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APPROVED

Rector of Shymkent

University, PhD, Professor

N. A. Seitkulov

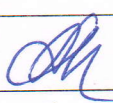
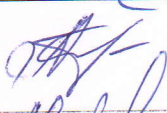
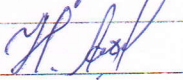
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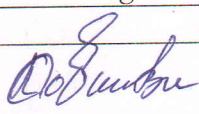


QUALITY MANAGEMENT SYSTEM

REGULATIONS ON THE ORGANIZATION OF THE ACADEMIC MOBILITY PROGRAM FOR STUDENTS

QMS SHU RU 01-18-2023

<i>position</i>	<i>signature</i>	<i>Full name</i>
Agreed:		
Vice-Rector for Academic Affairs and Strategic Development		A.A. Kerimbekova
Head of the Department of Strategic Development and Internal Quality Assurance		A.A. Aidarova
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1 Introduction

1.1. Academic mobility is one of the most significant aspects of the university's international activities, contributing to enhancing the quality of education and research, as well as improving the professional, cultural, and educational levels of students, teachers, and staff. It also aids in the establishment of external and internal systems for integration and the realization of the university's goals.

1.2. To implement and carry out academic mobility programs, students and undergraduate students can study certain subjects at other educational institutions, including those abroad. In such cases, a bilateral agreement on mutual cooperation in providing educational services within the framework of academic mobility programs should be signed between educational organizations.

1.3. Sending students to study abroad as part of academic mobility can be done in the following ways:

- 1) At the expense of the university
- 2) Student's own funds
- 3) Grants from employers, social, academic, and scientific partners, international and domestic foundations, and scholarships (where possible)

1.4. The main obstacle to the mobility of students and faculty at universities is the limited funding. To address this issue, we propose the possibility of providing financial support through the countries of JBEK. Obtaining this financial support would be an important step towards increasing mobility.

1.5. Financial support should ensure that all categories of students can participate in mobility programs. In this regard, the States of the Bologna Process are discussing the possibility of providing financial assistance to students in the countries of JBEK, therefore grants or scholarships received in one state can be used in mobility programs in other states. At the same time, higher education institutions should provide students with relevant information about the suitability of financial support. Financial support is provided in the form of grants and loans.

1.6. Grants for students are free state aid, while loans must be paid back. Financial support can be given as needed or to all students in the state. This support may cover expenses for education, housing, and health insurance. Additionally, it may include the cost of transportation, language courses, and additional medical insurance while abroad.

1.7. A way to implement academic mobility of students, undergraduates or university teachers undergoing a research internship, sending students for a certain academic period (semester or academic year) to partner universities:

- Study within the framework of interuniversity cooperation (without issuing a second diploma), including within the framework of academic mobility programs;
- internship (including language);

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- completion of educational or industrial practice;
- participation in summer schools (semesters).

1.8. The introduction of academic mobility contributes to bringing domestic educational programs and curricula in line with European standards; recognition of domestic qualifications and academic degrees; transfer of loans from students of Kazakhstani universities to foreign universities and vice versa; implementation of joint educational programs; convertibility of Kazakhstani diplomas of higher education in the European region and the ability of graduates to work in any country creating conditions for ensuring Right.

1.9. External (international) academic mobility includes:

Training of students, undergraduates of Shymkent University in foreign universities, as a rule, at this stage of study (specialty) without increasing the standard period of study, followed by recognition of the period of study.

The work of research teachers in foreign educational or scientific institutions.

1.10. Internal (National) academic mobility includes:

Students' education in the leading universities of Kazakhstan, as a rule, is carried out at this stage of study (specialty) without increasing the standard period of study, followed by recognition of the period of study.

The work of research teachers in leading universities of Kazakhstan.

Individual academic mobility is the transfer of a student to study at another educational institution (in Kazakhstan or abroad) for a certain period of time.

Academic mobility of students, carried out within the framework of agreements with partner universities, is carried out on the basis of an order from the head of the university to send them to study both in Kazakhstan and abroad for a certain period of time.

The referral to study abroad within the framework of academic mobility at the expense of the republican budget is carried out by the authorized body in the field of education.

1.11. Upon completion of the academic mobility program, the student is given a transcript indicating information about the curriculum, a list of mastered disciplines and/or experience, students' research papers, credits and grades in alphanumeric and numeric indicators (on a national scale and the ESTC scale), illustrating the history of his educational achievements.

Based on the transcript, the student is obliged to transfer loans in accordance with the conversion factors of the Kazakh credit transfer system of the ESTC type. The documents required for participation in external academic mobility are determined in accordance with the program and the requirements of the host country.

1.12. Employee mobility promotes the study, education and training of high-quality employee mobility, as well as the improvement of management and

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administration

The main way to implement academic mobility of the faculty and staff of the university is to send them to partner universities and organizations in order to conduct research aimed at improving the quality of educational services.

The position on the mobility of teaching staff, scientists and students was formulated in 1998 in the Sorbonne Declaration: "The open European higher education area preserves a diverse approach that undoubtedly respects our diversity, but, on the other hand, requires constant efforts to eliminate barriers and create conditions for education and training that increase mobility and strengthen cooperation".

The terms of the programs vary according to the agreement concluded between the partner universities. After returning from a business trip, he reports on his position at a foreign university.

Since 2009, Kazakhstan has been implementing the program "attracting foreign scientists to Kazakh universities".

In general, the program for attracting foreign scientists provides: strengthening the image of the university in the global educational space and including it among the best universities in the world; introducing special courses in a foreign language into the university curriculum; replenishing the fund of educational materials in foreign languages, strengthening research work within the framework of joint international projects.

The invitation of foreign scientists allows students to develop their competencies, the educational process based on the principles of an international approach through new knowledge and teaching methods. This program stimulates the internationalization of education in Kazakhstani universities, the active implementation of the principles of the Bologna process, increases the competitiveness of the university, forms an attractive image of the university in society, and also contributes to the development of academic communication skills of students and teachers in English. The involvement of scientists is also carried out in order to improve the qualifications of the university's teaching staff, to advise on various academic and scientific issues.

1.13. These rules are based on the Constitution of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education", the Order of the Ministry of Education of the Republic of Kazakhstan dated 11/19/2008 No. 613 "On approval of the Rules for sending students abroad, including within the framework of academic mobility".

1.14. The objectives of the development of internal and external academic mobility at the University are implemented by the Department of International Cooperation and the Academic Mobility Sector at the office Registration Department.

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2 The mechanism of academic mobility

2.1. Applicant for internal academic mobility:

- an official letter of request addressed to the head of the department,
- statement,
- Photo size 3*4,
- contract,
- individual curriculum (IUP),
- letter of guarantee,
- the transcript,
- you need to provide a copy of your ID card.

2.2. The agreement on training under the academic mobility program is the main document regulating the learning process of the student. When making a positive decision on the student's participation in the academic program, the partner university signs a tripartite agreement: the partner university, the student, the basic university.

2.3. The agreement on education with an indication of the deadline is signed by the student, as well as signed by persons responsible for the academic program of basic and partner universities, which are certified by the official seals of higher educational institutions.

2.4. The student submits a transcript confirming the current academic performance indicator. Upon returning to the basic university, the registration department recalculates the credits.

2.5. The student takes a bachelor's degree course in the program of study at a partner university for no more than 2 semesters, from 20 (30 ECTS) to 40 (60 ECTS) credits.

2.6. The direction of students under the academic mobility program is carried out on a competitive basis. To conduct a competitive selection of students, by order of the rector, a special commission is created from among the vice-rectors and heads of structural divisions and representatives of student organizations of the university. The main criteria for the competitive selection of students are graduates of the same academic period, whose academic performance is confirmed by relevant documents, not lower than the scores "a", "A -", "B+", "B", "B -", fluent in a foreign language.

2.7. The positive decision of the commission serves as the basis for sending the student's application to partner universities. The partner university confirms in writing the admission or rejection of the student for the stated period of study. The student's application is signed by the person responsible for the academic mobility of the partner university. The direction of students is made by order of the rector.

2.8. The summarizing document on the student's education is a transcript issued

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by the partner university on training under the academic mobility program. The transcript must contain the following data:

- name of the basic university, faculty (department), educational program (specialty), surname, first name, patronymic of the coordinator of academic mobility programs, contact details of the university (phone, fax, e-mail);
- information about the student (surname, first name, patronymic, gender, date, month, year of birth, education document, number of the education document);
- Name of the partner university, faculty (department), educational program (specialty), surname, first name, patronymic of the coordinator of academic mobility programs, contact details of the university (phone, fax, e-mail).

2.9. At the university, on the basis of a transcript, student loans are recalculated without fail in accordance with the Kazakh credit recalculation system based on the ECTS model.

Upon return, the student submits a report on the study of the curriculum to the coordinator of the department and the department within 10 days.

3 The procedure for referral to study within the framework of external academic mobility

3.1. The presence of the SHU and the contract of a foreign university;

Required documents for the competition:

- ✓ Passport of a citizen of the Republic of Kazakhstan (notarized color copy);
- ✓ Medical certificate in form No. 082/y, approved by Order of the I. O., Minister of Health of the Republic of Kazakhstan dated November 23, 2010 No. 907 (registered in the Register of State Registration of Acts No. 6697);
- ✓ Transcript of current academic performance;
- ✓ Internationally recognized certificate confirming the degree of English language proficiency (IELTS, TOEFL);
- ✓ written consent of the applicant's parents (guardians, legal representatives) who have not reached the age of eighteen for a period of more than two (2) months;
- ✓ copies of diplomas, certificates, diplomas, letters of thanks (if available, by profession, notarized and translated into the state or Russian languages);
- ✓ a copy of the birth certificate of four or more minor children living together or a copy of the court decision on adoption, an address certificate of all minor children to confirm the large family of the student;
- ✓ a document confirming the absence of the student's parents (for

students of the category for orphaned children or students left without parental care) (if available);

- ✓ Certificate of disability in the form approved by the Order of the Minister of Health and Social Development of the Republic of Kazakhstan dated January 30, 2015 No. 44 "On approval of the rules for conducting medical and social expertise" (registered in the Register of State registration of normative legal acts No. 10589, if available).

3.2. With an equal score in the selection of applicants for referral to study within the framework of academic mobility:

- ✓ orphans and children left without parental care;
- ✓ disabled since childhood or children with disabilities;
- ✓ children from large families are a priority.

Criteria for the selection of candidates. English language proficiency level

The equivalent of IELTS points	The equivalent of TOEFL points	The assigned score
IELTS - 9,0	TOEFL – 118-120	9
IELTS - 8,5	TOEFL – 115-117	8
IELTS - 8,0	TOEFL – 110-114	7
IELTS – 7,5	TOEFL – 103-109	6
IELTS – 7,0	TOEFL – 95-102	5
IELTS – 6,5	TOEFL – 80-94	4
IELTS – 6,0	TOEFL – 60-79	3
IELTS – 5,5	TOEFL – 45-59	2
IELTS – 5,0	TOEFL – 35-44	1

Transcript of current academic performance

4,0	5
3,67	4
3,33	3
3,0	2
2,67	1

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4 Departments working together in connection with the implementation of the academic mobility program

4.1. The Department cooperates with the following departments of the University to organize its work on the program of international cooperation and academic mobility, which:

1) to include in the list of students arriving and leaving within the framework of the academic mobility program, to ensure academic performance, preparation of necessary documents by the head of the department, the dean of the faculty;

2) on the issue of credit recalculation, as well as with the registrar-office for compiling information on the academic history (transcript) of students;

3) academic mobility coordinators at the department to implement academic mobility programs;

4) the educational and methodological department for the education of outgoing students within the framework of the academic mobility program;

5) by the human Resources department for the registration of documentary support within the framework of academic mobility programs;

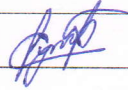
6) accounting with the work of reviewing and accrual of funds;

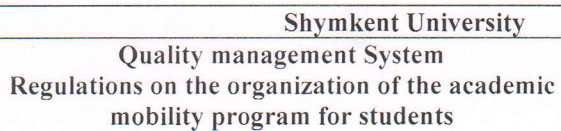
7) legally conclude and confirm contracts concluded within the framework of the external and internal academic mobility program;

4.2. In the performance of its position, the department is guided by orders and orders, documented procedures of the Rector and Vice-Rector for academic affairs and strategic development of the university.

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Appendix A
(required)
The introduction sheet

Position	Full name	Date	Signature
Director of the International Cooperation Department	Noblanova O.N.	30.10.2023	
Coordinator of the International Cooperation Department.	Angelkenova A.N.	06.03.2024	
Coordinator of the International Cooperation Department	Sultanbek D.S.	02.09.2025	



Appendix B
(required)
Change registration sheet

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