Powered by
Arizona State University®

LIMITED LIABILITY PARTNERSHIP
"FOREIGN EDUCATIONAL INSTITUTION 'UNIVERSITY OF INNOVATION AND TECHNOLOGY'"

«APPROVED»
By decision of the Academic Council
Minutes No. 3
dated «20» 04 2026
Nurlanov Sh.

ACADEMIC POLICY

PROCEDURE FOR ORGANIZING UNDERGRADUATE EDUCATION AT LLP "FOREIGN EDUCATIONAL INSTITUTION "UNIVERSITY OF INNOVATION AND TECHNOLOGY"

Almaty

TABLE OF CONTENTS

1. GENERAL PROVISIONS……..3
2. REGULATORY FRAMEWORK 3
3. KEY TERMS AND ABBREVIATIONS 3
4. GENERAL PROVISIONS..... 6
5. FORMATION OF STUDENTS' EDUCATIONAL TRAJECTORIES..... 9
6. STUDENTS' INDEPENDENT WORK 9
7. COURSE REGISTRATION 10
8. CONDUCT OF CURRENT AND MIDTERM ASSESSMENT AND INTERIM ATTESTATION OF STUDENTS 11
9. ORGANIZATION AND CONDUCT OF PROFESSIONAL PRACTICE. DETERMINATION OF THE PRACTICE BASE..... 13
10. FINAL ATTESTATION..... 14
11. FEATURES OF INTERNATIONAL AND JOINT EDUCATIONAL PROGRAMS 21
12. ACADEMIC TRANSCRIPT 22
13. ASSESSMENT OF STUDENTS' KNOWLEDGE. GPA CALCULATION METHODOLOGY 22
14. AWARDING AND PAYMENT OF STATE SCHOLARSHIPS 26
15. TUITION FEES..... 26
16. TRANSFER, REINSTATEMENT, AND EXPULSION FROM INNOTECH 27
17. ACADEMIC LEAVE 31
18. REFERENCES TO DOCUMENTS 32
19. FINAL PROVISIONS 33

1. GENERAL PROVISIONS

1.1 This Academic Policy, entitled "Procedure for the Organization of Education under Bachelor's Degree Programs", of the Limited Liability Partnership "Foreign Educational Institution 'University of Innovation and Technology'" (hereinafter referred to as the "Academic Policy," "University," or "Innotech") establishes the basic principles, rules, and procedures for organizing the educational process under higher education programs leading to the award of a Bachelor's degree.

1.2 This Academic Policy is an internal regulatory document of the University and is aimed at ensuring the effective organization of the educational process, implementing student-centered learning, ensuring academic integrity, transparency of academic procedures, and continuous improvement of the quality of education.

1.3 This Academic Policy is mandatory for students, academic staff, administrative and managerial personnel, and structural units of the University within the scope of their respective responsibilities and areas of competence.

1.4 This Academic Policy has been developed in accordance with the legislation of the Republic of Kazakhstan in the field of higher education, the Charter of the University, and other internal documents of the University.

1.5 The educational activities of the University shall be carried out in accordance with the legislation of the Republic of Kazakhstan, the terms and conditions of its license, and other permits and authorizations required for conducting educational activities.

1.6 In implementing educational programs, the University shall take into account the specific legal status of a foreign educational institution in accordance with the legislation of the Republic of Kazakhstan.

1.7 In the event of any conflict between the provisions of this Academic Policy and the legislation of the Republic of Kazakhstan, the provisions of the legislation of the Republic of Kazakhstan shall prevail.

2. REGULATORY FRAMEWORK

2.1. This Academic Policy has been developed with due regard to:

1) the Constitution of the Republic of Kazakhstan;
2) the Law of the Republic of Kazakhstan "On Education";
3) the Law of the Republic of Kazakhstan "On Science and Technology Policy", to the extent applicable;
4) the State Compulsory Standards of Higher and Postgraduate Education;
5) the Model Rules for the Activities of Organizations of Higher and/or Postgraduate Education;
6) the Rules for Organizing the Educational Process Based on the Credit Technology of Education;
7) the Model Rules for Admission to Educational Organizations Implementing Higher and Postgraduate Education Programs;
8) other regulatory legal acts of the Republic of Kazakhstan governing the organization of the educational process;
9) the Charter of the University;
10) internal documents of the University.

3. KEY TERMS AND ABBREVIATIONS

3.1. The following key terms and definitions are used in this Academic Policy:

1) **Academic Mobility** – the movement of students to another organization of higher and/or postgraduate education, within the country or abroad, for a specified academic period (semester or

academic year), with mandatory transfer and recognition of completed educational programs and disciplines in the form of academic credits by their home organization of higher and/or postgraduate education, or for the purpose of continuing their studies at another organization of higher and/or postgraduate education;

2) **Academic Leave** – a period of temporary suspension of studies on the grounds and in accordance with the procedure established by the legislation of the Republic of Kazakhstan and the internal documents of the University;

3) **Academic Calendar** – a calendar specifying the periods for educational and assessment activities, professional internships, holidays, and other periods of the educational process;

4) **Academic Period (Term)** – a period of theoretical study established by the Academic Calendar;

5) **Academic Hour** – a unit of measurement of the volume of classes or other types of academic work. One academic hour is equal to 50 minutes and is used in preparing the Academic Calendar (academic process schedule), class schedules, planning and recording the educational material covered, as well as planning the teaching workload and recording the work of academic staff;

6) **Academic Credit** – a standardized unit of measurement of the amount of a student's academic workload;

7) **Academic Debt** – the presence of unachieved learning outcomes and/or outstanding academic credits in a course or another component of an educational program;

8) **Academic Integrity** – a set of principles and standards of conduct of participants in the educational process that ensure honesty, independence, objectivity, and transparency in academic and research activities;

9) **Appeal** – a procedure conducted to identify and eliminate factors that contributed to an unfair assessment of students' knowledge ;

10) **AC** – Attestation Commission;

11) **Bachelor's Degree Program (Undergraduate Education)** – a level of higher education aimed at training specialists and awarding a **Bachelor's degree** in the respective educational program, with mandatory completion of at least 240 academic credits;

12) **Bachelor** – a degree awarded to individuals who have successfully completed higher education programs;

13) **MCC** – Medical Consultative Commission;

14) **SCSE** – State Compulsory Standard of Higher Education;

15) **Descriptors** – a description of the level and scope of knowledge, skills, abilities, and competencies acquired by students upon completion of an educational program at each level (cycle) of higher and postgraduate education, based on learning outcomes, developed competencies, and academic credits;

16) **Dean of the School** – the head of a structural unit responsible for implementing educational programs;

17) **Distance Education Technologies** – education provided through the use of information and communication technologies and telecommunication facilities with mediated (remote) or partially mediated interaction between the student and the teacher;

18) **European Credit Transfer and Accumulation System (ECTS)** – a system for transferring credits earned by a student abroad into credits recognized toward the award of a degree upon the student's return to their home educational institution, as well as for accumulating credits within educational programs.

19) **IELTS** – International English Language Testing System;

20) **Individual Study Plan** – a student's study plan developed on the basis of the educational program and the student's individual educational trajectory;

21) **Final Attestation (Qualification Examination)** – a procedure conducted to determine the extent to which students have mastered the academic disciplines and/or modules stipulated by the State Compulsory Standard of Education;

22) **Final Examination (Final Assessment)** – an assessment of a student's academic achievements conducted in the form of an examination upon completion of a course during the period of intermediate assessment;

23) **Catalog of Elective Courses (CEC)** – a list of courses that provides students with the opportunity to make an alternative choice of elective courses for the purpose of forming an individual educational trajectory;

24) **Competencies** – the ability to apply in professional activities the knowledge, skills, and abilities acquired in the course of education;

25) **Credit Technology of Education (Credit-Based Education)** – a form of education based on the student's choice and independent planning of the sequence of studying courses and/or modules, with the accumulation of academic credits;

26) **MSHE RK** – Ministry of Science and Higher Education of the Republic of Kazakhstan;

27) **Modular Education** – a method of organizing the educational process based on the modular structure of an educational program, study plan, and academic courses;

28) **Module** – an autonomous structural element of an educational program that is complete in terms of learning outcomes and has clearly defined knowledge, skills, abilities, and competencies to be acquired by students, as well as appropriate assessment criteria;

29) **Mandatory Component** – a list of academic courses and the corresponding minimum number of academic credits established by the State Compulsory Standard of Education and required to be completed by students under the educational program;

30) **Educational Program** – an integrated set of key characteristics of education, including learning objectives, outcomes and content, organization of the educational process, methods and means of implementation, and criteria for assessing learning outcomes;

31) **Core Subjects (Mandatory Courses)** – courses that all students are required to complete;

32) **Organization of Higher and/or Postgraduate Education (OHPE)** – an organization providing higher and/or postgraduate education;

33) **Office of the Registrar** – a structural unit responsible for registering students for courses, recording all their academic achievements throughout the period of study, organizing midterm and final assessments, and calculating academic rankings;

34) **Retake of the Final Examination (Final Assessment)** – in the event of receiving an unsatisfactory grade corresponding to "FX", a student is entitled to retake the final examination without repeating the course/module;

35) **Prerequisites** – courses and/or modules and other types of academic work containing the knowledge, skills, abilities, and competencies required for the study of a particular course and/or module;

36) **Postrequisites** – courses and/or modules and other types of academic work for which the knowledge, skills, abilities, and competencies acquired upon completion of a particular course and/or module are required;

37) **Proctor** – a person who monitors the conduct of an examination;

38) **Academic Staff** – teaching and academic personnel of the University;

39) **Course Syllabus** – a course document containing a description of the course, its goals and objectives, a brief course overview, topics and duration of each class, independent study assignments, office hours, instructor requirements, assessment criteria, assignment submission schedule, and a list of required literature.

40) **Working Curriculum (Curriculum)** – a document developed on the basis of the State Compulsory Standard of the Republic of Kazakhstan. It contains a complete list of academic courses included in the mandatory component, university component, and elective component, indicating the number of credits, the sequence of course delivery, types of academic activities, and forms of assessment;

41) **Learning Outcomes** – the knowledge, skills, and abilities acquired and demonstrated by students upon completion of an educational program and confirmed through assessment, as well as the values and attitudes developed as a result of learning;

42) **Retake** – repeated study of a course in the event that a student receives a final grade of **"F" (Fail)**;

43) **Midterm Assessment (Midterm)** – an assessment of students' academic achievements upon completion of a section (module) of a course. It is conducted by the instructor of the respective course during the 7th–8th week of the semester;

44) **SIW** – Student Independent Work;

45) **Academic Degree** – a degree awarded to a university graduate based on the results of final attestation;

46) **Grade Point Average (GPA)** – the weighted average measure of a student's academic achievements under the selected educational program for an academic period, calculated as the ratio of the sum of the products of the number of credits for each course and the numerical equivalent of the final assessment grade to the total number of credits completed during the respective period of study;

47) **Transcript** – a document in the prescribed format containing a list of courses completed during the respective period of study, indicating the number of credits, grades, and Grade Point Average (GPA);

48) **Academic Course** – a set of requirements and standards established by this Academic Policy and other internal documents of the University for students with respect to the educational process;

49) **UMCD** – Course Educational and Methodological Complex;

50) **Elective Courses** – courses included in the university component and elective component within the established number of academic credits and introduced by educational organizations to reflect students' individual educational training, take into account the specific socio-economic development and needs of a particular region, and incorporate the established academic and research schools.

4. GENERAL PROVISIONS

4.1 The University provides training of specialists under higher education programs based on the credit-based education technology. The main principles of organizing the educational process are student-centered learning, academic freedom, and the student's responsibility for developing an individual educational trajectory, fostering the ability for self-organization and self-directed learning, as well as taking into account the volume of achieved learning outcomes in academic credits.

Innotech educational programs are developed and implemented in accordance with the legislation of the Republic of Kazakhstan in the field of education, applicable requirements of the State Compulsory Standards of Higher Education, requirements for organizing the educational process based on the credit-based education technology, as well as taking into account international approaches to learning outcomes and qualifications. The Dublin Descriptors and other internationally recognized qualifications frameworks may be used in the development of educational programs, provided that they are relevant to the profile of the program and do not contradict the legislation of the Republic of Kazakhstan.

4.2 This Academic Policy establishes the key requirements for organizing education at the Limited Liability Partnership "Foreign Educational Institution 'University of Innovation and Technology'" under Bachelor's degree programs implemented in accordance with the legislation of the Republic of Kazakhstan and the University's permits and other authorizing documents.

The procedures established herein regulate course registration, the formation of an individual educational trajectory, the organization of classes, current and intermediate assessment, final attestation, assessment of learning outcomes, academic mobility, recognition and transfer of learning outcomes and academic credits, transfer, reinstatement, academic leave, and dismissal of students, as well as other matters related to the organization of the educational process.

4.3 The student's academic workload is measured in academic credits. One academic credit corresponds to 30 academic hours unless otherwise established by the legislation of the Republic of Kazakhstan for the relevant type of educational activity. The volume and structure of the student's academic workload are determined by the educational program, Working Curriculum, Individual Study Plan, and the University's Academic Calendar.

4.4 The number and workload of academic courses are determined by the educational program and the Working Curriculum. As a general rule, the workload of each course is 5–6 academic credits; however, individual courses may have a workload of 3–4 academic credits. As a general rule, each course is completed within one academic semester.

In the ECTS system, an academic credit is a unit for measuring a student's academic workload, including classroom instruction, Student Independent Work, and other types of academic activities provided for in the educational program. One academic credit corresponds to 25–30 academic hours of a student's workload.

4.5 Education at Innotech is provided in the full-time mode, with the possibility of using distance educational technologies and/or other digital educational technologies.

4.6 The academic year consists of academic periods (semesters), intermediate assessment (examination session), final attestation (for graduating students), practical training, and holidays. An academic period for Bachelor's degree programs consists of one semester lasting 15 weeks, followed by an examination session (intermediate assessment).

4.7 The University may introduce a Summer Semester, except for students in their graduating year. The Summer Semester lasts 6 weeks, including the examination session. Examinations are held upon completion of the semester. The Summer Semester is provided exclusively on a fee-paying basis.

During the Summer Semester, a student may register for no more than 3 courses.

The Summer Semester may be organized in the following cases:

1) to meet the need for additional education, including for students wishing to study courses delivered by leading scholars and professors invited to the University, including specialists from foreign countries, representatives of national and international companies, and others;

2) to eliminate academic debt or differences in study plans;

3) to repeat courses in order to improve the student's Grade Point Average (GPA);

4) to complete an additional or related educational program, including within a double-degree program;

5) for students wishing to shorten the period of study at the University.

4.8 A student's year of study is determined by the number of academic credits completed in theoretical and practical training in accordance with the study plan of the educational program.

Students studying under a state educational grant must complete at least 60 academic credits per academic year funded by the state educational grant or an Innotech grant. If a student studying under a state educational grant does not fully complete the theoretical component of the Bachelor's degree program within the established period of study, the student may complete the remaining credits on a fee-paying basis.

The maximum period of study at the University under Bachelor's degree programs is **5 (five) years**. These periods do not include periods of academic leave.

4.9 Holidays are provided to students after each academic period. The total duration of holidays during an academic year shall be at least 7 weeks, except for the graduating year. If a student participates in the Summer Semester, the duration of the holiday period shall be reduced accordingly.

4.10 The primary criterion for completion of a Bachelor's degree program is the completion by the student of at least **240 academic credits** over the entire period of study, including all types of academic activities.

The period of study under Bachelor's degree programs is determined by the volume of academic credits completed, but may not exceed the period established by Clause 4.8 of this Academic Policy. Upon completion of the prescribed number of academic credits and achievement of the expected learning outcomes required for the award of a Bachelor's degree, the higher education program shall be considered fully completed.

4.11 Where the form of Final Attestation (FA) is selected as the defense of a diploma thesis (project), a research supervisor shall be appointed six months prior to the Final Attestation to supervise the diploma thesis (project). The research supervision and the topic of the diploma thesis (project) of Bachelor's degree students shall be approved by an order of the Head of the University based on a decision of the Academic Council.

4.12 Students complete the educational program through classroom (contact) and extracurricular activities, including Student Independent Work (SIW). Students are required to comply with academic discipline and attend all types of academic classes. In the event of absence from classes, the student shall immediately notify the School of the reason for the absence via corporate email and submit a medical certificate to the School as soon as possible, but no later than 3 working days from the date of issuance of the certificate, in order to be permitted to complete a midterm quiz, written assignment, project, laboratory work, or SIW that was not completed due to the absence. In the request, the student shall specify the name of the course, the exact date and time of the missed class, the type of missed academic work, and the full name of the instructor. Following verification of the medical certificate by the Innotech Medical Center, the School shall send an official internal request directly to the instructor.

4.13 Instructors shall notify the dean's offices of the Schools to which they are assigned of cases of systematic non-attendance by students. Deans and Deputy Deans shall monitor student attendance and inform students of their respective Schools, or the deans of the relevant Schools, that when the total number of missed classes reaches 20% or more, students are recommended to apply for Academic Leave on the grounds established by this Academic Policy and the Model Rules for the Activities of Organizations of Higher and/or Postgraduate Education approved by the Ministry of Science and Higher Education of the Republic of Kazakhstan. If the number of absences exceeds 30%, the student shall automatically be marked as "Not Admitted" to the intermediate assessment in the University's AIS, and a final grade of "F" shall be automatically assigned for the course. Any documents confirming the objective and serious reasons for absence submitted after the interim assessment shall not be considered by either instructors or the School's dean's office. Since attendance is an integral part of academic discipline at Innotech, the number of absences recorded in the University's AIS shall not be changed.

4.14 In order to prevent academic failure, including for the purpose of maintaining a state educational grant, students who experience circumstances such as illness, the birth or adoption of a child under the age of three, or conscription for military service in the Republic of Kazakhstan, which result in prolonged absence from classes exceeding 30%, are recommended to apply for Academic Leave in accordance with the procedure established by this Academic Policy.

4.15 Students shall be transferred to the next year of study by order of the Head of the University upon completion of the academic year, including the Summer Semester, provided that the student has no outstanding financial obligations for the previous academic year.

4.16 Students who have academic debt, including a final grade of "F", shall be required to retake the respective courses on a fee-paying basis.

4.17 For students studying at foreign higher education institutions under international student exchange programs or Innotech partner programs, credits earned during the period of study abroad in courses corresponding to the study plan of the educational program shall be recognized and transferred in accordance with the legislation and the University's internal regulatory document, "Procedure for the Transfer and Recognition of Academic Credits."

4.18 To be awarded an Innotech diploma, a student's minimum cumulative GPA shall be 2.0.

4.19 The University reserves the right to provide information concerning a student's academic performance, financial obligations, and other information related to the student to the student's parents and/or legal representatives.

4.20 Information concerning a student shall be provided only to the student's legal representatives (parent or guardian) or to other persons acting on the basis of a notarized power of attorney.

5. FORMATION OF STUDENTS' EDUCATIONAL TRAJECTORIES

5.1 A student independently develops their individual educational trajectory in the form of an Individual Study Plan (ISP), prepared within the framework of the Working Curriculum of the educational program and the Catalog of Elective Courses. In order to complete the respective level of education, the student is required to fulfill their Individual Study Plan. The student is responsible for preparing the ISP and for fully completing the course of study in accordance with the requirements of the Working Curriculum of the educational program.

5.2 The ISP is developed for each semester with the assistance of the Dean's Office. The School's Dean's Office and/or Academic Advisor provides students with guidance and consultation on the preparation of their Individual Study Plans.

5.3 When preparing their ISP, the student shall:

- familiarize themselves with this Academic Policy;
- familiarize themselves with the Working Curriculum;
- comply with the established deadlines for course registration.

5.4 The maximum number of credits included in a student's ISP shall not exceed 75 academic credits per academic year, including retakes, provided that there are no schedule conflicts. This limitation does not apply to the Summer Semester, during which the maximum course load is limited to three courses.

5.5 The maximum number of credits covered by a state educational grant shall correspond to the number of credits established by the Working Curriculum of the educational program for the respective semester and year of study.

5.6 A student has the right to make changes to the list of courses included in their ISP during the Add/Drop period.

5.7 Schools shall submit course descriptions to the Office of the Registrar two weeks prior to the beginning of the registration period. Within 3 days from the beginning of classes in each academic period, Schools shall upload the complete Course Educational and Methodological Complex (UMCD) to the University's AIS.

6. STUDENTS' INDEPENDENT WORK

6.1 Under the credit-based education technology, students' independent work is divided into

two components: independent work performed under the guidance of an instructor (SIW with Instructor Guidance) and independent work performed entirely independently (SIW – Independent Student Work). The entire volume of SIW shall be supported by assignments requiring students to engage in independent work on a daily basis.

6.2 All types of independent work shall be described in the course syllabus, specifying the particular assignments and assessment criteria. Completed academic assignments shall be submitted by students in written form, in paper and/or electronic format, unless another form of submission is предусмотрено by the course syllabus.

6.3 SIW with Instructor Guidance shall be conducted during office hours. The office hours schedule shall be prepared by the School based on information provided by instructors and the students' class schedules and shall be specified in the instructors' syllabi.

7. COURSE REGISTRATION

1.1 Registration of students for courses offered in each academic period shall be organized by the Office of the Registrar (OR) with methodological and advisory support from the Schools. The registration period shall be specified in the Academic Calendar.

1.2 Students shall register online for courses through the University's AIS strictly within the deadlines specified in the Academic Calendar.

1.3 Prior to the beginning of registration, students shall contact the Dean's Offices of the Schools to develop their individual educational trajectory. The Dean's Offices shall provide students with consultations and explanations regarding course selection in accordance with the educational program.

1.4 Registration shall be conducted in two stages:

Stage 1 – Formation of the Student's Individual Study Plan – registration for courses, during which students may select courses in accordance with the Working Curriculum and select the language of instruction. Information on the prospective instructor may also be available in the course description, provided that the student has no outstanding financial obligations.

Late Registration (the period shall be determined in accordance with the Academic Calendar) shall be conducted on a fee-paying basis for students to complete the formation of their Individual Study Plan in accordance with the Working Curriculum. The applicable fee shall be established by an internal document of the University.

Stage 2 – Formation of the Student's Class Schedule – students shall create their class schedules, with the opportunity to select an instructor, class time, and group, as well as to change a course within the available schedule, provided that payment for the upcoming academic period has been made. The student's class schedule shall be formed only after payment has been made for the courses included in the Individual Study Plan (ISP) for the upcoming academic period.

For newly admitted students, access to the Innotech AIS shall be granted on the basis of:

- an enrollment order confirming admission to the University;
- payment for the academic period, if the student is enrolled on a fee-paying basis.

First-year students shall receive a pre-formed class schedule for the first academic period in the Innotech AIS. Registration for courses for the second and subsequent academic periods shall be conducted in accordance with the established procedure.

1.5 Other students shall register during the Spring Semester for courses of the following academic year and for repeated courses (Retakes) at the end of each academic period, within the registration period specified in the Academic Calendar.

Eligibility for registration shall be subject to completion of all Prerequisites required for the relevant course and the absence of outstanding financial obligations.

By the beginning of the respective academic period, students shall form their class schedules

for the selected courses in the Innotech AIS.

1.6 During the re-registration period, referred to as "Add/Drop," students shall finalize their Individual Study Plans (ISP).

During the "Add/Drop" period, students may change courses only through the Office of the Registrar. If there is a schedule conflict, a student shall have the right to replace the selected course with another course from the list of available courses, provided that all academic requirements are met and places are available. For this purpose, the student shall complete a request to change a course or instructor and submit it online through the AIS. The request shall be reviewed, and the relevant changes shall be made to the student's class schedule.

Requests shall be reviewed only during the "Add/Drop" re-registration period.

1.7 Students may register for no more than 75 academic credits per academic year, including Retakes, except for the Summer Semester, during which the maximum load shall be limited to three courses.

1.8 Repeated completion of a course by students with Academic Debt shall be conducted only on a fee-paying basis. Registration for a repeated course (Retake) shall be completed no later than the "Add/Drop" re-registration period specified in the Academic Calendar.

1.9 The minimum number of students required to register for an elective course shall be 10 students.

1.10 The class schedule shall be approved in the third week of the academic period.

At the same time, changes to instructors' schedules may be made until the end of the second week. A change to the class schedule may be initiated by an instructor subject to the consent of all students registered for the relevant course and approval by the Dean and the Head of the Office of the Registrar.

The class schedule shall be coordinated with the Dean of the School and the Head of the Office of the Registrar and approved by the Head of the University.

8. CONDUCT OF CURRENT AND MIDTERM ASSESSMENT AND INTERIM ATTESTATION OF STUDENTS

8.1 Assessment of students' academic achievements shall be carried out in the form of various types of assessment tasks related to the course being studied.

8.2 Assessment shall include Current Assessment, Midterm Assessment, and Interim Attestation.

Current Assessment is a systematic assessment of students' academic achievements conducted by the instructor during regular classes in accordance with the course syllabus.

Midterm Assessment (Midterm, End-term) is an assessment conducted during the 8th–9th and 14th–15th weeks of the academic period. Midterm Assessment is mandatory. The form and content of the Midterm Assessment shall be determined by the instructor teaching the course.

Interim Attestation (Final Examination) is an assessment of a student's academic achievements conducted upon completion of the course during the examination session.

The final grade for a course shall consist of the results of Current Assessment, Midterm Assessments, and Intermediate Attestation and shall be recorded in the student's Transcript.

8.3 All types of assessment and the corresponding grades shall be administered by the instructor in accordance with the Academic Calendar and the course syllabus.

8.4 Attendance at all types of academic classes is mandatory for students. The instructor shall monitor students' attendance.

8.5 No later than 7 (seven) days from the date of the academic class, the instructor shall complete the electronic attendance register in the AIS, including the Current Assessment grade and attendance information.

8.6 The Dean's Office shall ensure monitoring of the timely completion of the electronic register by instructors, while the Office of the Registrar shall conduct the relevant monitoring.

8.7 Current Assessment points shall be distributed by the instructor independently throughout the academic period and shall be specified in the course syllabus.

8.8 The results of the Midterm Assessment, including the number of points earned by the student as of the date of the Midterm Assessment, shall be entered into the electronic grade sheet no later than three days after the end of the Midterm Assessment week.

8.9 At the end of the academic period, a student's eligibility to take the Intermediate Attestation (Final Examination) shall be determined.

8.10 The period during which students undergo Interim Attestation shall be referred to as the Examination Session.

Innotech shall have Winter and Spring Examination Sessions. The frequency and duration of Examination Sessions shall be determined in accordance with the Academic Calendar approved by the Academic Council of the University.

During the Summer Semester, Final Examinations shall be conducted upon completion of the semester.

8.11 The organization and administration of the Examination Session shall be carried out under the supervision of the Office of the Registrar. The Office of the Registrar shall prepare the examination schedule no later than 2 weeks before the beginning of the Examination Session.

8.12 The School shall independently appoint Proctors. Proctors for examinations may include instructors, as well as representatives of the managerial staff of the University's academic and academic-methodological units.

8.13 Examinations shall be conducted in one of the following forms: oral examination, written examination, testing, or project defense, or in a combination of these forms, at the discretion of the instructor and subject to approval by the School Council. All components of a comprehensive Final Examination shall be conducted in accordance with the approved examination schedule. The form of the examination shall be specified in the course syllabus, which shall be approved by the Dean of the School sufficiently in advance of the beginning of the academic period.

Examination tasks may include various types of questions and assignments, including true/false questions, multiple-choice questions, problem-solving tasks, projects, essays, etc.

The total duration of the Final Examination, including testing and written and oral components, shall be determined by the examiner; however, the examination shall not exceed three (3) hours.

8.14 The State Examination in the course History of Kazakhstan shall be conducted in accordance with the Regulation on the Organization and Conduct of the State Examination in History of Kazakhstan at Innotech.

8.15 Interim Attestation in the course Physical Education shall be conducted during regular classes in the final week of the academic period. The student's academic performance shall be assessed using the point-rating letter grading system, and the grade shall be included in the calculation of the GPA.

8.16 Interim Attestation for practical training shall be conducted by a School commission responsible for accepting and evaluating practical training reports, taking into account the assessments of the practice supervisor from the host organization and the University practice supervisor.

All types of practical training shall be aimed at achieving the Learning Outcomes of the educational program. The student's academic performance shall be assessed using the point-rating letter grading system, and the grade shall be included in the calculation of the GPA.

8.17 Students shall be admitted to the Examination Session if they:

- have no outstanding tuition payment obligations;
- have no more than 30% absences from classes in the relevant course;

- have earned 30 or more points during the academic period based on Current and Midterm Assessments;

- are not on Academic Leave.

If outstanding financial obligations are not settled within the period established by the University, Innotech shall take measures to terminate the agreement and dismiss the student from the University. Any outstanding financial obligations shall be recovered in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

8.18 Students shall appear for the examination on time and within the established deadline in accordance with the approved examination schedule and shall have their identity document with them. Students shall strictly comply with the Examination Rules approved by the University.

8.19 During the Final Examination, students may use additional reference materials and other auxiliary materials or items with the permission of the examiner.

8.20 The Transcript shall include all courses and/or modules studied by the student, indicating all grades received for Intermediate Attestation (Final Examination), including FX and F grades corresponding to the grade equivalent of "Unsatisfactory."

9. ORGANIZATION AND CONDUCT OF PROFESSIONAL PRACTICE. DETERMINATION OF THE PRACTICE BASE

9.1 Professional and/or pre-graduation practice shall be supervised by an instructor who possesses theoretical and practical knowledge and skills relevant to the educational program (qualification). If students undertake practice at external organizations serving as practice bases, such organizations shall additionally appoint a practice supervisor from the host organization.

9.2 The Practice Syllabus shall be prepared by the University practice supervisor for the current academic year and approved by the Dean of the School. The syllabus shall specify the general arrangements for practice, the specific dates for its completion and submission of practice reports, recommendations regarding the content and maintenance of the practice diary, methods for monitoring students' work during practice, communication between the supervisor and the student, the procedure for preparing and submitting the practice report, and the procedure for assigning grades.

9.3 The dates and duration of practice shall be established by the University in accordance with the Working Curriculum of the educational program and the Academic Calendar, taking into account the capabilities of the University's educational and production facilities and the organizations serving as practice bases.

9.4 The Working Curricula of educational programs shall determine the number of academic credits corresponding to each type of practice. Students shall register for the relevant type of practice and include it in their Individual Study Plan.

9.5 Prior to the commencement of professional and/or pre-graduation practice at an enterprise or organization, the practice supervisor shall provide students with instructions on the objectives, tasks, rules, and program of the practice, as well as on safe working conditions.

9.6 The results of professional and/or pre-graduation practice shall be reviewed during a preliminary project defense in the form of a report organized by the School.

9.7 Practice reports shall be defended upon completion of the practice. The final grade shall be entered into the electronic grade sheet, and the paper copy of the grade sheet shall be submitted to the Office of the Registrar within 48 hours following the completion of the defense of all students.

9.8 The final grade for practice shall be equivalent to grades received for theoretical education and shall be included in the calculation of the student's overall GPA.

9. Practice bases shall be organizations whose statutory activities correspond to the profile of specialist training and the requirements of the educational program and that have qualified personnel capable of supervising professional practice and adequate material and technical resources.

9.10 Prior to the commencement of practice, the student shall submit to the Dean's Office supporting documents, namely an invitation letter and/or practical training agreement, certified by the signature of a company representative and the company seal, containing the student's full name, the dates of practice, address, and contact details. The deadlines for submitting the supporting documents shall be established by the Dean's Office.

10. FINAL ATTESTATION

10.1 Procedure for Conducting Final Attestation of Students

10.1.1 Final Attestation of students enrolled in Bachelor's degree programs at the University shall be conducted for educational areas and programs for the training of specialists with higher and postgraduate education within the periods established by the Academic Calendar and the approved Working Curricula of the educational programs.

10.1.2 Final Attestation of students in educational programs shall comprise at least 8 academic credits of the total workload of the higher education program and shall be conducted in the form established by the Dean's Offices of the Schools.

10.1.3 Students who have fully completed the educational process in accordance with the requirements of the State Compulsory Standard of Higher Education (SCSE), the Working Curriculum and Individual Study Plan, and/or have received approval from their research supervisor to proceed to the defense shall be admitted to Final Attestation. If the research supervisor issues a negative conclusion stating "Not admitted to defense," the student shall not be permitted to defend the graduation work and shall be dismissed from the University as a student not admitted to Final Attestation.

10.1.4 An Attestation Commission (hereinafter referred to as the AC) shall be established for each educational program and educational area of higher and postgraduate education to conduct Final Attestation of students.

10.1.5 Final Attestation of students enrolled in Bachelor's degree programs shall be conducted at an open meeting of the Attestation Commission.

10.1.6 The main functions of the AC shall include:

- determining whether the graduate's level of preparation complies with the requirements of the SCSE;
- making a decision, based on the results of Final Attestation, on awarding the relevant academic degree and issuing the graduate the corresponding diploma of the established format.

10.1.7 By December 1 of each calendar year, the Schools shall submit nominations for candidates for the positions of Chair and members of the Attestation Commissions.

10.1.8 The Chair of the AC shall, as a rule, be a person who is not employed by the University and who holds an academic degree or academic title, or a Doctor of Philosophy (PhD) or Doctor by Profile degree corresponding to the profile of the graduates being trained.

10.1.9 The composition of the AC shall be approved by order of the Head of the University for a period of one calendar year. Attestation Commissions shall be formed from among employees and/or instructors who hold an academic degree or academic title, or a Master's degree, Doctor of Philosophy (PhD) degree, or Doctor by Profile degree corresponding to the profile of the graduates being trained.

10.1.10 The AC shall consist of an odd number of members, including the Chair. The compositions of the Attestation Commissions and the responsible secretaries shall be proposed by the graduating School/Academy/Department and approved by order of the Rector of the Organization of Higher and/or Postgraduate Education (OHPE). The technical secretary shall have no voting rights in decisions of the AC.

10.1.11 Minutes of meetings of the Attestation Commission shall be signed by the Chair, all members, and the secretary of the Commission. The AC's decision on awarding a qualification to

graduates who have completed Final Attestation and issuing the relevant education document shall be formalized by order of the Head of the University. A decision of the AC shall be valid if at least two-thirds of its members, including the Chair and the secretary, are present at the meeting.

10.1.12 The dates of Final Attestation shall be established by the graduating School, approved by the Head of the University, and communicated to students no later than two weeks before the beginning of the work of the AC.

10.1.13 Topics of diploma theses/projects shall be approved no later than three months before Final Attestation.

10.1.14 A change in the form of Final Attestation shall be permitted by decision of the School Council no later than one month before the beginning of Final Attestation.

10.1.15 Final-year students shall receive admission to Final Attestation before the beginning of Final Attestation. Orders/directives on admission, containing the list of students, shall be submitted to the Attestation Commissions.

10.1.16 The schedule of the Attestation Commissions shall be approved by the Dean of the School and made publicly available before the beginning of Final Attestation.

10.1.17 Research supervisors of diploma theses/projects shall be appointed from among persons holding an academic degree or academic title, Doctor of Philosophy (PhD) or Doctor by Profile degree, or qualified practicing specialists holding a Master's degree, whose areas of research and scientific publications correspond to the profile of the graduates being trained.

10.1.18 Written assessed works of students, including course papers and diploma theses/projects, shall undergo verification for the presence of borrowed material, the use of AI tools, and the use of text with synonymous substitution of words and expressions without changing the meaning (paraphrasing), including text translated from another language. Such verification shall be conducted by the relevant School.

10.1.19 The results of the defense of diploma theses/projects shall be determined as the average score awarded by all members of the AC for each student. For the purpose of preventing subjective grading, the results shall be announced on the day of the defense after the minutes of the AC meetings have been signed. Decisions on defense grades, as well as on awarding the qualification, conferring the academic degree, and issuing a diploma of the state-established format (regular or with honors), shall be made by the Attestation Commission at a closed meeting by open voting, by a simple majority of the votes of the Commission members participating in the meeting.

10.1.20 Re-taking Final Attestation for the purpose of improving a passing grade shall not be permitted.

10.1.21 A retake of a comprehensive examination or a repeated defense of a diploma thesis/project by a student who has received an "Unsatisfactory" grade shall not be permitted during the respective Final Attestation period. Health documents submitted to the Attestation Commission after an "Unsatisfactory" grade has been received shall not be considered. Appeals against Final Attestation results shall not be permitted.

10.1.22 A student who receives an "Unsatisfactory" grade in Final Attestation shall be dismissed from the University by order of the Head of the University on the grounds of "failure to fulfill the requirements of the educational program" and "failure to defend the diploma thesis/project," or "failure to fulfill the requirements of the educational program: failure to pass the comprehensive examination."

10.1.23 A student who has successfully completed Final Attestation and demonstrated completion of the higher or postgraduate education program shall, by decision of the Attestation Commission, be awarded the degree of Bachelor or the qualification corresponding to the relevant educational program. The student shall be issued a diploma and its supplement within 30 working days from the date of issuance of the graduation order.

10.1.24 The duration of study under Bachelor's degree programs shall be determined by the number of academic credits completed. Upon completion of the prescribed number of academic credits and achievement of the expected Learning Outcomes required for the relevant degree, the educational program shall be considered fully completed.

10.1.25 The main criterion for completion of a Bachelor's degree program shall be the completion by the student of at least 240 academic credits over the entire period of study, including all types of the student's academic activities.

10.1.26 A student enrolled in a Bachelor's degree program who completes Final Attestation with grades A, A– ("Excellent"), B–, B, B+, C+ ("Good") and has a Grade Point Average (GPA) of at least 3.5 shall be awarded a diploma with honors, excluding grades for additional types of education. A student who has had any retakes or repeated Final Assessments (Examinations) during the entire period of study, including a retake following an FX grade, shall not be eligible for a diploma with honors.

10.1.27 Upon completion of the University program, the graduate shall be issued a diploma of the University's own format with a diploma supplement in three languages.

10.1.28 In the event of loss of a diploma or diploma supplement, the graduate shall submit an application to a Public Service Center or through the e-Gov portal to obtain a duplicate education document.

10.1.29 Within one month after issuing education documents to graduates, the University shall enter the relevant information into the information system of the authorized body in the field of science and higher education. The University shall ensure the functioning of the information system containing information on issued education documents and shall establish an electronic database (archive) of education documents, including previously issued documents. The list of graduates shall be published on the University's website.

10.1.30 The University shall ensure the functioning of an electronic system for issued education documents and shall maintain an electronic database (archive) of education documents, including previously issued documents.

10.1.31 The forms of Final Attestation for students, demonstrating the graduate's readiness for independent professional activity and confirming achievement of the Learning Outcomes of the educational program, may include:

- a comprehensive examination covering at least four core courses;
- an individual diploma thesis or a group diploma project;
- publication of an article in scientific journals included in the list of publications recommended by the Committee for Quality Assurance in the Field of Science and Higher Education and Science (CQAS), and/or indexed in the Scopus or Web of Science databases;
- participation in and/or presentation at international and national competitions or contests relevant to the educational program, including participation resulting in a prize-winning place;
- a startup project developed by one or more students.

10.1.32 The list of Final Attestation forms for each educational program shall be approved annually by directives of the Deans of the Schools no later than December 1. The number of participants in group graduation works shall not exceed four students.

10.1.33 Any form of Final Attestation shall be submitted for assessment.

10.1.34 The research supervisor's review of a diploma thesis/project shall contain a reasoned conclusion stating either "Admitted to Defense" or "Not Admitted to Defense."

10.1.35 Materials submitted to the AC shall include, among other documents, materials demonstrating the scientific and practical value of the completed diploma thesis/project, unofficial reviews, written conclusions from organizations engaged in practical activities relevant to the profile

of the diploma thesis/project, certificates or acts confirming implementation of research results, models, samples of materials and products, collections of minerals, etc.

10.2 Procedure for the Defense of a Diploma Project/Thesis When Final Attestation Is Conducted in the Form of a Graduation Work Defense

10.2.1 The diploma thesis/project shall be submitted to the graduating School in paper and electronic form after plagiarism verification and receipt of the research supervisor's review.

10.2.2 The defense of a diploma thesis/project shall be conducted publicly at an open meeting of the AC established and operating in accordance with this Academic Policy.

10.2.3 The duration of the defense of one project/thesis shall not exceed 50 minutes.

10.2.4 Research supervisors of diploma projects/theses shall submit written reviews of the respective project/thesis.

10.2.5 Based on the results of the diploma thesis/project defense, a grade shall be assigned according to the point-rating letter grading system. When assessing a project, the level of completion by each member of the project team of their respective sections, the ability to defend the results obtained and answer questions, as well as the research supervisor's review, shall be taken into account.

10.2.6 The results of diploma thesis/project defenses shall be documented in minutes prepared individually for each student. The minutes shall be completed by the secretary of the AC, who is approved as a member of the Commission and has no voting rights.

10.2.7 Upon completion of Final Attestation, the student's diploma thesis shall be transferred in electronic format to the Library for inclusion in the unified database of diploma theses and dissertations of students, except for diploma theses containing state secrets or information classified for official use.

Requirements for Formatting the Diploma Thesis/Project

10.2.8 The diploma thesis (project) shall be prepared using a computer and printer and printed on one side of white A4 paper with 1.0 line spacing. The font shall be Times New Roman, regular, 14 pt. The text of the diploma thesis (project) shall be formatted with the following margins: left – 30 mm, top – 20 mm, right – 15 mm, and bottom – 20 mm. Computer-based formatting tools may be used to emphasize specific terms, formulas, theorems, and other elements by applying different typefaces.

10.2.9 Regardless of the method used to prepare the diploma thesis (project), the quality of the printed text and the formatting of illustrations, tables, and computer printouts shall ensure clear and legible reproduction.

10.2.10 Surnames, names of institutions, organizations, companies, products, and other proper names used in the diploma thesis (project) shall be provided in the original language.

10.2.11 The names of the following structural elements of the diploma thesis (project): "Contents," "Definitions," "Designations and Abbreviations," "Introduction," "Conclusion," and "References" shall serve as headings for the respective structural elements of the work.

10.2.12 The diploma thesis (project) shall be divided into sections and subsections. Each section and subsection shall contain complete and self-contained information. The section titles taken together shall disclose the subject of the diploma thesis (project), while the subsection titles taken together shall disclose the content of the respective section.

10.2.13 The titles of sections and subsections shall clearly and concisely reflect their content.

10.2.14 Section and subsection titles shall be printed with a paragraph indent, beginning with a capital letter, without a period at the end, and shall not be underlined. If a title consists of two sentences, the sentences shall be separated by a period.

10.2.15 The pages of the diploma thesis (project) shall be numbered consecutively throughout the entire document using Arabic numerals. The page number shall be placed in the center of the bottom of the page without a period.

10.2.16 The title page shall be included in the overall page numbering. The page number shall not be displayed on the title page.

10.2.17 Illustrations and tables placed on separate pages shall be included in the overall page numbering of the diploma thesis (project). An illustration or table placed on an A3-size page shall be counted as one page.

10.2.18 Sections of the diploma thesis (project) shall be assigned consecutive numbers throughout the document using Arabic numerals without a period and shall be placed with a paragraph indent. Subsections shall be numbered within each respective section.

10.2.19 Each section of the diploma thesis (project) shall begin on a new sheet (page). Subsections within the same section shall be separated from each other by a two-line spacing from the preceding text.

10.2.20 The pages of the diploma thesis (project) and its appendices shall have continuous numbering throughout the document.

10.2.21 Illustrations (drawings, maps, graphs, diagrams, charts, photographs), as well as source code listings, shall be placed in the diploma thesis (project) immediately after the text in which they are first mentioned or on the following page. Illustrations may be computer-generated, including in color. All illustrations shall be referenced in the text of the diploma thesis (project).

10.2.22 Drawings, graphs, diagrams, charts, and other illustrations included in the diploma thesis (project) shall comply with the requirements of the state standards of the Unified System for Design Documentation.

10.2.23 Illustrations, except for illustrations in appendices, shall be numbered consecutively using Arabic numerals. If there is only one illustration, it shall be designated as “Figure 1.” The word “Figure” and its title shall be centered on the line. A dash shall be placed between the word “Figure” and the title. No period shall be placed at the end.

10.2.24 Illustrations may be numbered within each section. In this case, the illustration number shall consist of the section number and the consecutive illustration number separated by a period. Example: Figure 1.1 – Structure of the Control Object.

10.2.25 References to illustrations shall be made as follows: “in accordance with Figure 1” for consecutive numbering and “in accordance with Figure 1.2” for numbering within a section.

10.2.26 Tables shall be used to improve clarity and facilitate comparison of indicators. The title of a table shall accurately and concisely reflect its content. The table title shall be placed above the table, with a paragraph indent, on the line following the words “Table 1.”

10.2.27 A table shall be placed immediately after the text in which it is first mentioned or on the following page.

10.2.28 All tables shall be referenced in the diploma thesis (project). When referring to a table, the word “Table” shall be followed by its number. A dash shall be placed between the word “Table” and its title.

10.2.29 A table containing a large number of rows may be continued on another sheet (page). When part of a table is continued on another sheet (page), the word “Table” and its number shall be indicated only once on the left above the first part of the table. Above subsequent parts, the word “Continuation” followed by the table number shall be indicated, for example: “Continuation of Table 1.” When a table is continued on another sheet (page), its heading shall be placed only above its first part. When a part of a table is continued, the lower horizontal line delimiting the table shall not be drawn. A table containing a large number of columns should preferably be placed in an appendix.

10.2.30 Tables, except for tables in appendices, shall be numbered consecutively using Arabic numerals.

10.2.31 Tables may be numbered within each section. In this case, the table number shall consist of the section number and the consecutive table number separated by a period.

10.2.32 Formulas and equations shall be separated from the text and placed on a separate line. At least one blank line shall be left above and below each formula or equation. If an equation does not fit on one line, it shall be continued after the equals sign (=) or after a plus (+), minus (–), multiplication (×), division (:) or other mathematical sign, with the respective sign repeated at the beginning of the next line.

10.2.33 Explanations of the meanings of symbols and numerical coefficients shall be provided directly below the formula in the same sequence in which they appear in the formula.

10.2.34 Formulas in the diploma thesis (project) shall be numbered consecutively throughout the entire work using Arabic numerals in parentheses, positioned at the far right of the same line.

10.2.35 References in the text to formula numbers shall be given in parentheses. Example: formula (1).

10.2.36 Formulas may be numbered within each section. In this case, the formula number shall consist of the section number and the consecutive formula number separated by a period, for example, (3.1).

10.2.37 References to sources used shall be provided in square brackets. Information about the sources shall be arranged in the order in which the sources are first referenced in the text of the diploma thesis (project), numbered using Arabic numerals followed by a period, and formatted with a paragraph indent.

10.2.38 Appendices shall be оформлены as a continuation of the diploma thesis (project) on subsequent pages.

10.2.39 Each appendix shall begin on a new page with the word “Appendix” and its designation placed at the top center of the page. The appendix shall have a title, which shall be centered relative to the text and written with a capital letter on a separate line. If the diploma thesis (project) contains only one appendix, it may remain undesignated.

10.2.40 Appendices shall have continuous page numbering together with the rest of the diploma thesis (project).

10.2.41 Two consecutive tables without intervening text or two consecutive figures without intervening text shall not be placed on the same page.

10.2.42 A section shall not begin or end with a figure or table. A brief introduction to the section shall be provided before the figure or table. A conclusion shall be provided after the figure or table.

10.2.43 Compliance of the diploma thesis (project) with these standards shall be verified by the research supervisor and confirmed by the supervisor’s signature in the designated field for standards compliance control.

10.3 Procedure for Conducting Final Attestation in the Form of a Comprehensive Examination

10.3.1 Comprehensive examinations shall be conducted in oral, written, or testing format (comprehensive testing).

10.3.2 The courses included in the comprehensive examination shall be approved at a meeting of the School in accordance with the Working Curricula of graduating students.

10.3.3 For a comprehensive examination conducted in the form of testing, the University shall independently develop and approve test items, their types (open-ended, closed-ended, and combined), and the testing procedure.

10.3.4 The student shall appear at the examination at the time specified in the examination schedule and present an identity document to the Attestation Commission.

10.3.5 Students who arrive late for the beginning of a written examination may be admitted to the examination only with the permission of the Chair of the Attestation Commission. Being late for the examination shall not entitle the student to an extension of the examination time.

10.3.6 During the comprehensive examination, the student shall be provided with an examination assignment. Upon receiving the assignment, the student shall independently begin completing it. The use of additional literature, electronic devices, mobile phones, headsets, and other devices shall not be permitted without the authorization of the Attestation Commission. During the examination, students are prohibited from communicating with other students or leaving the classroom before the examination is completed. In the event of a violation of the examination rules of conduct, a Violation Report shall be prepared and a grade of F (Fail) shall be assigned.

10.3.7 Students shall write their answers by hand. The ink or writing medium used shall be blue or black. The answer must be legible, neat, and clearly presented.

10.3.8 Upon completion of the comprehensive examination, students' answer sheets shall be submitted to the members of the Attestation Commission for review and assessment. The review and assessment of the results of the comprehensive examination shall be conducted in the presence of at least two-thirds of the members of the Attestation Commission.

10.3.9 A designated room shall be provided for the work of the Attestation Commission. Access to this room by unauthorized persons shall be prohibited.

10.3.10 The Technical Secretary of the Attestation Commission shall enter the examination grades in the protocols of the comprehensive examination as part of the Final Attestation.

10.3.11 All meetings of the Attestation Commission shall be documented by minutes and shall be valid if at least two-thirds of its members are present. Minutes of the meetings of the Attestation Commission shall be prepared individually for each student. The minutes shall be signed by the Chair and the members of the Attestation Commission who participated in the meeting.

10.3.12 The examination results shall be communicated to students no later than 72 hours after the completion of the examination.

10.4 Procedure for Conducting Final Attestation in the Form of a Scientific Article Defense

10.4.1 The student's publication shall be published in a journal indexed in the Scopus database or Web of Science, with a quartile of Q1–Q3 and a percentile of at least 25% in one of these databases. Publication in a journal recommended by the Committee for Quality Assurance in the Field of Science and Higher Education within the Republic of Kazakhstan shall also be permitted. The journal's subject area shall correspond to the field of the educational program.

10.4.2 A journal publication based on the results of an international conference shall be permitted.

10.4.3 The student shall be the first author or the corresponding author of the article.

10.4.4 An article shall not have more than three co-authors; for example, one research supervisor and two Bachelor's students.

10.4.5 The subject matter of the article shall correspond to the current state of science in the relevant field and to the subject area of the graduating educational program.

10.4.6 If several students are listed as co-authors of the article, the article shall be counted as a Final Attestation only once.

10.4.7 If the article has not been published by the date of the Final Attestation, the student shall not be admitted to the Final Attestation.

10.4.8 The student shall submit an application addressed to the Dean of the School requesting Final Attestation under the "Scientific Article Publication" category in accordance with the University's requirements.

10.5 Procedure for Conducting Final Attestation in the Form of a Startup Project Defense

10.5.1 The student shall have a certificate confirming completion of an incubation and/or acceleration program.

10.5.2 The startup project shall have a potential and/or actual investor. A letter from the investor, signed and stamped by the organization, shall be submitted as supporting evidence.

10.5.3 The project shall contain a technological, social, and/or innovative component.

10.5.4 The project shall have a product prototype.

10.5.5 The startup project shall reflect the key principles and technologies studied within the educational program. The project shall constitute an original and innovative solution that makes a significant contribution to the relevant field of the educational program or addresses a current problem.

10.5.6 Students shall demonstrate the technical feasibility of their project, including an analysis of technical requirements and the selection of technologies and architecture to be used.

10.5.7 Students shall conduct an analysis of the market and competitiveness of their startup and develop a business model and monetization strategy.

10.5.8 The number of participants involved in the development and implementation of a startup project shall not exceed four persons.

11. FEATURES OF INTERNATIONAL AND JOINT EDUCATIONAL PROGRAMS

11.1 The University shall have the right to implement international, joint, and other educational programs in accordance with the legislation of the Republic of Kazakhstan and agreements concluded with foreign partners.

11.2 This Academic Policy establishes the basic principles and conditions for the transfer of academic credits completed by students at Innotech within the relevant educational program of Arizona State University (hereinafter referred to as ASU).

11.3 The transfer of academic credits shall be carried out in accordance with the requirements and academic regulations of ASU effective as of the date of the relevant assessment of the student's academic achievements.

11.4 Academic credits completed by a student at Innotech may be submitted to ASU for evaluation and possible transfer, provided that the relevant courses have been successfully completed and the Learning Outcomes have been confirmed by an official academic transcript.

11.5 Successful completion of a course at the University shall not, in itself, guarantee its automatic transfer toward the requirements of an ASU educational program. The possibility and amount of credit awarded for each specific course shall be determined by ASU, taking into account the requirements of the relevant ASU educational program, college, school, unit, or department.

11.6 As a general rule, ASU considers academic credits earned for university-level courses, subject to the following conditions:

- the final grade for each course submitted for transfer is not lower than "C";
- the Cumulative Transfer GPA is not lower than 3.0;
- at the time of application, the student holds a valid certificate confirming English language proficiency at the level required by ASU.

11.7 To confirm the academic credits completed, the student shall submit an official academic transcript containing information on the courses completed, the number of credits earned, and the grades received, in accordance with the procedures and deadlines established by ASU.

11.8 ASU shall evaluate the submitted official academic documents in accordance with the procedures and requirements established by ASU.

11.9 In accordance with ASU regulations, as a general rule, academic credits for courses in which the student received a final grade below "C" shall not be eligible for transfer.

11.10 The final decision on the recognition and transfer of academic credits, as well as their applicability toward the requirements of the relevant educational program, shall be made by ASU in accordance with the academic regulations and requirements of the relevant ASU college, school, department, or educational program effective at the time of assessment.

12. ACADEMIC TRANSCRIPT

12.1 The Office of the Registrar shall maintain a record of students' academic achievements throughout their entire period of study, which shall be reflected in the academic transcript.

12.2 The academic transcript shall contain the University's address and contact information; the student's surname, first name, and patronymic, if applicable; the student identification number; the name of the School; the educational program; the year of study; completed courses with their codes, the number of credits earned, and grades received; the GPA for each semester and the cumulative GPA; the grading scale; and the date of issuance.

12.3 The student may print an unofficial transcript online from the University's AIS. The unofficial transcript shall not contain the signatures of the University's authorized officials.

12.4 An official academic transcript shall be issued by the Office of the Registrar upon the student's request for any period of study.

12.5 The official academic transcript shall be signed by the Head of the Office of the Registrar.

12.6 The official academic transcript shall be provided to the student in hard copy or sent to the student's corporate email address within **three working days** after receipt of the request.

13. ASSESSMENT OF STUDENTS' KNOWLEDGE. GPA CALCULATION METHODOLOGY

13.1 The assessment of a student's knowledge shall be carried out using a point-rating letter grading system with the corresponding conversion into the traditional grading system in accordance with the following grading scale adopted by Innotech (Table 1).

Table 1. Grading Scale for Students' Knowledge Adopted by Innotech

Letter Grade	Numerical Grade Equivalent	Points	Traditional Grade
A	4	95-100	**Excellent**
A-	3,67	90-94	
B+	3,33	85-89	**Good**
B	3	80-84	
B-	2,67	75-79	
C+	2,33	70-74	**Satisfactory**
C	2	65-69	
C-	1,67	60-64	**Satisfactory (Not accepted by ASU)**
D+	1,33	55-59	
D	1	50-54	
FX	0,5	30-65	**Unsatisfactory**
F	0	0-49	
W (Withdrawal)	-	-	**Withdrawal from the Course**
AW (Academic Withdrawal)	0	0	*(not included in GPA calculation)*

13.2 Grades received by students as a result of examinations shall be entered by the instructor in the examination grade sheet and entered into the University's AIS database. The examination grade

sheet signed by the instructor in hard copy shall be submitted to the Office of the Registrar. Thereafter, the grades recorded in the grade sheet may not be changed, except where changes are made based on the results of an appeal or to correct a technical error. When determining students' academic performance, the hard-copy examination grade sheet shall serve as the official basis.

13.3 Students are strictly prohibited from unauthorized access to the electronic database and other University documents (registers, grade sheets, etc.) for the purpose of increasing grades or points, obtaining correct answers to test items, or for any other improper and/or unauthorized purposes. In the event of such a disciplinary violation, the student shall be dismissed from the University.

13.4 The final grade for a course shall consist of the Current Assessment, Midterm Assessments, and Intermediate Attestation. The Current Assessment shall account for 60% of the final grade for the course, while the examination shall account for 40% of the final grade. Accordingly, the final grade for each course shall be determined as the sum of the points earned by the student during the semester (maximum 60 points) and the final examination (Intermediate Attestation, maximum 40 points), for a maximum total of 100 points.

13.5 Points shall be distributed by the instructor among different types of academic work. Each type of work shall be assessed in accordance with clearly defined assessment criteria specified in the course syllabus.

13.6 A passing final grade shall constitute the basis for awarding the established number of credits for the relevant course and shall be recorded in the student's transcript.

13.7 Attendance at examinations is strictly mandatory. If a student who has fully completed the course requirements fails to appear for the examination without a valid reason, the notation "Did Not Appear" shall be entered next to the student's name on the attendance sheet, and a grade of F (Fail) shall be assigned for the course. In the event of lateness, the student may be admitted to the examination only with the permission of the examiner. Being late for an examination shall not constitute grounds for extending the examination time.

13.8 Upon request by students, the instructor shall provide students with access to their final examination papers for review.

13.9 A student who disagrees with the result of the Final Assessment may submit an appeal through the AIS within 24 hours from the time the student is given access to their examination paper.

13.10 For the duration of the Examination Session, an Appeal Commission shall be established by order of the Dean of the School from among instructors whose qualifications correspond to the subject area of the courses under appeal.

13.11 The results of the appeal shall be documented in minutes, based on which an internal memorandum shall be prepared addressed to the Head of the University requesting that the student's grade be changed. The memorandum shall then be forwarded to the Security Service for the grade to be entered into the AIS. After the grade has been changed, the grade sheet shall be reprinted and submitted to the Office of the Registrar.

13.12 The instructor shall enter the final examination results into the information system and submit the examination grade sheets in hard copy to the Office of the Registrar after completion of the examination within:

- 5 calendar days for groups of up to 100 students;
- 7 calendar days for groups of 100 students or more.

13.13 A retake shall be permitted for students who received an FX grade for Intermediate Attestation only once during the period specified in the Academic Calendar, before the beginning of the next semester, on a fee-paying basis.

13.14 A student who fails to appear for the FX retake shall be assigned the final grade for the course in accordance with the established grading scale.

13.15 Students who have not been admitted to an examination in a particular course shall be required to register for and repeat the course on a fee-paying basis during subsequent Academic Periods.

13.16 Under the same procedure, students may repeat individual courses on a fee-paying basis for the purpose of improving previously obtained passing grades and their overall GPA.

13.17 In such cases, the originally obtained grades shall remain recorded in the transcript alongside the revised grade. The GPA shall be calculated based on the most recently obtained grade.

13.18 A grade of F (Fail) – Unsatisfactory shall be assigned:

1. if the student misses more than 30% of the total number of classroom sessions for the course;
2. if the student earns less than 50% of the total required semester points during the semester (less than 50 points);
3. in the event of the use of cheat sheets during a Midterm Assessment and/or examination, as well as other violations of the Examination Rules of Conduct, with the violation of Academic Integrity being documented by a formal report;
4. if the student fails to appear for the examination without a valid reason.

13.19 If a student is found to possess cheat sheets or otherwise violates the Examination Rules of Conduct (including cheating, use of electronic communication devices, etc.), the student shall be removed from the examination. This provision shall apply to all types of assessment, including Current Assessment conducted during the semester and Midterm Assessment. In such cases, a final grade of F shall be assigned for the course regardless of the number of points earned by the student during the semester.

13.20 In the event of a repeated violation involving the use of cheat sheets during an examination, disciplinary measures shall be applied to the student, up to and including dismissal from the University.

13.21 If a student receives an F grade in a course belonging to the Mandatory Component, the student shall be required to repeat the course (Retake) on a fee-paying basis. Students who receive an unsatisfactory grade in an Elective Course shall have the right either to repeat the same course or replace it with another Elective Course. The replacement of a course shall be agreed with the Dean of the School.

13.22 Repeated study of a course in the event that a student receives an F ("Unsatisfactory") grade shall be carried out on a fee-paying basis. The cost of repeating the course shall be determined in accordance with the tariffs approved by Innotech for the relevant academic year and shall apply to all students, including students funded through a state educational grant or an Innotech grant.

13.23 Registration for repeated study of a course (Retake) shall be carried out in accordance with the general procedure through the Office of the Registrar.

13.24 An FX grade may not be assigned for the courses Physical Education and History of Kazakhstan, or for Final Attestation.

13.25 If a student receives an FX ("Unsatisfactory") grade, the final examination retake shall be conducted on a fee-paying basis in accordance with the tariffs approved by Innotech for the relevant academic year. This requirement shall apply to all students, including students funded through a state educational grant or an Innotech grant.

13.26 The grade "W" (Withdrawal) indicates withdrawal from a course. During the first four weeks, in accordance with the Academic Calendar, students may withdraw from a course according to the following procedure:

- submit an application addressed to the Dean of the School stating the reasons for the decision to withdraw from the course;

- if the request is approved, the application, duly endorsed and signed by the Dean of the School, shall be submitted to the Office of the Registrar for withdrawal from the course registration in the University's AIS.

For students enrolled on a fee-paying basis, if the request is approved, the amount paid for the course shall be credited toward the student's tuition for future Academic Periods, including the Summer Semester.

A "W" grade shall be entered in the examination grade sheet for the relevant course. This grade may be changed by the instructor only if the student subsequently registers for and completes the same course. Withdrawal from a course after the deadline specified in the Academic Calendar shall not be permitted.

13.27 A "W" grade shall not be included in the calculation of GPA.

13.28 The grade "AW" (Academic Withdrawal) means administrative withdrawal from a course (withdrawal from a course for academic reasons). "AW" has a numerical equivalent of 0 points and shall be included in the calculation of GPA.

The grounds for administrative withdrawal from a course may include:

- systematic violation of the rules of conduct during classes;
- recording the student as present when the student was actually absent from a class or examination;
- copying answers from another student during an examination;
- submission of false information concerning illness, an accident, or any other reason for extending deadlines for the submission of academic work;
- failure to complete individual assignments or SIW, systematic failure to meet assignment submission deadlines, or any other violation of the University's academic regulations.

13.29 Administrative withdrawal from a course shall be formalized by an order of the Dean of the School upon the recommendation of the instructor of the relevant course.

13.30 Students who receive an "AW" grade shall, by decision of the instructor, not be permitted to continue studying or take the examination in the relevant course during the current Academic Period.

13.31 Tuition paid by the student for the course shall not be refunded.

13.32 If a student receives an "AW" grade for a course included in the list of Core Subjects (Mandatory Courses), the student shall be required to register for the course again and complete it on a fee-paying basis.

13.33 If a student receives an "AW" grade in several courses, disciplinary measures shall be applied to the student.

13.34 Methodology for Calculating Grade Point Average (GPA)

The Grade Point Average (GPA) is the weighted average indicator of a student's academic achievement. The GPA shall be calculated based on the credit-hour system.

The final GPA is calculated by dividing the sum of the products of the numerical grade equivalent for each course multiplied by the number of credits assigned to that course by the total number of credits for which the student was registered.

Table 2. Example of GPA Calculation

Course	Number of Credits	Letter Grade	Numerical Grade Equivalent
Philosophy	5	A	4.00
Computer Science	5	B	3.00
Mathematics	5	F	0

Philosophy: $4.00 \times 5 = 20.00$
Computer Science: $3.00 \times 5 = 15.00$
Mathematics: $0 \times 5 = 0$

Total: 20 + 15 + 0 = 35.00
Total number of credits: 5 + 5 + 5 = 15
GPA = 35.00 ÷ 15 = 2.33

14. AWARDING AND PAYMENT OF STATE SCHOLARSHIPS

14.1 The procedure for awarding and paying state scholarships to students studying under a state educational grant, as well as the amounts of state scholarships and supplements thereto, shall be determined in accordance with the Rules for the Payment of State Scholarships to Certain Categories of Students in Educational Institutions, approved by a Resolution of the Government of the Republic of Kazakhstan, and other regulatory legal acts of the Republic of Kazakhstan.

14.2 A scholarship shall be awarded by an order of the Head of the University or a person acting in their capacity, the draft of which shall be prepared by the Office of the Registrar.

14.3 Scholarships shall be paid by transferring the scholarship amounts to a current bank account opened by the student. The scholarship payment shall be made by **JSC "Financial Center"** on the basis of information on students' status and academic performance submitted by the University through the entry of such information into the relevant specialized information system.

14.4 Payment of a state scholarship shall cease upon completion of studies, as well as in other cases provided for by the legislation of the Republic of Kazakhstan.

14.5 The termination of state scholarship payments shall be formalized by the issuance of the relevant order.

14.6 The procedure for awarding and paying other scholarships, including the **Scholarship of the President of the Republic of Kazakhstan**, founders' scholarships, and other scholarships, shall be determined in accordance with the legislation of the Republic of Kazakhstan and the internal documents of the organizations awarding such scholarships.

15. TUITION FEES

15.1 The basic tuition fee at the University shall be established annually by a decision of the University's Board of Trustees.

15.2 A decision on granting preferential tuition fees to certain categories of students shall be made by the Financial Affairs Commission in accordance with the procedure established by the University's internal documents.

15.3 The University reserves the right to change tuition fees no more than once per year, prior to the beginning of the next Academic Period, by publishing the relevant information on the University's official website. In such case, the student shall be required to execute an addendum to the Agreement. If the student refuses to enter into the addendum to the Agreement, the Organization of Higher and/or Postgraduate Education (OHPE) shall have the right to terminate the Agreement unilaterally.

15.4 Tuition fees shall be paid in the amount, manner, and within the deadlines established by the agreements for the provision of educational services concluded between the University and/or the student before the commencement of studies at the University (before the beginning of the academic year). Tuition for the Summer Semester shall be paid before registration for courses for that semester begins.

15.5 A legal entity or individual entrepreneur acting as the Customer of educational services and making tuition payments on behalf of the student may also be a party to the Agreement.

15.6 Students shall not be admitted to classes without a duly executed Agreement. An exception may be made for students in respect of whom the University has received guarantee letters from the Customers of educational services confirming their obligation to pay tuition fees for the current academic year.

15.7 In the event of non-payment, students shall not be admitted to classes, shall not be permitted to register for courses, and/or shall be withdrawn from course registration.

15.8 In the event of outstanding tuition fees, students shall also be denied access to the University premises and the use of the University's internal resources, including the library, Internet, AIS, and other resources.

15.9 If tuition fee arrears have not been settled before the beginning of the current Examination Session, students shall not be admitted to examinations/final examinations.

15.10 If a student fails to settle outstanding tuition fees, the resulting debt shall be subject to recovery in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

15.11 If a student has outstanding tuition fee arrears at the time of dismissal from or completion of studies at the University, the diploma and diploma supplement (originals and copies), official transcript, academic certificate, and/or other education documents serving as security for the student's obligations under the Agreement for the provision of educational services shall not be issued until the tuition fee arrears have been fully settled.

15.12 If a student registers for credits in excess of the number specified in the Working Curriculum, as well as for Retakes, the student shall make an additional payment in the amount established by the University's internal documents effective at the time of payment.

15.13 If students fail, without a valid reason, to attend classes for any of the courses for which they are registered, the tuition fee established under the Agreement shall not be reduced, and the amounts paid under the Agreement for registered courses that were not attended shall not be refunded. In the event of non-payment, students shall be required to make the payment in full. In such cases, students shall register for and complete the relevant course during the following semester for an additional fee.

15.14 Students shall also make other additional payments, including payments for accommodation in a dormitory, late registration, examination retakes, repeated study of courses, and other services, in accordance with the tariffs established by the University's internal regulatory documents effective at the time of payment.

16. TRANSFER, REINSTATEMENT, AND EXPULSION FROM INNOTECH

16.1 Procedure for Transfer and Reinstatement at the University

16.1.1 A student shall have the right:

- to transfer from Innotech to another Organization of Higher and/or Postgraduate Education (OHPE), and from another OHPE to Innotech;
- to transfer from one Group of Educational Programs (GEP) to another within the University only on a fee-paying basis;
- to transfer from fee-paying education to education under a state educational order;
- to transfer from a state educational grant to fee-paying education.

16.1.2 Students may transfer or be reinstated after dismissal provided that they have fully completed the first Academic Period of the educational program being pursued in accordance with their Individual Study Plan (ISP).

16.1.3 Applications for transfer and reinstatement shall be considered during the Summer and Winter breaks, within ten working days before the beginning of the next Academic Period.

16.1.4 When a student transfers or is reinstated, the academic difference in courses between the relevant Working Curricula studied during previous Academic Periods shall be determined.

16.1.5 The transfer of completed Learning Outcomes shall be carried out by the Dean's Office of the School and submitted to the Office of the Registrar for entering the student's grades into the University's AIS.

16.1.6 A student transferring to or being reinstated at Innotech from another University shall have a minimum Grade Point Average (GPA) not lower than the established value specified in Table 3:

Table 3

Education Level	GPA
Bachelor's Degree	3.0

16.1.7 When a student is reinstated or transferred from a foreign educational organization, a document confirming completion of the relevant courses (academic certificate or official transcript) shall be submitted. The document confirming completion of the previous level of education shall undergo the recognition/nostrification procedure in the Republic of Kazakhstan in accordance with the established procedure. Transfer shall be carried out only on a fee-paying basis.

16.2 Procedure for Transferring a Student to Innotech from Another Higher Education Institution

1. The student shall submit an application for transfer addressed to the rector of the OHPE where the student is currently enrolled and, having obtained written consent to the transfer, duly signed and stamped, shall submit an application to the Head of the University;
2. The transfer application shall be accompanied by copies of:

- the transcript signed by the Head of the Office of the Registrar and the Vice Rector responsible for the educational process in the relevant academic unit and bearing the official seal;
- the application for transfer addressed to the Head of the OHPE where the student studied, bearing the signature of the Head and the official seal;
- an international certificate confirming English language proficiency: IELTS (6.0 or higher), TOEFL iBT (4.0 or higher), or TOEFL ITP (498 or higher).

3. The School Commission, jointly with the Office of the Registrar, shall prepare a comparison statement and:

- determine the differences between the Working Curricula;
- determine the student's year of study based on the courses completed;
- transfer the completed credits in accordance with the educational program;
- approve the student's ISP;
- determine the student's GPA.

4. Based on the Dean's endorsement, the Office of the Registrar shall prepare an order on the student's transfer to Innotech from another OHPE, which shall be signed by the Head of the University.

5. Following issuance of the Head of the University's transfer order, the Office of the Registrar shall, within three days, send a request to the OHPE where the student previously studied for the student's personal file to be forwarded.

6. Upon receipt of such request, the Head of the OHPE where the student previously studied shall issue an order for the student's dismissal and forward the student's personal file to Innotech.

At the same time, the OHPE where the student previously studied shall retain a copy of the transcript, the student ID/access card, and an inventory of the documents forwarded.

16.3 Procedure for Transferring a Student from One Educational Program to Another within Innotech

16.3.1 Transfer and reinstatement of students from one educational program to another shall be carried out during the Summer and Winter breaks. Transfer from one educational program to another shall be carried out only on a fee-paying basis in accordance with the following procedure; however, when transferring within the same Group of Educational Programs, a state educational grant shall be retained, if applicable:

- the student may transfer provided that the student has fully completed the first Academic Period of the educational program being pursued in accordance with the ISP;
- the student shall submit an application for transfer from one educational program to another addressed to the Head of the University and signed by the Dean of the School in which the student is enrolled. An unofficial academic transcript shall be attached to the application;
- the receiving School Commission, jointly with the Office of the Registrar, shall, based on the submitted documents and a comparison statement, determine the differences between the Working Curricula, determine the student's year of study based on the courses completed, and approve the ISP;
- if, upon transferring from one educational program to another, the student has received **F** grades in courses, except for courses from the first Academic Period that are not included in the Working Curriculum of the educational program to which the student is transferring, the student shall not be required to repeat such courses;
- based on the Dean's endorsement, the Office of the Registrar shall prepare an order on the student's transfer from one educational program to another within Innotech, which shall be signed by the Head of the University.

16.3.2 When a student transfers from one educational program to another within Innotech, the difference between the Working Curricula shall be completed independently by the student on a fee-paying basis.

16.3.3 When a student transfers from one educational program to another, the tuition fee for the new educational program shall be established based on the cost of educational services approved as of the date of transfer.

16.4 Procedure for Transfer to Education under a State Educational Grant

16.4.1 Vacant educational grants that become available during the course of study shall be awarded on a competitive basis to students enrolled in Bachelor's degree programs on a fee-paying basis, by Groups of Educational Programs.

16.4.2 The competition shall be conducted based on the results of Intermediate Attestation and the student's Grade Point Average (GPA).

16.4.3 Applicants for transfer to a vacant state educational grant position shall have a valid **Unified National Testing (UNT) certificate**.

16.4.4 In the event of equal GPA results, preference shall be given in the following order: students whose grades consist exclusively of **A and A− ("Excellent")** grades; followed by students whose grades range from **A and A− ("Excellent") to B+, B, B− and C+ ("Good")**; followed by students with mixed grades throughout the entire period of study.

16.4.5 A student studying on a fee-paying basis shall have the right to compete for a vacant state educational grant position in the relevant educational program in accordance with the procedure established by law.

16.4.6 Vacant educational grants shall be awarded during the Summer and Winter breaks.

16.4.7 A student studying on a fee-paying basis shall submit the following documents to the Dean's Office:

- an application addressed to the Head of the University requesting transfer to education under a state educational grant;
- an official transcript for the entire period of study.

16.4.8 Submitted applications shall be considered at a meeting of the Academic Council. Based on the decision of the Academic Council, Innotech shall submit to the Ministry of Science and Higher Education of the Republic of Kazakhstan (MSHE RK) a list of candidates for transfer to vacant educational grants. The list shall be accompanied by a copy of the student's application, the decision of the Academic Council, an extract from the student's transcript, a copy of the student's identity

document, and the original certificate of the educational grant holder who was dismissed from Innotech.

16.4.9 The decision on awarding vacant educational grants on a competitive basis shall be made by the MSHE RK. Based on the letter from the MSHE RK and the issued certificates confirming the award of the state grant, the Head of the University shall issue an order for the student's further study under the grant.

16.5 Procedure for Reinstatement to Study at Innotech

16.5.1 A student shall have the right to reinstatement regardless of the length of time that has elapsed since dismissal.

16.5.2 A mandatory condition for reinstatement shall be the student's full completion of the first Academic Period in accordance with the ISP.

16.5.3 A student may be reinstated to any educational program, taking into account the differences between the relevant Working Curricula. Reinstatement shall be carried out only on a fee-paying basis.

16.5.4 Students studying on a fee-paying basis who were dismissed from Innotech due to non-payment of tuition fees shall have the right to be reinstated provided that the outstanding tuition fees have been fully settled. In this case, the student shall submit an application for reinstatement addressed to the Head of the University, attaching the payment receipt.

16.5.5 To be reinstated at Innotech, the student shall submit an application addressed to the Head of the University. The application for reinstatement shall be accompanied by an official transcript and a certificate in the prescribed form (original). The application for reinstatement shall be submitted no later than five working days before the beginning of the next Academic Period so that, if the application is approved, the student has an opportunity to register for courses and form their ISP.

16.5.6 The Dean of the School, jointly with the Office of the Registrar, shall, based on the submitted Certificate and by preparing a comparison statement, determine the differences between the Working Curricula, determine the student's year of study based on the courses completed, transfer the completed credits in accordance with the educational program, and approve the student's ISP.

16.5.7 Based on the Dean's endorsement, the Office of the Registrar shall prepare the Head of the University's order on the student's reinstatement.

16.5.8 Issues concerning the reinstatement of students dismissed from the University for disciplinary violations shall be considered at a meeting of the Disciplinary Committee.

16.6 Procedure for expulsion from the University

16.6.1 A student may be expelled:

- for academic underperformance;
- for violation of the principles of Academic Integrity;
- for violation of the Internal Regulations and the Charter of the OHPE;
- for violation of the terms of the Agreement for the Provision of Educational Services, including failure to pay tuition fees within one month from the date the payment became overdue;
- for failure to return from Academic Leave within the established period;
- at the student's own request.

16.6.2 A student wishing to be expelled from InnoTech shall submit an application addressed to the Head of the University requesting expulsion and submit it to the Dean's Office. The application for expulsion shall be submitted immediately after the student has made the decision to withdraw from Innotech.

If a student fails to submit an application for voluntary expulsion in a timely manner and ceases attending classes at Innotech, the student may be expelled after the Examination Session (academic

year) for academic underperformance and/or violation of academic discipline. In such case, tuition fees already paid shall not be refunded.

Students whose education is financed by a legal entity (Customer) shall notify the Dean's Office and the Customer in writing of their decision no later than 10 (ten) calendar days in advance. Such notification shall be made by submitting the relevant application (for expulsion or transfer) to the Dean's Office and the Customer.

16.6.3 A student may be expelled from the University for academic underperformance in the following cases:

- if the student has not completed Interim Attestation during the semester;
- if the student has failed the examinations in all courses and/or practice specified in the semester Working Curriculum.

16.6.4 If a student fails to attend classes and does not provide any documents confirming a valid reason for the absence, the Dean's Office of the School shall take the necessary measures to determine the reasons for the student's non-attendance.

16.6.5 If, within one month from the date on which the student stopped attending classes, the student, despite the measures taken, does not resume attendance and does not provide any information or documents confirming the reasons for the absences, the Dean of the School shall submit a recommendation to the Office of the Registrar to issue an order expelling the student.

16.6.6 If the period of study exceeds the maximum period established by Innotech (as of the date of approval of this Policy — 5 years), the student shall also be subject to expulsion.

16.6.7 A student expelled from the University shall be issued an academic transcript.

16.6.8 If a student is expelled from the University for valid reasons confirmed by the relevant documents (illness, serious family or financial circumstances), tuition fees paid for courses for which the student was not registered shall be refunded. The refund shall be made to the student or to the Customer who paid the tuition fees.

17. ACADEMIC LEAVE

17.1 An academic leave shall be granted to a student in the following cases:

a. upon submission of a conclusion of the Medical Consultative Commission (hereinafter referred to as the **MCC**) in accordance with Form 026/U;

b. upon submission of a call-up notice for military service in the event of conscription for military service, in the form prescribed by Appendix 4 to the Rules for Military Registration of Persons Liable for Military Service and Conscripts, approved by Order No. 28 of the Minister of Defense of the Republic of Kazakhstan dated January 24, 2017;

c. upon submission of a birth or adoption certificate for a child under the age of three, in the forms prescribed by Appendices 8 and 12 to Order No. 9 of the Minister of Justice of the Republic of Kazakhstan dated January 12, 2015, "On Approval of the Forms of Registers for State Registration of Civil Status Acts and the Forms of Certificates Issued on the Basis of Entries in Such Registers."

17.2 Based on the documents submitted, within three working days, an order of the Head of the University shall be issued granting the student academic leave and specifying its commencement and end dates.

17.3 When academic leave is granted to a student studying under the state educational order, the student shall retain the right to continue education under the state educational order. Funding of the student's education shall be suspended for the period of the academic leave and resumed upon its completion.

17.4 During the period of academic leave, the state scholarship shall not be paid, except in cases where academic leave is granted on the basis of a medical conclusion (conclusion of the Medical Consultative Commission).

17.5 To obtain academic leave, the student shall submit an application to the Office of the Registrar addressed to the Head of the University, endorsed by the Dean, and provide documents confirming the grounds for the temporary interruption of studies before the beginning of the Examination Session.

17.6 Within three working days, the Office of the Registrar shall send to the Ministry of Science and Higher Education of the Republic of Kazakhstan (MSHE RK) a copy of the order granting academic leave to a student studying under the state educational order for the purpose of adjusting the relevant amount and period of funding.

17.7 Upon returning from academic leave, the student shall submit an application addressed to the Head of the University requesting permission to continue studies, together with an identity document and copies of documents confirming the student's eligibility to continue studies.

17.8 If the student was granted academic leave for medical reasons, the application for returning from academic leave shall be accompanied by a conclusion of the MCC (Central Medical Consultative Commission (CMCC)) regarding the student's health status, issued by a healthcare organization in the prescribed form and containing a conclusion on the student's ability to continue studies under the relevant educational program.

17.9 If the student was granted academic leave due to conscription for military service, the application for returning from academic leave shall be accompanied by a copy of the military ID.

17.10 When submitting documents, the student shall present the originals of the supporting documents. A University employee shall verify the authenticity of the copies against the originals and return the originals to the applicant.

17.11 Where academic leave is granted to a student studying on a fee-paying basis, the period of academic leave shall not be subject to tuition payment.

17.12 Based on the application and attached documents, within three working days, an order of the Head of the University shall be issued for the student's return from academic leave.

17.13 The Dean of the School shall develop the student's individual educational trajectory, taking into account the Prerequisites, and approve the Individual Study Plan (ISP) of the student returning from academic leave.

17.14 Students shall have the right to apply for or extend academic leave no more than twice during the entire period of study.

17.15 The University shall have the right to send requests to the organizations and state authorities that issued the relevant documents in order to verify the authenticity of supporting documents submitted for granting academic leave or returning from academic leave.

18. REFERENCES TO DOCUMENTS

18.1 This Academic Policy has been developed in accordance with the legislation of the Republic of Kazakhstan and the following regulatory legal acts:

- Law of the Republic of Kazakhstan No. 319-III dated July 27, 2007, "On Education," as amended and supplemented;
- Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018, "On Approval of the Standard Rules for the Activities of Organizations of Higher and/or Postgraduate Education," as amended and supplemented, taking into account the amendments introduced by Order No. 389 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated August 17, 2026, registered in the Register of State Registration of Regulatory Legal Acts under No. 39633;

- Order No. 152 of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011, "On Approval of the Rules for the Organization of the Educational Process under the Credit-Based Education Technology in Organizations of Higher and/or Postgraduate Education," as amended and supplemented;
- Order No. 2 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022, "On Approval of the State Compulsory Standards of Higher and Postgraduate Education," as amended and supplemented;
- Resolution No. 116 of the Government of the Republic of Kazakhstan dated February 7, 2008, "On Approval of the Rules for the Assignment, Payment, and Amounts of State Scholarships to Students in Educational Organizations," as amended and supplemented;
- Resolution No. 58 of the Government of the Republic of Kazakhstan dated January 23, 2008, "On Approval of the Rules for Awarding Educational Grants for Payment of Higher Education," as amended and supplemented;
- other regulatory legal acts of the Republic of Kazakhstan in the field of higher and postgraduate education, organization of the educational process, academic mobility, recognition and transfer of Learning Outcomes, quality assurance in education, protection of students' rights, personal data protection, and other activities regulating the educational process;
- the Charter of the Limited Liability Partnership "Foreign Educational Institution 'University of Innovation and Technology'";
- other internal regulatory documents of the University governing the organization and implementation of educational activities.

19. FINAL PROVISIONS

19.1 This Academic Policy shall be approved in accordance with the procedure established by the Charter and internal documents of the University.

19.2 Amendments and additions to this Academic Policy shall be approved in the same manner as the Academic Policy itself.

19.3 Structural subdivisions of the University shall develop the necessary regulations, procedures, and instructions for the implementation of this Academic Policy.

19.4 Matters not regulated by this Academic Policy shall be governed by the legislation of the Republic of Kazakhstan and the internal documents of the University.

19.5 This Academic Policy shall enter into force from the date of its approval, unless otherwise established by an administrative act of the University.