is inevitable and justified by educational goals.

3.13.6) During classes and being inside the university building, you must wear a medical mask. During the breaks of the lesson, the headman of the group should arrange for the ventilation or quartzing of the office (if the office is equipped with a quartz lamp). During the airing / quartzing of the classroom, students must leave the classroom. It is recommended to wipe the table with a disinfectant napkin at the beginning of the lesson.

3.13.7) In case of detecting signs of COVID-19 infection (fever, chills, etc.), the student must warn the teacher and go for examination at the medical center of the university. If the lesson is held on a clinical basis, it is enough to warn the teacher and the head of the group.

#### *3.14. Inclusive education*

3.14.1) The organization of the educational process for persons with disabilities and persons with limited abilities in Kazakh-Russian Medical University is carried out on the basis of the Regulations on Inclusive Education, developed in accordance with the Law of the Republic of Kazakhstan "On Education", the Social Code of the Republic of Kazakhstan. In accordance with the Law of Republic of Kazakhstan "On Education" persons with special educational needs should have conditions created for their self-improvement, continuation of lifelong learning at all levels of education, free development of their abilities, including the right to choose the form of education within the framework provided by the education system, taking into account their individual characteristics. The University independently determines the list of educational programs on which it can provide education for persons with disabilities or persons with special needs (see the Regulation on Inclusive Education).

## **4. Assessment and monitoring of students' progress**


### *4.1. Types of knowledge control*

4.1.1) To check the educational achievements of students, the following types of control of knowledge of students in the discipline are provided:

- 1) current control;
- 2) midterm control;

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3) intermediate attestation;

4) final attestation.

4.1.2) Current control is a systematic examination of the knowledge of students in accordance with the curriculum, carried out by the teacher in classroom and extracurricular classes according to the schedule and schedule during the academic period.

4.1.3) Midterm control - control of academic achievements of students upon completion of a large section (module) of one academic discipline, carried out according to the academic calendar, including the results of current control and putting down the results of midterm controls in the statement of the automated information system of the university.

4.1.4) The format and procedure for conducting milestone assessments and final examinations for each academic discipline are discussed at the department's meeting, reviewed by the educational programs committee

(EPC), approved by the Academic Council, and confirmed by the University Academic Council no later than one month from the start of the academic period. These details are documented in the syllabus of the respective discipline. Comprehensive information on the methods of ongoing and milestone assessment is provided by the instructor to the students.

4.1.5) Students are eligible to take the midterm assessment in the subject if they have achieved a minimum of 50% based on the results of current assessments. The rating for midterm assessment eligibility is determined by the arithmetic average of current estimates (AAvgCE) in the subject across all types of classes, divided by the total number of grades. The maximum achievement score for AAvgCE in the subject is 100 points.

4.1.6) The results of midterm controls are entered by the teacher into the midterm control list of the automated information system, no later than three days after the date of the midpoint control. Changes in the results of midterm control in order to improve them are not allowed.

4.1.7) Final Examination - the evaluation of students' academic achievements conducted after the completion of the discipline's study during the examination period (intermediate assessment). The maximum score for the final examination is 100 points. Students are eligible to take the final knowledge assessment in a discipline if they have earned no less than 50 points based on the results of ongoing and clearance rating ( $CR = AAvgCE + (QA1+QA2)/n$ ).

4.1.8) The educational achievements of students in all types of educational controls are assessed according to the point-rating letter system of knowledge assessment.

#### 4.2. *Intermediate attestation*

4.2.1) Admission to intermediate attestation (examination session) is carried out in two stages:

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1) at the first stage, the dean's office / head of the department of magistracy and doctoral studies, residency, admission to the examination session is made for students who have fulfilled the terms of the contract for the provision of educational services;

2) at the second stage, the office of the registrar carries out admission to the exam in the discipline based on the assessment of the admission rating, determined by the results of the current and midterm control of progress in the automated information system.

4.2.2) The number of examinations is determined in accordance with the student's IC. Responsibility for the organization and conduct of the examination session rests with the dean of the faculty / heads of the department of magistracy and doctoral studies, residency and the office of the registrar of the university.

4.2.3) Students must pass all exams in strict accordance with the student's individual curriculum.

4.2.4) The form and procedure for conducting the exam for each academic discipline is discussed at a meeting of the department, considered by the CEP, agreed upon by the Academic Council and approved by the Academic Council of the University.

4.2.5) The NEI "Kazakh-Russian Medical University" provides the following forms of examinations:

1) MCQs - Multiple Choice questions) - the student is asked to choose one answer option from several proposed.

2) WE - Writing Exam- carried out on tickets in the form of answers to questions, situational tasks, tests in writing on paper or electronic media.

3) OSCE-Objective Structured Clinical Examination - a tool for assessing a wide range of clinical skills (communication skills, the ability to handle unpredictable patient behavior, clinical examination, procedures, manipulations, assessment of visual examination methods, interpretation of results, etc.) that simulate situations of real clinical practice.


4) OSPE-Objective Structured Practice Examination - a tool for assessing a wide range of practical skills (clinical examination skills, procedures,

5) Mini-CEX - Mini-Clinical Evaluation Exercise - a tool that allows you to assess the skills of the residency student directly with the patient (history taking, examination and clinical justification) and receive immediate feedback to improve the learning process.

6) DOPS - Direct Observation of Procedural Skills - a tool for assessing the student's mastery of practical skills and procedures (puncture, catheterization, etc.), through direct observation, after which the student receives immediate feedback to determine strengths and weaknesses in the process of their learning.

7) Oral Examination - oral exam on tickets, project defense.

8) Cbd - Case based discussion - it is a structured interview designed to assess professional judgment in clinical cases. Determination of competence in patient

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examination, patient management, health promotion and disease prevention, and in some aspects such as relationship / ethics.

4.2.6) Conducting examinations in 2 or 3 stages is allowed. In this case, the final grade for the examination is determined by calculating the arithmetic mean of the scores from all stages.

4.2.7) A student who scored less than 50 points at the 1st stage of the exam is not allowed to the second stage.

4.2.8) During the final control, the assessment is entered into the examination sheet for the academic discipline. The final grade for the discipline includes assessments of the admission rating and final control (exam). The assessment of the current and midterm control of academic performance (admission rating) is at least 60% of the final assessment of knowledge in the discipline, and the assessment of the exam is at least 40% of the final assessment of knowledge in the discipline.

4.2.9) The final grade is calculated using the formula:  $FG = RA \times 0.6 + EA \times 0.4$ ; where FG is the final grade for the discipline; RA is the rating assessment; EA is the examination assessment; and  $(RA = AvgCA + (MA1 + MA2) / n)$ , where AvgCA is the average current achievement, MA1 is milestone assessment 1, MA2 is milestone assessment 2, and n is the number of assessments.

4.2.10) The final mark is calculated only if the student has a positive mark on the final control.

4.2.11) The results of the exam, according to the examination sheet, are transferred by the teacher to the registrar's office on the day of the exam and are entered into the automated information system no later than three days after the date of the exam.

4.2.12) When conducting intermediate attestation in integrated disciplines, consisting of separate blocks, be guided by the following:

1) if a student is not certified in one of the blocks of disciplines, he is not allowed to the final control in the integrated discipline;

2) A student who is not allowed to take the final assessment in an integrated discipline must undergo a re-study of the block of the discipline for which the threshold score was not achieved during the summer semester on a fee-paying basis.

3) after re-studying the block of the discipline, for which the threshold score was not scored, the student again takes the exam in the integrated discipline.

4.2.13) A student who does not agree with the result of the final control can submit an appeal to the chairman of the appeal commission, no later than 13.00 o'clock the next day after the presentation of the exam results. An appeal is submitted to the dean's office / department.

4.2.14) If the final control (exam) receives an "unsatisfactory" mark corresponding to the "FX" mark, the student has the opportunity to retake the final control without re-passing the academic discipline program free of charge.

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4.2.15) Upon receipt of the “FX” grade “unsatisfactory”, it is allowed to retake the final control (exam) without re-passing the program of the academic discipline (module) no more than once.

4.2.16) Retaking the final assessment (examination) from a grade of «FX» «unsatisfactory» is allowed in accordance with the academic calendar.

4.2.17) Upon receiving an assessment unsatisfactorily corresponding to the mark "F", the student re-enrolls in this discipline and masters it again.

4.2.18) When re-studying disciplines, if an elective discipline was not opened in the current academic year, the student has the opportunity to replace it with another elective discipline from the same block. The change of discipline must be agreed with the dean / chief, adviser and the registrar's office.

4.2.19) When re-studying disciplines, if an elective discipline was not opened in the current academic year, the student has the opportunity to replace it with another elective discipline from the same block. The change of discipline must be agreed with the dean / chief, adviser and the registrar's office.

4.2.20) For repeated violation of the "Code of Academic Honesty" for the entire period of study, the student is subject to expulsion from the university without the right of restoration.

4.2.21) In the event of violations of the «Academic Integrity Code», the grade for the discipline shall be annulled (both milestone and final assessments). Any violation of academic integrity is subject to review at a meeting of the Educational and Disciplinary Commission (EDC).

4.2.22) The Point-rating Alphabetic Grading System of the educational achievements of students, corresponding to the digital equivalent, is shown in Tables 4-5.

**Table 4 – Point-rating Alphabetic Grading System**

<b>Alphabetic Grading System</b>	<b>Numeric Equivalent</b>	<b>Score (%-percentage)</b>	<b>Traditional Grading System</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Satisfactory
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	Unsatisfactory
FX	0,5	25-49	
F	0	0-24	

**Table 5 – Point-rating alphabetic system for assessing academic achievements, students in foreign languages in accordance with the level model and translation into ECTS and the traditional grading scale**

<b>Level and description of language proficiency according to the common European competence (hereinafter referred to as CEC)</b>	<b>Alphabetic Grading System</b>	<b>ECTS Grading System</b>	<b>Numeric Equivalent</b>	<b>Score (%-percentage)</b>	<b>Traditional Grading System</b>
<b>A1</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	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	
<b>Level and description of language proficiency according to the CEC</b>	<b>Alphabetic Grading System</b>	<b>ECTS Grading System</b>	<b>Numeric Equivalent</b>	<b>Score (%-percentage)</b>	<b>Traditional Grading System</b>
<b>A2</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	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	



<b>Level and description of language proficiency according to the CEC</b>	<b>Alphabetic Grading System</b>	<b>ECTS Grading System</b>	<b>Numeric Equivalent</b>	<b>Score (%-percentage)</b>	<b>Traditional Grading System</b>
<b>B1</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	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	
<b>Level and description of language proficiency according to the CEC</b>	<b>Alphabetic Grading System</b>	<b>ECTS Grading System</b>	<b>Numeric Equivalent</b>	<b>Score (%-percentage)</b>	<b>Traditional Grading System</b>
<b>B2</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	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
F	FX, F	0	0-49	Unsatisfactory	
<b>Level and description of language proficiency according to the CEC</b>	<b>Alphabetic Grading System</b>	<b>ECTS Grading System</b>	<b>Numeric Equivalent</b>	<b>Score (%-percentage)</b>	<b>Traditional Grading System</b>
<b>C1</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	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory
<b>Level and description of language proficiency according to the CEC</b>	<b>Alphabetic Grading System</b>	<b>ECTS Grading System</b>	<b>Numeric Equivalent</b>	<b>Score (%-percentage)</b>	<b>Traditional Grading System</b>
C2	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactory
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactory
	F	FX, F	0	0-49	Unsatisfactory

Note: \* grades are affixed in alphabets and percentages


4.2.23) The grades of the alphabetic system are the letters of the Latin alphabet from A (highest grade) to F (worst grade), depending on the level of knowledge.

4.2.24) The numerical equivalent of points are Arabic numerals in the decimal system from 4.0 to 1.0 positive grades and 0.5 - unsatisfactory grades.

4.2.25) The percentage of the grade is determined as a percentage. In this case, a positive grade includes grades from 50% to 100%, an unsatisfactory grades - from 0 to 49%.

4.2.26) The traditional rating scale is built on a 4-point scale with ratings "excellent", "good", "satisfactory", "unsatisfactory".

4.2.27) With the ongoing control of progress, the educational achievements of students are assessed on a 100-point scale for each practical lesson, independent work of student (IWS).

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4.2.28) The grade for the exam (differential credit, midterm control) is set on a 100-point scale in accordance with the point-rating alphabetic system of knowledge assessment.

4.2.29) The student's GPA for the study period is determined at the Office of the Registrar as the weighted average grade of the student's achievement level for the entire previous study period, according to the formula:

$$GPA = \frac{(Fg_1 \times C_1) + (Fg_2 \times C_2) \dots + (Fg_n \times C_n)}{C_1 + C_2 + \dots + C_n}$$

where: FG1, FG2, FGn - final grades for disciplines in digital equivalent;

C1, C2, Cn - the volumes of the studied disciplines in credits;

n - the number of disciplines studied for the entire period of study passed.

All academic debts are counted as zero when calculating the GPA (FG = 0).

4.2.30) The summer semester is held (excluding the graduation course) to meet the needs for additional training, the elimination of academic debt or the difference in curriculum.

4.2.31) At the same time, the elimination of academic arrears or academic difference in curricula and additional training are carried out on a paid basis.

4.2.32) The duration of the summer semester is at least 6 weeks.

4.2.33) During the summer semester, the following credit limits may be achieved: for bachelor's programs, no more than 15 credits; for internships, 15 credits; for master's and residency programs, 9 credits; for doctoral programs, 9 credits.

### *4.3. Organization and conduct of the state examination on the discipline "Modern history of Kazakhstan"*

4.3.1) The state exam in the discipline "Modern history of Kazakhstan" is held during the period of intermediate attestation, according to the academic calendar.

4.3.2) Students of all undergraduate specialties of the NEI "Kazakh-Russian Medical University" pass the state exam in the discipline "Modern history of Kazakhstan" upon completion of its study, in the same academic period.


4.3.3) Preparation for the state exam is carried out by the Department of History of Kazakhstan and Social and Humanitarian Disciplines, which conducts classes in the academic discipline "Modern History of Kazakhstan", together with the dean's office of the faculty and the educational and methodological department.

4.3.4) The state exam on the academic discipline "Modern history of Kazakhstan" is carried out in the form of a written or oral exam on tickets.

4.3.5) In order to conduct and receive the State examination in the discipline "Modern history of Kazakhstan", on the basis of the submission of the department, an order of the rector is issued, and the State Examination Commission (hereinafter - SEC) is formed for a calendar year, consisting of the chairman and members of the commission.

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4.3.6) The candidacy of the chairman of the SEC and the composition of the SEC are approved by the order of the rector, based on the decision of the Academic Council.

4.3.7) The schedule of the SEC meetings is drawn up in accordance with the academic calendar and approved by the order of the rector of the NEI "Kazakh-Russian Medical University" no later than two weeks before the start of the State exam.

4.3.8) The duration of a SEC meeting is not exceeded 6 academic hours per day.

4.3.9) SEC meetings are drawn up with a personal protocol for each student, in the form and signed by the chairman and members of the commission who participated in the meeting.

4.3.10) The results of the State Examination in the discipline «History of Kazakhstan» are taken into account when summarizing the outcomes of the examination session in which it is scheduled to be taken.

4.3.11) If a student receives an "unsatisfactory" grade on the State exam in the discipline "Modern History of Kazakhstan", he re-enrolls in this discipline on a paid basis, re-attends all types of studies in the next academic period or summer semester, fulfills the requirements of current control and receives admission.

4.3.12) Retaking a positive mark on the State Exam with the aim of increasing it is not allowed.

#### 4.4. *Final attestation*

4.4.1) The final attestation of students of the NEI "Kazakh-Russian Medical University" is carried out in accordance with the final results of training of educational programs.

4.4.2) The purpose of the final attestation is to assess the professional preparedness of graduates upon completion of the study of the educational program.


4.4.3) To conduct the final attestation of students, a final attestation commission is created for educational programs or areas of training for higher and (or) postgraduate education. To carry out the final attestation of students, a final attestation commission is created for educational programs.

4.4.4) The chairman and composition of the FAC is approved by order of the rector of the university on the basis of the decision of the academic council of the university no later than January 10 of the current academic year and is valid during the current calendar year. The quantitative and qualitative composition of the FAC is reviewed and approved by the Academic Council of the University.

4.4.5) The work schedule of the FAC is drawn up by the department of academic work, approved by the vice-rector for academic activities of the university and communicated to the general information no later than two weeks before the start of the FAC.

4.4.6) Students are eligible for final assessment if they have completed the educational process in accordance with the requirements of the State Educational

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Standard of the educational program, the curriculum, the individual study plan, and have successfully prepared for the comprehensive exam. In the event of receiving a score below the threshold during the preparation process, a graduate is not allowed to proceed to the final assessment. The eligibility of students for final assessment is formalized by the university rector's order, which includes a list of students' names, educational programs, and fields of study.

4.4.7) Before the start of the final assessment, the registrar's office submits to the final certification commission

(FCC) a report (summary statement) regarding students' compliance with their individual study plans, the grades they have earned in all disciplines, the scope and types of professional practices, including the calculation of the Grade Point Average (GPA) for the entire period of study, and the order of admission.

4.4.8) The final attestation of undergraduate, internship, residency, graduate and doctoral studies is carried out within the timeframes provided for by the academic calendar and curricula of educational programs.

4.4.9) The positive results of assessing the knowledge and skills of students in medical education programs serve as the basis for the issuance of diplomas / certificates on completion of the training program.

4.4.10) A student who has passed the final attestation and confirmed the development of the educational program of higher and postgraduate education, by the decision of the attestation / qualification commission, is awarded the degree of "bachelor" or "master", interns are awarded the qualification "doctor" according to the corresponding educational program, and a diploma with an attachment is issued free of charge. Persons who have completed training in educational programs of residency and have successfully passed the final attestation are awarded the qualification "doctor" in the relevant specialty of residency and are issued a certificate of completion of residency free of charge.


4.4.11) In the appendix to the diploma (transcript), the latest grades are indicated according to the point-rating alphabetic grading system for all academic disciplines, research and experimental research work, types of professional practices, final attestation, indicating their volume in academic credits.

4.4.12) A student in a bachelor's educational program who has passed exams with grades A, A- "excellent", B-, B, B +, C + "good" and has a GPA average of at least 3.5, as well as passed a comprehensive exam or defended a diploma work (project) with grades A, A - "excellent", a diploma with honors is issued (excluding grades for additional types of education).

4.4.13) A student who has had retake or repeated exams during the entire period of study does not receive an honors degree.

4.4.14) A student of the final academic year who has not fulfilled the requirements of the educational program, curriculum, individual curriculum, theoretical development curricula, remains for a second academic period of theoretical training without passing the summer semester.

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4.4.15) A student who received “unsatisfactory” on the final attestation is expelled from the NEI "Kazakh-Russian Medical University" by the order of the rector as “not fulfilling the requirements of the educational program” and “not defended the thesis (project), or master's thesis (project) or not passed the comprehensive exam”.

4.4.16) A student who does not agree with the results of the final attestation has the right to appeal in accordance with clause 4.6.4.

4.4.17) A student who has not passed the final attestation, in the next academic year, no later than a month before the start of the final attestation period, writes a statement addressed to the university rector for admission to the repeated final attestation.

4.4.18) Admission to the repeated final attestation is issued by the order of the rector of the university.

4.4.19) To be admitted to the repeated final attestation, the student must be restored to the number of university students for the period necessary to pass the final attestation.

4.4.20) The repeated final attestation of the student is carried out only in those forms according to which he received an unsatisfactory mark on a paid basis in the previous final attestation.

#### 4.5. *Final attestation of bachelorship graduates*

4.5.1) The final assessment of graduates of bachelor's programs is conducted in accordance with the Order of the Minister of Health of the Republic of Kazakhstan dated December 11, 2020, No. QR DSM-249/2020, «On the Approval of the Rules for Assessing the Knowledge and Skills of Students, Assessing the Professional Preparedness of Graduates of Educational Programs in Healthcare and Specialists in Healthcare».

4.5.2) The assessment is conducted in the language of instruction of the graduate (Kazakh, Russian, or English). Upon request, the graduate has the right to change the language of the examination.


4.5.3) The assessment of graduates of educational programs in healthcare includes two stages: 1) knowledge assessment (testing); 2) skills assessment.

4.5.4) The assessment of graduates' knowledge is conducted by the Independent Examination Center (IEC) «National Center for Independent Assessment» based at the Kazakh Russian Medical University (KazRSMU) or by another approved assessment organization.

4.5.5) The assessment of graduates' knowledge is carried out through automated computer-based testing using test questions.

4.5.6) A student who does not score the minimum required 50 points in the knowledge assessment is not allowed to proceed to the second stage of the examination.

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4.5.7) The assessment of graduates' skills is carried out in the Educational and Clinical Center of Kazakh Russian Medical University (KazRSMU) in the presence of members of the final attestation commission.

4.5.8) The composition of the examination commission is formed from the academic staff of the educational organization according to fields and language of instruction. The number of commission members corresponds to the number of examination stations, with one examiner per station.

4.5.9) Audio and video recording of the skills assessment is provided. Recordings are archived and kept for at least 30 calendar days from the date of the assessment.

4.5.10) The skills assessment is carried out using an assessment sheet in the Information System for Education.

4.5.11) The results of the skills assessment are provided on the day of the skills assessment. Final results of the skills assessment, considering appeals, are provided after the completion of the work of the Appeals Committee, no later than 2 days from the date of submitting an appeal.

4.5.12) The result of the assessment of graduates' professional preparedness is calculated from the scores of both stages and is presented as the arithmetic mean.

4.5.13) In case of a student's absence during the assessment, there is no need for re-registration. The student's data are automatically stored in the assessment information system.

4.5.14) A student who did not attend the final certification for a valid reason writes a statement to the chairman of the final attestation commission (FAC), provides a document confirming the valid reason, and takes the exam at the discretion of the final attestation commission (FAC) during its operation.

4.5.15) Documents presented to the the final attestation commission (FAC) regarding health conditions after receiving an unsatisfactory grade are not considered.

4.5.16) Re-taking the exam to improve a passing grade is not allowed.

4.5.17) The period for re-taking the final certification assessment with an unsatisfactory result in the first or second stage is 6 months based on the decision of the Republican Appeals Commission.

4.5.18) Graduates who receive an unsatisfactory result upon re-taking the assessment of professional preparedness are issued a standard form certificate (transcript).

4.5.19) In cases of quarantine and extraordinary situations of a social, natural, or man-made nature, the organization and conduct of the assessment of graduates are carried out using online distance learning.

#### 4.6. *Final attestation in magistracy*

4.6.1) The final certification in the magistracy is carried out in the form of the defense of a master's thesis, project.

4.6.2) Master's theses (projects) are checked for plagiarism.

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4.6.3) The students of the programs, no later than two weeks before the defense of the master's thesis (project) in the FAC, submit:

1) review of the supervisor of the master's thesis (project), which gives a reasoned conclusion «allowed to defend» or «not allowed to defend»;

2) a review of the master's thesis (project), which provides a comprehensive description of the master's 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 master's degree,

3) the decision of the graduating department on the recommendation for protection (extract from the minutes of the meeting of the department);

4) certificate of verification of the master's thesis (project) for plagiarism.

4.6.4) A master's student is allowed to defend if there is at least one publication and (or) one presentation at a scientific and practical conference.

4.6.5) If the supervisor gives a negative conclusion «not allowed to defend», the student is not allowed to defend the master's thesis (project).

4.6.6) The review of the master's thesis (project) is carried out by external specialists with academic degrees, academic titles, whose qualifications correspond to the profile of the defended master's thesis (project).

4.6.7) The student is allowed to defend the master's thesis (project) both with a positive and negative conclusion of the reviewer.

4.6.8) The results of the defense of the master's thesis (project) are announced on the day of their holding after signing the minutes of the FAC meeting.


4.6.9) According to the results of the defense of the master's thesis (project), grades are given according to the point-rating system for assessing the knowledge of students, taking into account the level of theoretical, scientific and practical training of the student, as well as feedback from the supervisor and reviewer.

4.6.10) The results of the defense of the master's thesis (project) are drawn up by a protocol, which is filled in individually for each student. The protocol is filled in by the secretary of the FAC, approved as part of the attestation commission and not having the right to vote.

4.6.11) Decisions on the evaluation of a master's thesis (project), as well as on the award of a master's degree and the issuance of a diploma are made by the FAC at a closed meeting by open voting by a simple majority of the FAC members who participated in the meeting, and are formalized by protocol. With an equal number of votes, the chairman of the commission is the deciding vote.

4.6.12) A student who did not attend the final certification for a good reason writes an application in any form addressed to the chairman of the FAC, submits a document confirming a good reason, and with his permission defends a master's thesis (project) during the FAC work.

4.6.13) Documents submitted to the FAC on the state of health after receiving an unsatisfactory assessment are not considered.

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4.6.14) Re-submission of the master's thesis (project) in order to increase the positive assessment is not allowed.

4.6.15) Re-defense of the master's thesis (project), persons who have received an «unsatisfactory» rating are not allowed during this period of final certification.

*4.7. Final attestation in internship and residency*

4.7.1) Final attestation of graduates of internship and residency programs is carried out in accordance with Order of the Minister of Health of the Republic of Kazakhstan dated December 11, 2020 № ҚРДЦМ-249/2020 "On the approval of the rules for assessing the knowledge and skills of students, assessing the professional preparedness of graduates of educational programs in the field of health care and health professionals".

4.7.2) The assessment of graduates of educational programs in the field of health includes two stages:

- 1) knowledge assessment;
- 2) skill assessment.

4.7.3) The assessment is carried out in the language of instruction of the graduate (Kazakh, Russian or English). If desired, the graduate, on the basis of the application, has the right to change the language of the exam.

4.7.4) Graduates are assessed by an evaluation organization (RO "National Center for Independent Examination" on the basis of NEI "Kazakh-Russian Medical University" or an evaluation organization as agreed.

4.7.5) If the graduate does not appear for the assessment, re-registration is not required. Graduate data is automatically saved in the assessment information system.

4.7.6) The assessment of the knowledge of graduates is carried out by automated computer testing using test questions.


4.7.7) The threshold score for the assessment of knowledge is set by the assessment organization and is published on the website <https://qazexam.kz/index.php/ru/> in the section "For students" in the downloadable Guide for the assessment of professional preparedness of graduates of medical education programs. The procedure for passing the assessment stages, timing and instructions are also described in this manual.

4.7.8) Graduates who did not appear for the assessment of knowledge are not reflected in the results protocol.

4.7.9) Graduates who do not appear for the assessment of knowledge, regardless of the reason for their absence, undergo a knowledge assessment on the basis of the assessment organization at the newly established deadline.

4.7.10) Skills assessment is carried out at the educational center of the NEI "Kazakh-Russian Medical University" / at clinical sites using the material and technical resources of simulation centers, clinical sites, examiners, standardized and (or) real patients.

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4.7.11) The assessment of skills is carried out by the examination committee, the composition of which is approved by the order of the rector of the NEI "Kazakh-Russian Medical University".

4.7.12) The composition of the examination committee is formed from the scientific and pedagogical personnel of the educational organization in the areas and language of instruction. The number of commission members corresponds to the number of stations, one examiner for each station.

4.7.13) When passing the assessment of the skills of graduates, audio and video of the assessment is provided. Records are archived and stored for at least 30 calendar days from the date of the assessment.

4.7.14) Skills are assessed using a scorecard in ISO.

4.7.15) The results of the skills assessment are provided on the day of the skills assessment. The final results of the skills assessment, taking into account the appeal, are provided after the completion of the work of the appeal commission no later than 2 days from the date of filing the application for the appeal.

4.7.16) The result of assessing the professional preparedness of graduates is summed up from the points of two stages and is displayed as an arithmetic mean.

4.7.17) Admission to re-passing the assessment of professional readiness (final attestation) is carried out on the basis of a positive decision of the FAC with a valid reason of the graduate (in connection with the state of health, conscription or other objective reasons, confirmed by the relevant documents).

4.7.18) In cases of quarantine, emergencies of a social, natural and man-made nature, the organization and conduct of the assessment of graduates is provided with the use of online distance learning.

#### 4.8. *Final attestation in doctoral studies*

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

The dissertation is submitted in one of the following forms:


- 1) dissertation work;
- 2) a series of at least two articles and one review published in the first and / or second quartile of Clarivate Analytics' Journal Citation Reports. In one of the articles, the doctoral student is the first author or the first author for correspondence.

4.8.2) The doctoral dissertation is being tested for the detection of the borrowing of text from other authors, which is carried out by the National Center for State Scientific and Technical Expertise.

If plagiarism is revealed in the dissertation, the dissertation council or the Committee makes a negative decision without the right to re-defense.

4.8.3) The purpose of the final attestation is to assess the scientific-theoretical and research-analytical level of the doctoral student, the formed professional and managerial competencies, the readiness to independently perform professional tasks and the compliance of his preparation with the requirements of the professional standard and the educational program of doctoral studies.

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4.8.4) Students who have completely completed the educational process in accordance with the requirements of the State Educational Standard of the educational program, curriculum, individual curriculum are allowed to the final attestation.

4.8.5) The main criterion for the completeness of the educational process for the preparation of doctors of philosophy (PhD) (doctor in the profile) is the mastering of at least 180 academic credits by a doctoral student, including all types of educational and scientific activities.

4.8.6) A doctoral student of the final academic year who has not fulfilled the requirements of the educational program, curriculum, individual curriculum, theoretical development curricula, remains for a second academic period of theoretical study without passing the summer semester.

4.8.7) Persons who have mastered the educational program of doctoral studies and defended their doctoral dissertation, with a positive decision of the dissertation councils of universities with a special status or the Committee for Quality Assurance in Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan, based on the results of the examination, are awarded the degree of Doctor of Philosophy (PhD) or Doctor of Science in profile and a diploma is issued in accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127 "On approval of the Rules for awarding degrees" and an appendix (transcript).

4.8.8) A doctoral student who has mastered the full course of theoretical study of the educational program of doctoral studies, but has not completed the SRWD (ERWD), is given the opportunity to re-master the academic loans of the SRWD (ERWD) and defend a thesis in subsequent years on a paid basis.

4.8.9) A doctoral student who has mastered the full course of theoretical study of the educational program of doctoral studies, who completed the SRWD (ERWD), but did not defend his doctoral dissertation, the learning outcomes and academic credits are assigned and given the opportunity to defend a dissertation within one year after graduation on a free basis, and in subsequent years on a paid basis basis in the amount of at least 4 academic credits.

4.8.10) At the same time, after 3 years after graduation, a doctoral student is allowed to defend only after re-approval of the scientific substantiation of the dissertation research (research proposal) on a paid basis.


4.8.11) The procedure for defending and awarding the degree of doctoral students is carried out in accordance with the Model Regulations on the Dissertation Council, approved by order of the Ministry of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 126 and the Rules for awarding a degree, approved by order of the Ministry of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127.

#### 4.9. Procedure for considering an appeal

4.9.1) The appeal is accepted in the following cases:

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1) biased or preconceived attitude of the examiner towards the student / applicant when conducting an oral exam or during the procedure for defending a thesis / master's thesis;

2) biased from the point of view of the student / applicant, the assessment of his work by the teacher when conducting the exam in writing;

3) incorrect wording of the question, lack of an answer in the test task, two or more correct answers, the wrong key of the correct answer, the content of the test task outside the curriculum, the absence of a text fragment, as a result of which it is impossible to unambiguously determine the correct solution in the case of computer testing.

4.9.2) Applications for appeal to review all assignments without indicating a motivated reason (full explanation, step-by-step problem solving) for each assignment are not subject to consideration.

4.9.3) The specific facts stated in the application for appeal are subject to consideration.

4.9.4) The review of appeals regarding exam results is conducted no later than 3 working days after the day of filing the appeal.

#### *4.10. Appeal at the stage of the admission examination*

4.10.1) For the period of the exams in order to comply with the requirements for a special exam, resolve controversial issues, protect the rights of persons passing the relevant exams, by order of the rector of the NEI "Kazakh-Russian Medical University", an appeal commission is created, the composition of which consists of an odd number of members, including its chairman.

4.10.2) A student who does not agree with the result of the final control can submit an appeal to the chairman of the appeal commission, no later than 13.00 o'clock the next day after the presentation of the exam results. An appeal is submitted to the dean's office / residency department / magistracy and doctoral department.

4.10.3) An application for an appeal is submitted to the chairman of the appeal commission personally by the person who has passed the special exam, is accepted until 13:00 the next day after the announcement of the results of the special exam and is considered by the appeal commission within one working day.

4.10.4) The decision of the appeal commission is considered competent if at least two thirds of its composition are present at the meeting.


4.10.5) The decision on the appeal on disagreement with the results of the special exam is made by a majority vote of the number of members of the commission present. If the votes of the members of the appeal commission are equal, the chairman's vote is decisive.

4.10.6) The work of the appeal commission is documented in a protocol signed by the chairman and all members of the commission present.

4.10.7) Appeals are not accepted on questions:

1) the results of CTA, UNT, test results conducted by the base university;

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2) related to violations by the applicant of the rules of conduct on the entrance exam;

3) related to the violation of the incoming instructions for the implementation of the examination work.

4.10.8) Appeals from second persons, including from relatives of applicants, are not accepted or considered.

4.10.9) A reference to the applicant's poor health is not a reason for appeal and is rejected without consideration.

4.10.10) The Appeals Commission works with each person on an individual basis. If a person does not appear at a meeting of the appeal commission, his application for an appeal is not considered.

4.10.11) The decisions of the commission are drawn up in protocols and, if necessary, changes are made to the assessment (points) in the examination work of the applicant and the examination sheet.

4.10.12) If there is a disagreement in the appeal commission about the given grade (points), a vote is taken, and the grade (points) is approved by a majority of votes.

4.10.13) The decision of the appeal commission drawn up in the minutes is brought to the attention of the applicant and is stored in the personal file as a document of strict accountability.

4.10.14) The decision of the appeal committee is final and not subject to revision.

4.10.15) The minutes of the commission, together with applications for appeal, examination sheets and answer sheets, are transferred to the selection committee.

#### *4.11. Appeal at the stage of the intermediate attestation*


4.11.1) The Appeal Commission during the period of boundary control and intermediate attestation (examination session) at the NEI "Kazakh-Russian Medical University" is created upon the registration of appeals from students at the Office of the Registrar.

4.11.2) An application for appeal is submitted to the name of the dean / head of the department of residency / magistracy and doctoral studies, is registered in the journal of appeals and submitted to the dean's office / department of residency / magistracy and doctoral studies, personally by the person who passed the exam, is accepted until 13.00 hours of the next day after the announcement of the exam results.

4.11.3) By the order of the dean / head of the department of residency / magistracy and doctoral studies, subject appeal subcommittees (at least 3 people) are created, the qualitative composition of which is determined by the discipline appealed.

4.11.4) In the case of passing the exam in a block of disciplines, it is allowed to create one subject subcommittee of appeal. The subject subcommittee may

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include specialists in the discipline appealed (us), experts on the quality of control and measuring instruments, representatives of the dean's office / department. Heads of departments and compilers of test items are involved in the work of the appeal commission, if necessary.

4.11.5) The decision of the appeal commission is considered competent if at least two thirds of its composition are present at the meeting.

4.11.6) The decision on the appeal on disagreement with the results of the exam is taken by a majority vote of the number of members of the commission present.

4.11.7) The decision of the appeal commission is drawn up in a protocol, which is signed by the chairman and all members of the commission present.

4.11.8) Appeals are not accepted on issues related to violations by students of the rules of conduct at the exam, violation of the Code of Academic Integrity of the NEI "Kazakh-Russian Medical University".

4.11.9) Appeals from second persons, including from relatives of students, are not accepted or considered.

4.11.10) A reference to the student's poor health is not a reason for appeal and is rejected without consideration.

4.11.11) The decisions of the commission are drawn up in protocols and, if necessary, changes are made to the marks (points) in the examination sheet.

4.11.12) If there is a disagreement in the appeal commission about the given grade (points), a vote is taken, and the grade (points) is approved by a majority of votes.

4.11.13) The decision of the appeal commission drawn up in the minutes is brought to the attention of the student and is stored in the Office of the Registrar.

4.11.14) The decision of the appeal committee is final and not subject to revision.


#### *4.12. Appeal at the stage of the final attestation*

4.12.1) For the period of final exams in order to comply with the requirements for final attestation, resolve controversial issues, protect the rights of persons passing the relevant exams, by order of the rector of NEI "Kazakh-Russian Medical University", an appeal commission is created, the composition of which consists of an odd number of members, including its chairman. The appeal commission is approved by the order of the rector for the period of the final attestation in the context of bachelor's, master's and residency programs.

4.12.2) A student who does not agree with the result of the final control can submit an appeal to the chairman of the appeal commission, no later than 13.00 o'clock the next day after the presentation of the exam results. The application for appeal is submitted to the dean's office / department of residency / department of magistracy and doctoral studies.

4.12.3) An application for an appeal is submitted to the chairman of the appeal commission personally by the person who passed the exam, is accepted until 13:00

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the next day after the announcement of the exam results and is considered by the appeal commission within one day.

4.12.4) The decision of the appeal commission is considered competent if at least two thirds of its composition are present at the meeting.

4.12.5) The decision on the appeal on disagreement with the results of the exam is taken by a majority vote of the number of members of the commission present. If the votes of the members of the appeal commission are equal, the chairman's vote is decisive.

4.12.6) The decision of the appeal commission is formalized by a protocol signed by the chairman and all members of the commission present.

4.12.7) Appeals are not accepted on questions:

- 1) related to violations of the rules of conduct during the exam;
- 2) related to violations of the instructions for performing the examination work.

4.12.8) Appeals from second persons, including from relatives of students, are not accepted or considered.

4.12.9) Allegations that the examinee is not feeling well is not a ground for appeal and is dismissed without consideration.

4.12.10) The decisions of the commission are drawn up in protocols and, if necessary, changes are made to the assessments (points) in the examination sheet.

4.12.11) The decision of the appeal commission drawn up in the protocol is brought to the attention of the examinee and is stored in the personal file as a document of strict accountability.

4.12.12) The decision of the appeal committee is final and not subject to revision.

4.12.13) The appeal of the test results (for interns and residents) is carried out in accordance with the Order of the Minister of Health of the Republic of Kazakhstan dated December 11, 2020 № ҚРДСМ-249/2020 "On the approval of the rules for assessing the knowledge and skills of students, assessing the professional preparedness of graduates of educational programs in the field of health care and health professionals".


## 5. Academic mobility

5.1. Academic mobility– transfer of students or researchers to study or conduct research during a certain academic period (semester or academic year) in another university (local or foreign) with obligatory transfer of completed study programs, disciplines in the form of academic credits at own university or for continuing studies at another university.

5.2. The goal of academic mobility is to integrate the university into the international educational space through the use of innovative, global educational resources and borrowing the best methods and practices.

5.3. The tasks of academic mobility are:

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- 1) implementation of joint educational programs;
- 2) the establishment of internal and external integration ties and the use of world educational resources;
- 3) ensuring the competitiveness of students;
- 4) improving the quality of education and research;
- 5) creation of conditions for ensuring the convertibility of Kazakh diplomas of higher and postgraduate education in the European region;
- 6) strengthening the prestige of the NEI "Kazakh-Russian Medical University" in the educational market.

5.4. In the NEI "Kazakh-Russian Medical University" academic mobility programs are implemented within the framework of cooperation agreements with foreign and domestic partner universities, international organizations, taking into account the established conditions and requirements.

5.5. Information about the availability of academic mobility programs is posted on the official website of the university, in social networks, as well as on the information stands of the university and is updated as necessary.

5.6. The following academic mobility programs are provided:

- 1) exchange programs for students, teaching staff and employees (external and internal);
- 2) dual degree programs for university students;
- 3) short-term programs (internships, winter and summer schools).


5.7. Participants in academic mobility programs can be:

- 1) students upon completion of 1 course / year of study without academic debt and a GPA level of at least 3.0;
- 2) interns at the end of the first semester of study, without academic debts,
- 3) residents at the end of the first year of study, without academic debts,
- 4) undergraduates (scientific and pedagogical direction) at the end of the first semester of study, without academic debts;
- 5) doctoral students at the end of the first semester of study, without academic debts.

5.8. To be sent to study abroad within the framework of academic mobility programs, students in the Department of International Cooperation and Academic Mobility must submit the following documents:

- 1) student's application in the form;
- 2) essay rationale;
- 3) letters of recommendation;
- 4) individual curriculum;
- 5) a copy of the transcript (for the student);
- 6) questionnaire;
- 7) certificate (notarized copy);
- 8) medical certificate;

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9) written consent of the parents (guardians, legal representatives) of the applicant for a referral to study abroad within the framework of academic mobility, for a period of more than two months (for persons under 18 years of age).

5.9. Teachers are sent to study within the framework of academic mobility programs in order to improve the quality of educational services provided.

5.10. The terms for sending applicants who have passed the competition for training within the framework of academic mobility programs are determined in each case separately in accordance with the beginning of the academic period in the country of study.

5.11. Students who have completed academic mobility programs (exchange and double-degree study programs) and have mastered credits are credited and credited in accordance with the approved curriculum of the university's educational program. The order on the transfer of the mastered disciplines and credits is formed by the dean's office and submitted to the registrar's office for further work.

5.12. Coordination and monitoring of international academic mobility programs at the university is carried out by the department of international cooperation and academic mobility, in accordance with the Regulations on the academic mobility of students of the NEI "Kazakh-Russian Medical University".

## **6. Regulations for student transfer**

### *6.1. Transfer from course to course. Repeated year of study*

6.1.1) Students who have scored the established GPA score and have positively mastered the necessary prerequisites of the educational program are transferred to the next course of study by order of the rector of the university. The required GPA score for transferring from course to course is established by the Academic Council at the beginning of the academic year.

6.1.2) A student who has not achieved the required GPA, including the summer semester, will be retained for an additional year of study without considering the transferred GPA, taking into account academic gaps (not exceeding 15 credits) and prerequisites. If a student chooses not to continue for an additional year, they have the right to withdraw voluntarily. A student may repeat the same course no more than once.

6.1.3) A student who has completed the course program in full but has not achieved the minimum transfer GPA may, with the aim of improving their overall GPA, have the opportunity to re-study individual subjects during the summer semester on a fee-paying basis (excluding subjects from the General Education Disciplines cycle) and retake exams for those subjects.

6.1.4) A student left for a second course of study masters the disciplines of a second course only on a paid basis.

6.1.5) Students-holders of state educational grants, left for a second course of study, are deprived of an educational grant and continue their further education only on a paid basis.

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6.1.6) Students who are holders of state educational grants who have received a transfer GPA and are transferred to the next course of study with academic arrears, in disciplines that are not prerequisites, are not deprived of the state educational grant. In this case, students must re-study the disciplines on the basis of their debts, on a paid basis and pass the exam.

6.1.7) Students with academic debts are not transferred to the final year.

6.1.8) If a student is retained for a repeat year of study, they must, prior to the start of the academic year, enter into a new contract with the University for the provision of paid educational services, according to the standard form approved by the University. The student is required to pay the cost of the repeat year of study as specified in the contract. Alternatively, the student may choose to discontinue their education by submitting a written statement to the University expressing their intention to opt out of the repeat year. Failure to meet these conditions is considered as a refusal of the repeat year of study and constitutes grounds for the student's dismissal.

6.1.9) When leaving a student for a repeat course of study, the cost of a repeat course of study and subsequent courses of study are determined according to the tariffs approved at the university for the corresponding academic year in which the student must begin the repeat course of study.

*6.2. Translation from one specialty to another*

6.2.1) Transfer of a student from one specialty to another within the university is carried out on a paid basis and is carried out on the basis of the student's application during the vacation period.


6.2.2) Student transfer applications are accepted and reviewed by the dean or department head. They then submit the documents for consideration at the Credit Transfer Commission based on the ECTS credit system. The Credit Transfer Commission determines the academic differences and credits transferred. Based on the commission's protocol, the student's course of study (bachelor, intern, resident, master, or doctoral) is established.

6.2.3) To eliminate any academic differences that may arise in individual study plans, a student shall enroll in the required courses during the summer semester.

6.2.4) After determining the academic difference in the disciplines, the registrar's office issues an order on the establishment of the academic difference and the transfer of the previously studied disciplines.

6.2.5) The dean's office / department informs the student with this order.

6.2.6) After the issuance of the order for the transfer, the contract for the provision of educational services is renegotiated with the student in connection with the change in the educational program.

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### 6.3. *Transfer and restoration from other educational institution*

6.3.1) Transfer and restoration of students from other OHaPE to the NEI "Kazakh-Russian Medical University" is carried out on the basis of the student's application during the vacation period.

6.3.2) Transfer and restoration of students from other educational institutions of higher education to the NEI "Kazakh-Russian Medical University" due to the revocation (revocation) of the license and (or) annex to the license to engage in educational activities or the liquidation of the university, the student of this university is transferred by the NEI "Kazakh-Russian Medical University" for continuation of studies during the current semester from the date of revocation (revocation) of the license and (or) annex to the license and (or) during the summer and winter holidays.

6.3.3) Students' application for transfer / reinstatement is accepted and reviewed by the dean / head of the department, the academic difference and transfer of disciplines are established, and approved by the vice-rector for academic activities of the university. In this case, a prerequisite for transfer / restoration is the presence of an academic difference of no more than 15 credits.

6.3.4) The student attaches the following documents to the application for transfer / restoration:

- 1) original transcript signed and stamped by the Vice-Rector for Academic Affairs or the Registrar's Office;
- 2) a copy of the certificate or document on previous education;
- 3) a copy of the UNT certificate (for undergraduate / internship);
- 4) a copy of IELTS, TOEFL, NTST certificates, etc. (for master's, doctoral studies);
- 5) Students on the basis of a state educational grant shall additionally attach a copy of the certificate of awarding a state educational grant.

6.3.5) Students on the basis of a state educational grant additionally attach a copy of the certificate of awarding a state educational grant.

6.3.6) A prerequisite for transfer or restoration is the complete completion of the first academic period of the educational program by the student, according to the individual curriculum.

6.3.7) The defining condition for the transfer / restoration is the presence of the necessary prerequisites for the given educational program in the student.


6.3.8) Transfer / restoration is carried out only on a paid basis, with the exception of cases when the student is transferred from another OHaPE on the basis of a state educational grant.

6.3.9) The recalculation of previously mastered credits is carried out on the basis of a comparison of educational programs, the content of the list of mastered disciplines, the number of credits and learning outcomes.

6.3.10) When recalculating the disbursed credits for academic disciplines, the difference in the forms of the final control is not taken into account.

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6.3.11) The credit is equated to the letter system for assessing the student's educational achievements, corresponding to the digital equivalent on a four-point system in the range from the minimum D (1.0; 50%) to the maximum A (4.0; 95-100%).

6.3.12) When transferring / reinstating a student, the dean of the faculty / department determines the academic difference in the disciplines of the educational program.

6.3.13) After determining the academic difference in the disciplines, the registrar's office issues an order on the establishment of the academic difference and the transfer of the previously studied disciplines.

6.3.14) The dean's office / department informs the student with this order.

6.3.15) When transferring / reinstating a student from a foreign educational organization, a document is provided on the mastered curriculum (academic transcript, transcript), as well as a document on the completion of the previous level of education.

6.3.16) The document of the previous level of education (foreign certificate of secondary education, diploma) must undergo the nostrification procedure in the Republic of Kazakhstan in the manner established by the Rules for the recognition and nostrification of educational documents (this rule does not apply to the Bolashak program).


6.3.17) After the issuance of the order for the transfer, an agreement is concluded with the student for the provision of educational services.

6.3.18) A student / intern / master's student studying on an educational grant can transfer with the preservation of the educational grant to another educational institution. Transfer of doctoral students to other educational institutions is carried out only on a paid basis.

6.3.19) The transfer of a resident doctor from one educational institution to another, from a paid basis to study on a state educational order for a vacant place for the remaining period of study, is carried out during the vacation period by the decision of the rector of the Kazakh-Russian Medical University. The transfer of resident doctors from other universities to a national university or another university is carried out subject to an additional payment by students of the difference in the cost of an educational order.

6.3.20) When transferring / restoring a student from a foreign educational organization, the transfer is carried out in accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595, in the event of a state of emergency, emergency situations of a social, natural and man-made nature, military time, as well as in the conditions of armed, military conflicts in the country of study, are transferred and restored from foreign universities during the academic year.

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#### 6.4. *Transfer of a student on an educational grant from the NEI “Kazakh-Russian Medical University” to another OHaPE*

6.4.1) Transfer of a student from Kazakh Russian Medical University (KazRSMU) to another organizations of higher and postgraduate education

(OHPE) is carried out according to the following procedure:

1) A student who wishes to transfer to another HEI submits an application for transfer to the Rector of KazRSMU and a transcript request through their personal account in the «Platonus» AIS, having obtained permission for transfer with a QR code, and then contacts the head of the organizations of higher and postgraduate education

(OHPE) they are interested in.

2) The student receives copies of the following documents from the Registrar's Office at KazRSMU: the ECT certificate, a copy of the educational grant certificate (if applicable), copies of educational documents (certificate/diploma with an appendix), a copy of the university's license, and submits these documents to the dean's office of the organizations of higher and postgraduate education

(OHPE) they are interested in.

3) The Registrar's Office at KazRSMU, upon receiving the order for the student's transfer to other organizations of higher and postgraduate education

(OHPE) and a request for the transfer of the student's personal file, issues an order for the student's withdrawal, specifying «withdrawn due to transfer to other organizations of higher and postgraduate education

(OHPE)». Within three working days from the date of issuing the withdrawal order, the student's personal file is sent to the address of the receiving organizations of higher and postgraduate education (OHPE).

6.4.2) For the training of personnel in the field of health care in OHaPE in the study of disciplines using DETs, no more than 20% of the total amount of academic credits for the entire period of study is provided.

6.4.3) After receiving such a request, the rector of the NEI “Kazakh-Russian Medical University” issues an expulsion order with the wording “expelled in connection with the transfer to OHaPE (name OHaPE) and within three working days from the date of the issuance of the expulsion order sends the student's personal file to the address of the host OHaPE. A copy of the transcript, student ID and a list of documents to be sent remain in the NEI “Kazakh-Russian Medical University”.


#### 6.5. *Transfer from a paid training basis to a freed up grant*

6.5.1) Vacant educational grants released in the process of obtaining higher or postgraduate education are awarded on a competitive basis to students on a paid basis in groups of educational programs.

6.5.2) The competition is held based on the results of intermediate attestation based on the GPA (Grade Point Average) with the issuance of a certificate.

6.5.3) In the case of the same indicators of the GPA, the students who have grades only A, A- ("excellent") have the priority right, in the next turn - grades from

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A, A- ("excellent") to B +, B, B -, C + ("good"), then - mixed grades for the entire period of study.

6.5.4) The awarding of vacant educational grants released in the process of obtaining higher and (or) postgraduate education is carried out during the summer and winter holidays on a competitive basis in the following order:

1) a student on a paid basis submits an application addressed to the rector of the NEI "Kazakh-Russian Medical University" for further study on an educational grant of higher or postgraduate education, indicating his consent to publish his GPA score in the public domain;

2) The Office of the Registrar places on the website of the NEI "Kazakh-Russian Medical University" the data of applicants for vacant grants, indicating the GPA score in the context of the direction of personnel training, course and groups of educational programs;

3) Received applications are considered at a meeting of the Academic Council;

4) Based on the decision of the Academic Council, by August 5 and January 25 of this year, respectively, NEI "Kazakh-Russian Medical University" sends a list of applicants for transfer to vacant educational grants to the authorized body in the field of education for making a decision. The list is accompanied by copies of the student's application, decisions of the Academic Council, an extract from the student's transcript, a copy of his identity document, and a certificate of the holder of the educational grant (original), expelled from the NEI "Kazakh-Russian Medical University".


5) The authorized body in the field of education considers the received documents in the context of groups of educational programs, forms and terms of study, taking into account the year of admission and, if the decision is positive, issues an order to award a vacant educational grant for higher and (or) postgraduate education (in the absence of applicants for the group of educational programs, vacant educational grants released in the process of obtaining higher and (or) postgraduate education are redistributed within the direction of study or field of education);

6) on the basis of the order of the authorized body in the field of education, NTC draws up a certificate and transfers the data to the NEI "Kazakh-Russian Medical University" within three working days;

7) on the basis of the certificate, the rector of the NEI "Kazakh-Russian Medical University" issues an order for further training on an educational grant.

8) To evaluate a request for transferring a student from a paid form of education to a Government Educational Scholarship, the university rector shall establish a Commission for Awarding Vacant Scholarships (hereinafter referred to as the «Commission») to conduct a competition. The Commission, after reviewing the applications based on the GPA for the entire period of education, shall present a protocol for approval to the University's Academic Council.

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6.6. *Procedure for the recognition of learning outcomes obtained via non-formal education provided by organizations included in the list of recognized organizations providing non-formal education*

6.6.1) NEI “Kazakh-Russian Medical University” provides a procedure for the recognition and transfer of learning outcomes obtained through non-formal education, provided by organizations included in the list of recognized organizations providing non-formal education.

6.6.2) Non-formal education is provided by organizations that provide educational services provided without regard to the place, timing and form of education, with the issuance of a document confirming the results of education in accordance with subparagraph 2) of Article 37 of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education".

6.6.3) The documents confirming the learning outcomes are a certificate of completion of training or a certificate of completion of training.

6.6.4) For the recognition of learning outcomes at the university, there is a commission for the transfer of credits according to the ECTS type.

6.6.5) A person who has applied for the recognition of learning outcomes obtained as a result of non-formal education shall submit the following documents for consideration by the Commission:

- 1) an application in an arbitrary form for the recognition of learning outcomes obtained through non-formal learning;
- 2) a copy of the identity card;
- 3) a document confirming the learning outcomes.

6.6.7) The Commission checks the availability of the documents specified in clause 6.6.5 and conducts an interview to determine the applicant's level of knowledge, skills and abilities.

6.6.8) Recognition of the results of non-formal learning in one or another discipline of the educational program depends on the duration of refresher courses and other forms of learning in the framework of non-formal education. Short-term - up to 72 hours - are considered when transferring disciplines in 1-2 credits; medium-term - up to 108 hours - disciplines in 3 credits; long - over 108 hours - disciplines of 4 or more credits.

6.6.9) Based on the results of the interview, the Commission decides on the recognition of learning outcomes or on refusal.


6.6.10) The decision of the commission is made by a majority vote of the total number of participants in the meeting of the commission.

## **7. Expulsion of students**

7.1. A student of the NEI “Kazakh-Russian Medical University” can be expelled from the university:

- 1) for academic failure;
- 2) for violation of the principles of academic integrity;

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- 3) for violation of the Internal Regulations and the Charter of the university;
- 4) for violation of the terms of the agreement on the provision of educational services, including for non-payment of tuition fees;
- 5) of their own free will;
- 6) in connection with the transfer to another OHaPE;
- 7) in connection with the end of the educational program;
- 8) for the loss of connection with the university (as if he did not start his studies, absence from classes for 30 days, absence from classes 50%);
- 9) other reasons.

7.2) A student who has not fulfilled the requirements of the educational program is expelled from the university by the order of the rector, as having not completed his studies with the issuance of a transcript.

7.3) Students, holders of educational grants, expelled from the university, are deprived of the state educational grant, with the exception of cases of expulsion due to transfer to another OHaPE.

7.4) A student who has been dismissed due to the loss of connection with the university has no right to be reinstated.


7.5) Upon dismissal after completing an educational program and receiving a diploma/certificate/appendix, the student submits a bypass sheet to the Registrar's Office and receives the following documents (copies):

1. Application for enrollment
2. Secondary education certificate/college diploma with the appendix
3. Certificate of the National Testing
4. Grant award certificate (if applicable)
5. Medical certificate (form 086)
6. Identity document (copy)
7. Contract
8. Military registration certificate
9. Enrollment order extract
10. Course transfer order extract
11. Graduation order extract
12. Bachelor's degree diploma with the appendix in three languages (copy)
13. Specialist's degree diploma with the appendix in three languages (copy)
14. Residency completion certificate (copy)
15. Bypass sheet.

## **8. Granting academic leave**

8.1. Academic leave is a period for which students temporarily interrupt their studies for medical reasons or, in connection with urgent military service in the Armed Forces of the Republic of Kazakhstan.

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8.2. To obtain an academic leave, the student submits an application addressed to the rector of the university and submits supporting documents. The application is submitted to the relevant dean's office of the university.

8.3. Academic leave is granted to students on the following grounds:

- 1) the conclusions of the medical advisory commission (hereinafter - MAC) for a period of 6 to 12 months due to illness;
- 2) conscription summons;
- 3) the birth, adoption or adoption of a child before reaching the age of three years.
- 4) for pregnancy and childbirth.

8.4. Within three working days, on the basis of the submitted documents, the Registrar's Office issues an order on granting the student an academic leave, indicating the start and end dates of the academic leave.

8.5. A copy of the order on granting academic leave to a student on an educational grant financed from the republican budget is sent by the Office of the Registrar to the Ministry of Science and Higher Education and Science of the Republic of Kazakhstan within three working days to adjust the corresponding amount and timing of funding for this program.

8.6. When leaving academic leave due to illness or in connection with the birth of a child, the academic difference is eliminated free of charge.

## **9. Restoration from academic leave**

9.1. Restoration from academic leave is carried out on the basis of a student's application addressed to the rector of the university. A certificate from the MAC about the state of health of the student is provided with the application, with a conclusion about the possibility of continuing education.


9.2. On the basis of the submitted documents, within three working days, the Office of the Registrar issues an order to restore the student from academic leave.

9.3. Upon leaving the academic leave of a student who studies on the basis of a state educational grant funded from the republican budget, a copy of this order is sent to the registrar's office to the Ministry of Science and Higher Education of the Republic of Kazakhstan within three working days. If the state educational grant is financed from the local budget, then a copy of the order is additionally sent to the local executive bodies in the field of education to adjust the appropriate amount and timing of funding.

9.4. Upon returning from academic leave, the student continues his/her studies from the course (and academic period) from which he/she took this leave. The student, together with the adviser, forms his IC, which is approved by the dean / head of the department and coordinated with the registrar's office.

9.5. If the date of leaving academic leave or going on academic leave does not coincide with the beginning or end of the academic period, then the student is provided with an individual schedule for completing and passing tasks of the

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current, boundary controls and intermediate attestation, or masters disciplines not completed by the student within the summer semester on a paid basis.

## **10. Procedure for payment of state scholarships**

10.1. The payment of state scholarships to students of NEI “Kazakh-Russian Medical University” is carried out in accordance with the Decree of the Government of the Republic of Kazakhstan dated February 28, 2012 No. 266 "On Amendments to the Decree of the Government of the Republic of Kazakhstan" dated February 7, 2008 No. 116 "Rules for the appointment, payment and size of state scholarships to students in educational institutions".

10.2. The state scholarship is awarded to students, interns, undergraduates, doctoral students studying under the state educational order, as well as those transferred to study under the state educational order, who received the equivalent of grades corresponding to the grades "excellent", "good" according to the results of the intermediate attestation (examination session).

10.3. The state scholarship is paid monthly from the first day of the month following the intermediate attestation (examination session) and holidays, inclusive until the end of the month in which the academic period, intermediate attestation and holidays end. The state scholarship is paid to the students of the final courses until the date of expulsion in connection with the end of their studies.

10.4. The state scholarship for the first academic period is assigned to all students, undergraduates enrolled in the first year (first year of study) under the state educational order, and is paid from September 1 monthly until the end of the first academic period and holidays inclusive until the end of the month in which the academic period and holidays end.


10.5. In subsequent academic periods, the state scholarship is awarded to students, undergraduates and is paid according to the results of the intermediate attestation (examination session) for the previous academic period.

10.6. To visually and hearing disabled people, orphans and children left without parental care and under guardianship (guardianship), studying under a state educational order, a state scholarship, taking into account the increase, is paid in the absence of academic debt based on the results of the examination session.

10.7. Students, interns, undergraduates who have not passed the intermediate attestation (examination session) within the time limits determined by the academic calendar, for valid reasons (illness, family circumstances, natural disasters, academic or credit mobility training), after submitting supporting documents to students, individual deadlines for passing the intermediate attestation (examination session) are established.

10.8. For students, interns, and master's students who have transferred from one educational institution to another, state scholarships are granted and disbursed based on the results of the previous semester.

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10.9. The state scholarship is awarded to doctoral students, resident doctors and students of preparatory departments for the entire period of study and is paid regardless of the results of the intermediate attestation (examination session) during the entire period of study.

10.10. Students, interns, undergraduates who have returned from academic leave, the appointment and payment of state scholarships are carried out after the elimination of the academic difference in the curricula.

10.11. Students, interns, undergraduates who have been left for a second year of study due to illness from the moment of their return, a state scholarship is awarded and paid based on the results of the previous semester in which the curriculum is completed.

10.12. Students, interns, undergraduates, resident doctors, doctoral students, tuberculosis patients, in the presence of an appropriate medical certificate, a state scholarship is awarded and paid for the period of disability, but not more than ten months from the date of disability, regardless of the results of the previous semester.

10.13. During the period when students, interns, undergraduates, doctoral students, and resident doctors are on parental leave until they reach the age of three, a state scholarship is not awarded.

10.14. The appointment of scholarships is made by order of the rector or a person replacing him, on the basis of a memo (presentation) of the head of the department entrusted with monitoring the progress of students.

10.15. Payments of scholarships to individuals are made by crediting their amounts to the current account of the bank with which the university has concluded an agreement.

10.16. Payment of state scholarships is terminated:

- 1) in case of expulsion (exclusion) of a student from the university, regardless of the reasons for expulsion (exclusion);
- 2) in case of death of the student;
- 3) after graduation from the date of the release of the release order.

10.17) Students who initially received «unsatisfactory» grades, indicated by the «FX» grade, and subsequently improved these grades to «good» and/or «excellent» in accordance with the academic calendar are eligible for the state scholarship.

## 11. Tuition fees


11.1. The cost of studying in specialties and levels in the NEI "Kazakh-Russian Medical University" is formed on the basis of the rector's order.

11.2. Tuition fees are paid 4 times in accordance with the terms of the educational services agreement.

11.3. Social benefits (discount on tuition fees, monthly / quarterly payment, etc.) are provided to students based on the decision of the meeting of the social

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commission of the university. The meeting of the social commission is held once at the beginning of the academic year.

11.4. Coordination of the processes of tuition fees is within the competence of the Dean's Office/Residency Department/Department of Master's and Doctoral Studies.

## **12. Student support services**

### *12.1. Curator*

12.1.1) Curator is appointed to address issues of education, leisure activities, social and living conditions of students.

12.1.2) Curator is appointed from among the full-time teaching staff of departments/courses. The curator has the right to:

12.1.2.1) by prior agreement with the teachers, attend all types of training sessions (lectures, practical classes, seminars, IWST, tests, exams, etc.) held in the supervised group;

12.1.2.2) use information materials of the structural divisions of the University on the state of study and discipline of supervised students;

12.1.2.3) independently choose the forms, methods and means of achieving the goals and objectives of educational work in the supervised group, taking into account the plans for the educational work of the faculty and the university, the interests and wishes of students;

12.1.2.4) apply with proposals for improving educational, research, educational work, cultural and living conditions of students, the university administration;

12.1.2.5) be able to establish contact with parents or relatives of the students of the group;

12.1.2.6) participate in the development and adoption of decisions by the administration on the personal affairs of the students of the group (the appointment of a scholarship, the imposition of various types of administrative and public penalties, expulsion from the University);

12.1.2.7) take part in the work of student self-government bodies, make proposals for improving their activities, involve students in groups in the implementation of operational tasks in the work of these bodies, nominate students for election to self-government bodies;


12.1.2.8) monitor the attendance of students according to the data of the electronic journal filled in at the departments / courses;

12.1.2.9) identify the reasons for the absence of students and take action on the fact of absence from class;

12.1.2.10) establish and maintain contacts with parents of students, promptly communicate information about their progress;


12.1.2.11) inform the parents of students about the results of the intermediate and final ratings;

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- 12.1.2.12) involve students to academic mobility;
- 12.1.2.13) assist in the work of group leaders, directly participate in their selection and appointment;
- 12.1.2.14) involve students in scientific, cultural and sports events of the university, as well as in international, scientific, cultural and sports life, including organizing the students of the supervised group during the extracurricular time by involving them in leisure circles, interest clubs, sports sections, as well as visiting theaters, cinemas, museums, exhibitions, etc.;
- 12.1.2.15) to familiarize students with the University Charter, University internal regulations and other regulatory legal acts governing the admission procedure in the organization of the educational process;
- 12.1.2.16) monitor compliance with the rules of stay and residence on the territory of the Republic of Kazakhstan by foreign students (far and near abroad);
- 12.1.2.17) form in students the properties of tolerance, strengthening respect for human rights and freedoms, norms of behavior and values, ethical and moral norms within the supervised group, promoting mutual understanding, equality between national, ethnic, religious and linguistic groups;
- 12.1.2.18) organize, together with students, the conduct of patriotic actions and events aimed at the formation of a citizen, a person of high legal and political culture, an active subject of social relations, capable of spiritual and moral improvement, taking responsibility for his own life and the lives of others;
- 12.1.2.19) communicate to students and explain the orders and resolutions of the Rector of the University, the dean of the faculty, concerning the study, life and everyday life of students;
- 12.1.2.20) know each student, his financial and family situation, as well as be interested in spiritual needs, individual characteristics, inclinations and hobbies;
- 12.1.2.21) get acquainted with the living conditions and everyday life of students, at least once a semester visit nonresident students groups living in a hostel and in an apartment, be informed when students change their place of residence;
- 12.1.2.22) pay special attention to orphans, disabled people, low-income students in supervised groups and have information about students who are on the "D" account, as well as the state of health of supervised students;
- 12.1.2.23) conduct talks on the prevention of tuberculosis, AIDS, sexually transmitted diseases, as well as the dangers of smoking, alcoholism and drug addiction, as well as conduct active propaganda for a healthy lifestyle and sports;
- 12.1.2.24) promote the development of self-education skills, self-education and self-control of students, also help navigate the information and educational space and build partnerships with all participants in the educational process.
- 12.1.2.25) involve students in the study of the state and foreign languages;
- 12.1.2.26) monitor the payment of students for tuition;

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## 12.2. *Administrative and legal department*

12.2.1) In order to prevent corruption in the NEI "Kazakh-Russian Medical University" there is functioning an administrative and legal department.

12.2.2) Students who are faced with corrupt actions against themselves or other students should report this fact to the Administrative and legal department of the University.

## 12.3. *Advisor*

12.3.1) Advisor performs the functions of an academic mentor of the student in the relevant specialty, assists in choosing a learning path (forming an individual curriculum) and mastering the educational program during the training period.

12.3.2) Advisor assists the student not only in choosing his educational trajectory, but also in choosing a trajectory for personal development. At the same time, he helps the student to determine the range of his extracurricular interests, with the choice of the form of social work, informs the student about the opportunities available at the university for the realization of creative abilities.

12.3.3) Consultancy activities of advisors include:

1) acquaintance of students with the rules of organizing the educational process;

2) determining the priorities of students, their inclinations and capabilities.

12.3.4) Advisor can also assist the student in solving issues of a future career, determining the direction of scientific research, choosing a scientific advisor, determining the basis of professional practice.

12.3.5) Advisor has the right to:

1) participate in the work of commissions (councils) to consider issues of academic performance and academic status of students;

2) track the progress of the students assigned to him.

12.3.6) The work of an advisor is the most important indicator of the performance of a university teacher.

12.3.7) Advisor represents the academic interests of the students and participates in the preparation of all the necessary information materials for the organization of the educational process, provides them to the student and assists him in drawing up and adjusting the individual curriculum.

12.3.8) Advisor must have the necessary scientific outlook in the field of special disciplines included in the student's IEP, maintain relationships with teaching staff and students, guided by the rules of corporate and professional ethics, and be creative in their work.

12.3.9) Advisor conducts organizational, methodological and consulting work during the entire period of training of the student.

## 12.4. *Clinical mentor*

12.4.1) A clinical mentor (mentor) is appointed by order of the rector of NEI "Kazakh-Russian Medical University" to develop the practical skills of an intern / resident / student of the Nursing program within the framework of professional

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competencies. Mentors involved in the training of students at clinical sites help to consolidate the theory and practical skills of students in a clinical setting, contribute to improving the quality of clinical training.

12.4.2) Clinical mentor assists the student in familiarization with production activities, corporate culture and subsequent professional development, consolidation of professional activity in the workplace.

12.4.3) Clinical mentor teaches according to program curricula and syllabuses.

12.4.4) Clinical mentor monitors the execution of instructions given to the student.

12.4.5) Clinical mentor identifies and jointly corrects mistakes made by the trainee, assists in eliminating existing deficiencies.

12.4.6) Clinical mentor is responsible for the trainee during field training.

12.4.7) Clinical mentor submits student feedback.

12.4.8) Clinical advisor has the right to:

1) with the consent of the supervising department, connect other specialists of the organization for additional training of the student;

2) require the student to follow instructions on issues related to production activities;

3) petition the management to create the conditions necessary for the normal work of the student;

4) require reports from the student, both orally and in writing.

### 13. Quality control of the educational process

13.1. Quality control of the educational process is carried out by all structural divisions and collegial bodies of the NEI "Kazakh-Russian Medical University".

13.2. Responsibility for quality control of the educational process of each structural division and collegial body is distributed in accordance with Table 6.


Table 6 – **Distribution of responsibility for quality control of the educational process**

<b>№</b>	<b>Process fragment or resource</b>	<b>Responsible for quality control structural division / collegial body</b>
1.	Provision of educational programs with personnel of appropriate qualifications	Heads of departments / courses, HR department, dean's offices
2.	Providing educational programs with educational and methodological literature and information resources in accordance with the profile	Library
3.	Material and technical support of educational programs (equipment, laboratory instruments, drugs, etc.)	Financial Department
4.	Clinical bases	Clinic and Professional Practice Department
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5.	Information Technology	Department of Information Technology, Commissions on the Quality of Education, Heads of Departments / Courses
6.	Quality control of full-time education	Educational and methodological department, Commission on the quality of education, heads of departments / courses
7.	Providing mutual communication between research and educational activities	Department of Science, heads of departments/courses
8.	Providing expertise in the field of education	Committees of educational programs, Academic Council, Department for the development of educational programs
9.	Quality control of distance learning	Department of Distance Educational Technologies
10.	Provision of educational programs with educational and methodological forms, instructions	Educational-methodical department
11.	Education exchange	Department of International Cooperation and Academic Mobility
12.	Monitoring the educational achievements of students	The Office of the Registrar
13.	Organization and quality control of computer testing	Test Center, Heads of Departments / Courses
14.	Monitoring of students' extracurricular achievements: the results of competitions, conferences, olympiads, etc.	Dean's offices, department of residency, department of magistracy and doctoral studies, heads of departments / courses
15.	Control over the employment / arrival of graduates	Career center
16.	Monitoring compliance with the class schedule	Department for the control and planning of the educational process, heads of departments / courses

13.3. The quality control system of the educational process includes:

- 1) monitoring the progress and attendance of students;
- 2) intermediate and final attestation of students;
- 3) internal audits of structural divisions and departments;
- 4) self-assessment in preparation for the accreditation of educational programs;
- 5) questionnaire survey of students, teachers and staff;
- 6) analysis of the results of the survey of employers of graduates;
- 7) monitoring compliance with licensing and accreditation requirements;
- 8) verification of educational and methodological documentation of departments at meetings of the CEP;

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- 9) verification of control and measuring instruments by disciplines;
- 10) external expert evaluation of educational programs and syllabuses by representatives of practical healthcare;
- 11) attending classes and exams;
- 12) intra-departmental control of the work of the teaching staff.

#### **14. Responsibility**

14.1. The Academic policy is obligatory for all employees and students of the NEI "Kazakh-Russian Medical University".

14.2. Violation of the requirements of the Academic Policy is the basis for applying disciplinary measures to students and university employees in accordance with the current legislation of the Republic of Kazakhstan and internal regulatory documents.

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### Change Registration Sheet

№	Paragraph	Introduced changes	Date	N. Surname
1.	Paragraph 2 Subclause 2.1	Change subclause 2.1.1)		
2.	Paragraph 2 Subclause 2.3	Change subclause 2.3.3) Change subclause 2.3.4)		
3.	Paragraph 2 Subclause 2.4.	Change subclause 2.4.2) Change subclause 2.4.6) Change subclause 2.4.8)		
4.	Paragraph 3 Subclause 3.6.	Change subclause 3.6.4)		
5.	Paragraph 3 Subclause 3.7.	Change subclause 3.7.24)		
6.	Paragraph 3 Subclause 3.8.	Change subclause 3.8.2)		
7.	Paragraph 3 Subclause 3.14.	Change subclause 3.14.1)		
8.	Paragraph 4 Subclause 4.1.	Change subclause 4.1.4) Change subclause 4.1.4) Change subclause 4.1.5) Change subclause 4.1.7)		
9.	Paragraph 4 Subclause 4.2.	Change subclause 4.2.6) Change subclause 4.2.9) Change subclause 4.2.12)2) Change subclause 4.2.16) Delete subparagraph 4.2.18) Change subclause 4.2.22) Change subclause 4.2.34)		
10.	Paragraph 4 Subclause 4.3.	Change subclause 4.3.10)		
11.	Paragraph 4 Subclause 4.4.	Change subclause 4.4.7) Change subclause 4.4.6)		
12.	Paragraph 4 Subclause 4.5.	Change subclause 4.5.1)- 4.5.19)		
13.	Paragraph 4 Subclause 4.9.	Add subclause 4.9.4)		
14.	Paragraph 6 Subclause 6.1.	Change subclause 6.1.2) Change subclause 6.1.3) Delete subparagraph 6.1.4)		

		Add subclause 6.1.8)		
		Add subclause 6.1.9)		
		Add subclause 6.1.10)		
15.	Paragraph 6 Subclause 6.2.	Change subclause 6.2.2)		
		Change subclause 6.2.3)		
16.	Paragraph 6 Subclause 6.4.	Change subclause 6.4.1)		
17.	Paragraph 6 Subclause 6.5.	Add subclause 6.5.4)		
18.	Paragraph 7	Add subclause 7.4)		
		Add subclause 7.5)		
19.	Paragraph 10	Change subclause 10.8)		
		Delete subparagraph 10.10)		
		Delete subparagraph 10.14)		
		Delete subparagraph 10.15)		
		Add subclause 10.17)		