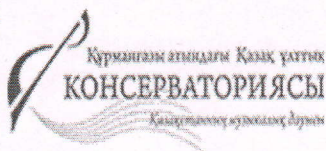


Қазақстан Республикасы
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мекемесі



Republican State Institution
«Kurmangazy Kazakh National
Conservatory»

Ministry of Culture and Information of
the Republic of Kazakhstan

ҚАҒИДА

30 april 2025

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REGULATION

№ P-04-25

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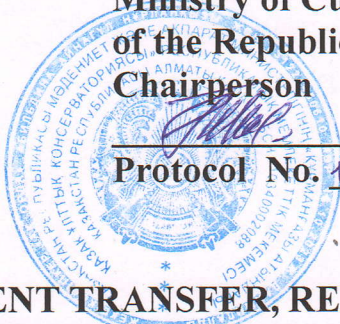
By the decision of the Academic Council
RSI «Kurmangazy Kazakh National
Conservatory»

Ministry of Culture and Information
of the Republic of Kazakhstan

Chairperson

G. Tasbergenova

Protocol No. 10 «30» april 2025



REGULATIONS ON STUDENT TRANSFER, REINSTATEMENT, AND THE PROCEDURE FOR GRANTING ACADEMIC LEAVE

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USED ABBREVIATIONS

Kurmangazy KNC – Kurmangazy Kazakh National Conservatory

RSI – Republican State Institution

PES – Postgraduate Education Sector

SCES RK – State Compulsory Education Standard of the Republic of Kazakhstan

WC – Working Curriculum

AAS – Academic Affairs Service

RO – Registrar's Office

ISC – Intra-semester Control

HEI – Higher and/or Postgraduate Education Institution

1. GENERAL PROVISIONS

1. These Rules for transfer, reinstatement, and the procedure for granting academic leave to students (hereinafter – the Rules) define the procedures for transferring students from one academic year to another, from one educational institution to another, from one language department to another, from one educational program to another, and from fee-based education to state-funded education at the Republican State Institution “Kurmangazy Kazakh National Conservatory” (hereinafter – the Conservatory);

2. These Rules are developed in accordance with the following regulatory legal acts:

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

b) The State Compulsory Standard of Higher and Postgraduate Education (Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022, No. 2);

г) Rules for the organization of the educational process based on credit technology in organizations of higher and (or) postgraduate education (Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011, No. 152);

д) Model Rules for the Activities of Educational Organizations Implementing Higher and (or) Postgraduate Education Programs (Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018);

е) Rules for the recognition of learning outcomes obtained through non-formal education, as well as for the recognition of professional qualifications (Joint Order of the Minister of Science and Higher Education of the Republic of Kazakhstan No. 544 and the Minister of Education of the Republic of Kazakhstan No. 322, both dated October 24, 2023);

ж) Rules for awarding educational grants for higher or postgraduate education with the conferral of the “bachelor” or “master” academic degree (Order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 25, 2023, No. 443);

з) Rules for the recognition of educational documents (Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated June 12, 2023, No. 268).

3. A student of a higher and/or postgraduate education institution may be transferred or reinstated after dismissal if they have fully completed the first academic period of the program being pursued, in accordance with their individual study plan.

4. Transfers and reinstatements of students to the Conservatory are carried out within the framework of educational programs in the field of “Art.”

5. Applications for transfer and reinstatement submitted by students are reviewed by the Rector of the Conservatory during the summer and winter vacation periods. In cases of a state of emergency, emergencies of a social, natural, or man-made nature, wartime, or armed/military conflicts in the country of study, the transfer and reinstatement of citizens of the Republic of Kazakhstan and *kandas* from foreign higher

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and/or postgraduate education institutions (HEIs) may be carried out during the academic year.

6. When transferring a student to the Conservatory, the field of study, specialization of the educational program, academic performance, and any violations of academic integrity are taken into account.

7. When transferring or reinstating students, the year of further study is determined based on completed prerequisites.

8. For the purpose of credit transfer during the transfer or reinstatement process, the Conservatory establishes a dedicated commission consisting of the head of the department, the dean, the head of the academic planning department, the head of the Academic Affairs Service, and the Vice-Rector for Academic Affairs.

9. The academic difference in courses between working curricula is determined by the dean's office in coordination with the academic planning department based on the list of completed courses, their syllabi, and volume in academic hours or credits as indicated in the transcript or in an official certificate issued to individuals who did not complete their education (hereinafter – the certificate), in accordance with the “Methodology for Calculating Academic Differences Between Curricula at Kurmangazy Kazakh National Conservatory,” approved by the Academic Council of the Conservatory.

10. The transfer of earned credits is carried out based on a comparison of educational programs, the content and volume of completed courses, the acquired knowledge, skills, competencies, and learning outcomes.

11. To eliminate the academic difference in the courses of the working curriculum, the student must register for those courses, attend all types of academic activities during the academic period, complete all forms of ongoing assessment, and obtain admission to the final assessment.

12. If the courses related to academic differences are not included in the current academic period's timetable, the student must register for them during the summer semester.

13. The academic difference in the course “History of Kazakhstan” (state examination) is to be completed in accordance with the approved schedule during the regular interim assessment (examination session).

14. Academic differences in working curriculum courses that are not eliminated during the summer semester will subsequently be recorded as academic debt.

15. When a student is transferred or reinstated from a foreign educational institution, they must submit a document confirming the completed academic programs (academic certificate or transcript), as well as a document certifying the completion of the previous level of education. This document is subject to recognition in the Republic of Kazakhstan in accordance with the procedure established by the Rules for the Recognition of Educational Documents, approved by Order No. 268 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated June 12, 2023.

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2. PROCEDURE FOR TRANSFER FROM ONE COURSE TO ANOTHER

16. The transfer of students from one academic year to the next is carried out based on the results of the academic year (interim assessments), taking into account the outcomes of the summer semester and the calculated Grade Point Average (GPA).

17. A mandatory condition for a student's progression to the next academic year is achieving a GPA not lower than the transfer threshold established by the higher education institution.

18. In this regard, the student must meet the following minimum GPA requirements set by the Conservatory:

Transfer GPA for Bachelor's degree programs:

From 1st to 2nd year – 2,00;

From 2nd to 3rd year – 2,20;

From 3rd to 4th year – 2,40.

Transfer GPA for Master's degree programs:

From 1st to 2nd year – 2,5.

19. The transfer of a student from one academic year to the next is formalized by an order of the head of the higher and/or postgraduate education institution (HEI).

20. A student studying under an educational grant or state educational order (hereinafter – state order), who has achieved the required transfer GPA and has been promoted to the next academic year, may eliminate any academic debts on a paid basis while retaining the educational grant or state-funded place.

3. PROCEDURE FOR TRANSFER TO THE CONSERVATORY FROM ANOTHER HIGHER EDUCATION AND/OR POSTGRADUATE EDUCATIONAL INSTITUTION

21. The transfer of undergraduate and graduate students from other higher and/or postgraduate education institutions (HEIs) to the Conservatory is carried out on a tuition-paying basis only.

22. The student's personal file must contain a certificate of Unified National Testing (UNT) results (for undergraduate students) or Comprehensive Testing (CT) results (for master's students), as well as an extract confirming the results of entrance creative examinations – this requirement applies to all students except those transferring from foreign HEIs.

23. The procedure for transferring a student from another higher and/or postgraduate education institution (HEI) to the Conservatory is carried out as follows:

1) A student wishing to transfer to the Conservatory submits a free-form application addressed to the head of their current HEI. After receiving written consent for the transfer, stamped by the institution, the student submits a request to the Rector of the Conservatory;

2) A copy of the transcript, signed by the rector, the registrar's office and/or Postgraduate Education Sector (PES), and the dean, and certified with the official seal; A copy of the application addressed to the head of the HEI where the student previously studied, bearing the signature and seal of that institution's head.

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3) Based on the submitted documents, the dean of the faculty, in coordination with the Conservatory's Academic Planning Department, determines the academic difference in curricula. Considering the completed prerequisites, the student's academic year is determined, the transfer of completed credits is carried out in accordance with the educational program, and the individual study plan is approved.

4) Based on the student's application, endorsed by the head of the department, the dean of the faculty, the head of the Registrar's Office/PES, the head of the Academic Affairs Service, and the Vice-Rector for Academic Affairs, the Rector of the Conservatory issues an order for the student's transfer.

24. Within three working days from the date the transfer order is issued, the Registrar's Office/PES sends a written request, signed by the Rector of the Conservatory, to the HEI where the student previously studied, requesting the transfer of the student's personal file. A copy of the transfer enrollment order is attached to the request.

25. The head of the HEI where the student previously studied, upon receiving the request, issues an order for expulsion with the note: *"expelled due to transfer to Kurmangazy Kazakh National Conservatory"*, and sends the student's personal file to the Conservatory within three working days from the date of the expulsion order.

26. The original HEI retains a copy of the student's transcript, student ID card, and an inventory of the transferred documents.

27. The transfer of students from foreign higher and/or postgraduate education institutions (HEIs) to the Conservatory is allowed based on the placement of a state educational order for the corresponding level of education, field of education, and year of admission; the presence of international specialized accreditation MUSIQUE – Music Quality Enhancement; the national accreditation body – Independent Agency for Accreditation and Rating (IAAR), included in the registers of accreditation agencies of OECD member countries by field of education.

4. PROCEDURE FOR TRANSFER FROM THE CONSERVATORY TO ANOTHER HIGHER EDUCATION AND/OR POSTGRADUATE EDUCATIONAL INSTITUTION

28. Students admitted to targeted places under an educational grant approved for certain HEIs, as well as pedagogical educational programs within the allocated quota, may transfer to another HEI only on a tuition-paying basis.

29. Master's students may transfer to another HEI only on a tuition-paying basis.

30. The procedure for transferring a student from the Conservatory to another HEI is as follows:

1) A student wishing to transfer to another HEI submits a free-form application for transfer addressed to the Rector of the Conservatory and, after receiving written consent for the transfer stamped by the institution, applies to the head of the receiving HEI;

2) The application for transfer addressed to the head of the receiving HEI must be accompanied by copies of the transcript signed by the Rector, Registrar's Office/PES, and Dean, all certified by the official seal; and a copy of the application addressed to

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the Rector of the Conservatory where the student studied, bearing the signature and seal of that institution's head.

31. The head of the receiving HEI, within three working days from the date of issuing the admission order, sends a written request to the Conservatory where the student previously studied, requesting the transfer of the student's personal file. A copy of the transfer enrollment order is attached to the request.

32. The Registrar's Office of the Conservatory, upon receiving such a request, issues an expulsion order stating: "*expelled due to transfer to (name of the receiving HEI)*", and within three working days from the date of the expulsion order, sends the student's personal file to the receiving HEI.

33. The Conservatory retains a copy of the transcript, student ID card, and an inventory of the transferred documents.

34. In the event of revocation (withdrawal) of a license and/or license annex for educational activities or liquidation of an HEI, students of that HEI shall be transferred to other HEIs to continue their studies during the current semester from the date of license revocation and/or withdrawal of the license annex, and/or during summer and winter holidays.

35. The transfer of a student from the Conservatory's educational program groups requiring creative preparation to other groups of educational programs is carried out upon presentation of a Unified National Testing certificate with a score not lower than the established threshold score, in accordance with the Model Rules for Admission to Education in Educational Organizations Implementing Higher and Postgraduate Education Programs, approved by Order No. 600 of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018.

5. PROCEDURE FOR TRANSFER FROM ONE EDUCATIONAL PROGRAM TO ANOTHER

36. A student has the right to transfer from one educational program to another depending on the conditions of their admission and study (matching of the fourth subject, creative exams, passing score, form of education, and entrance exam requirements for the educational program).

37. Transfer of a student from one educational program to another is carried out only on a tuition-paying basis.

38. A student studying under an educational grant who has a medical advisory commission's conclusion prohibiting study in the current educational program due to an illness contracted during the course of study, may be transferred to another educational program into an available state-ordered place.

39. The transfer of a student is initiated by submitting an application addressed to the Rector of the Kurmangazy Kazakh National Conservatory.

40. The procedure for transferring a student within the Conservatory from one educational program to another is as follows:

1) The student submits a free-form application for transfer addressed to the Rector of the Conservatory;

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2) The transfer application must be accompanied by copies of the transcript signed by the Rector, Registrar's Office/Postgraduate Education Sector (PES), and the Dean, all certified with the official seal;

3) The dean of the faculty, in coordination with the Conservatory's Academic Planning Department, reviews the submitted documents, determines the difference in curriculum subjects, establishes the student's academic year according to completed prerequisites, performs the transfer of completed credits in line with the educational program, and approves the student's individual study plan;

4) The Rector's order for transfer is issued based on the student's application endorsed by the head of the department, the dean of the faculty, the head of the Registrar's Office/PES, the Academic Affairs Service, and the Vice-Rector for Academic Affairs;

5) The Registrar's Office/PES, within three working days from the date the order is issued, sends a written request to the HEI where the student previously studied, requesting the transfer of the student's personal file. A copy of the transfer enrollment order is attached to the request.

6. PROCEDURE FOR TRANSFER FROM ONE LANGUAGE DEPARTMENT TO ANOTHER

41. A student has the right to transfer from one language track to another depending on the conditions of their study.

42. The transfer process is initiated by the student submitting an application addressed to the Vice-Rector for Academic Affairs of the Conservatory. The head of the Registrar's Office places a note on the application indicating the number of students currently enrolled in the language groups of the respective year at the time of the request; the head of the department and the dean indicate how the transfer would affect the teaching load; the head of the Academic Affairs Service reviews and provides a recommendation.

43. Based on the decision of the Vice-Rector for Academic Affairs, which is noted on the application, an official order is issued. This order is forwarded to the Registrar's Office and the Dean's Office.

44. Applications for transfer from one language track to another are reviewed by the Vice-Rector for Academic Affairs of the Conservatory during the summer and winter holidays, within five days before the start of the next academic period.

7. PROCEDURE FOR REINSTATEMENT OF STUDENTS

45. Reinstatement of a student at the Conservatory is carried out only on a tuition-paying basis.

46. The procedure for reinstating a student at the Conservatory is carried out in the following order:

1) Reinstatement is initiated by the student submitting an application addressed to the Rector of the Conservatory;

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2) The former student contacts the dean of the faculty for their educational program, informing them of the intention to be reinstated;

3) The dean submits a request to the Registrar's Office/PES to obtain the applicant's transcript;

4) A staff member of the Registrar's Office/PES submits a request to the administrative office to retrieve the applicant's personal file from the archive;

5) The Registrar's Office/PES staff calculates the transfer of previously earned credits during the student's prior study at the Conservatory into Kazakhstani (ECTS) credits, in accordance with Section 9 of these Rules, and submits the results to the faculty dean;

6) The dean, in coordination with the Academic Planning Department, determines the difference in curricula based on the submitted documents, defines the academic year in accordance with completed prerequisites, processes the credit transfer in line with the educational program, and approves the student's individual learning plan, according to the "Methodology for Calculating Curriculum Differences at the Kurmangazy Kazakh National Conservatory," approved by the Academic Council of the Conservatory;

7) The credit transfer document is submitted to the Registrar's Office/PES with endorsements from the dean, department head, head of the Academic Affairs Service, and the Vice-Rector for Academic Affairs;

8) Based on calculations agreed upon by the dean's office and the Academic Affairs Service, the former student submits a free-form application for reinstatement addressed to the Rector of the Conservatory;

9) The reinstatement application must be accompanied by copies of the transcript signed by the Rector, the head of the Registrar's Office/PES, and the dean, and certified with the official seal (retrieved from the archive).

47. Based on the reinstatement application, endorsed by the head of the department, the faculty dean, the head of the Registrar's Office/PES, the head of the Academic Affairs Service, and the Vice-Rector for Academic Affairs, an official order for reinstatement is issued.

48. Students who were called to perform military service in the Armed Forces of the Republic of Kazakhstan during their studies are reinstated into the appropriate year of study. In such cases, the Conservatory determines the list of prerequisite subjects that must be passed within the current academic year.

8. PROCEDURE FOR GRANTING ACADEMIC LEAVE TO STUDENTS

49. An academic leave is a period during which students in educational institutions (undergraduates, master's students, trainees, doctoral students) temporarily suspend their studies due to medical reasons.

50. To apply for academic leave, a student must submit an application addressed to the Rector of the Conservatory and provide the documents specified in Clause 51.

51. Academic leave is granted based on the following:

1) A conclusion from the Medical Advisory Commission (MAC) of an outpatient clinic, granting leave for a duration of 6 to 12 months due to illness;

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- 2) A draft notice for compulsory military service;
- 3) The birth or adoption of a child, up to the age of three.

52. An order granting academic leave, indicating the start and end dates, is issued by the Registrar's Office/PES within three working days upon submission of the required documents.

53. After returning from academic leave, the student submits an application to the Rector of the Conservatory along with a medical certificate from the MAC issued by the healthcare institution that monitored the student, confirming that the student is fit to continue studies in the chosen specialty (in the case of academic leave due to illness).

54. An order on the student's return from academic leave, specifying the educational program, year, and group, is issued by the Registrar's Office/PES within three working days based on the submitted documents.

55. The dean of the faculty, in coordination with the Academic Planning Department, determines the curriculum differences based on the submitted documents, establishes the appropriate academic year according to completed prerequisites, processes credit transfers in accordance with the educational program, and approves the student's individual learning plan in accordance with the "Methodology for Calculating Curriculum Differences at the Kurmangazy Kazakh National Conservatory," approved by the Conservatory's Academic Council;

56. Students/master's students/doctoral students returning from academic leave who were previously studying under a state educational grant shall eliminate the academic differences free of charge.

57. Students/master's students/doctoral students who were studying under the state educational grant at the time of being granted academic leave shall be reinstated and continue their studies at the expense of the state.

58. Upon returning from academic leave, the student resumes studies from the academic year (and academic period) in which the leave was granted.

59. If the date of return from or departure for academic leave does not coincide with the beginning or end of an academic period, the student must:

- Complete academic assignments according to an individual schedule and obtain the required number of points for admission to final assessment, or enroll in the summer semester for subjects in which academic differences arise;
- To eliminate differences, the student must, in parallel with current classes during the academic period, attend all types of academic sessions, pass all types of current and midterm assessments specified in the working curriculum for those subjects (modules), and pass the final examination during the interim assessment period in accordance with the academic calendar.

9. RULES FOR CREDIT TRANSFER AND RECOGNITION OF CREDITS, HOURS, AND COURSES FOR CALCULATING DIFFERENCES

60. In cases where an applicant for reinstatement or transfer provides an academic certificate, transcript, or grade sheet with course workload and credit volume based on the American credit system (Kazakhstan: from 2004 to 2018 or foreign universities), the staff of the Registrar's Office/PES shall convert the earned credits from the partner

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university into equivalent Kazakhstani (ECTS) credits in accordance with the following conversion coefficients, differentiated by types of academic work and levels of education:

Higher Education. Bachelor's Level:

- Theoretical training (including classroom hours and independent study)– 1,8;
- Educational (introductory) practice– 0,6;
- Pedagogical practice– 1,1;
- Industrial (professional) internship– 2,8;
- Final certification (state examination or diploma defense)– 3,9.

Master's Degree (Scientific and Pedagogical Track):

- Theoretical training (including classroom hours and independent study) – 2,8;
- Pedagogical practice– 1,1;
- Research internship– 4,4;
- Scientific research work- 4,4;
- Final certification – 3,9.

Master's Degree (Professional Track):

- Theoretical training (including classroom hours and independent study)– 2,0;
- Industrial internship– 2,8;
- Experimental research work- 4,4;
- Final certification– 3,9.

Докторантура:

- Theoretical training (including classroom hours and independent study) – 3,8;
- Pedagogical practice– 1,1;
- Research internship– 4,4;
- Scientific research work- 4,4;
- Final certification– 3,9.

Note:

- *f the digit following the rounding place is 0, 1, 2, 3, or 4, the rounding digit remains unchanged and all subsequent digits are discarded.*
- *If the digit following the rounding place is 5, 6, 7, 8, or 9, the rounding digit is increased by one, and all subsequent digits are discarded.*

Example 1: If the number is 7.41, the digit after the integer (1st decimal place) is 4. According to the rule, the integer part (7) remains unchanged and the decimal digits are dropped. Result: 7.

Example 2: If the number is 7.62, the digit after the integer is 6. Therefore, the integer is increased by 1, resulting in 8.

In the case where an applicant for reinstatement or transfer submits an academic certificate, transcript, or grade sheet with workload and credit volume listed only in

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hours (for example, Kazakhstan before 2004, or Russia using the linear system), the Registrar's Office/PES converts the earned credits to Kazakhstani ECTS-equivalent credits based on the state compulsory education standard (SCES), where 1 credit equals 30 hours. Therefore, the number of hours for each subject must be divided by 30. Example: Music History – 240 hours = 8 credits.

61. If a transcript includes grades awarded using a traditional system (e.g., “excellent”, “good”, “satisfactory”), the GPA is calculated using the average score based on the multi-point letter-based grading system (ECTS).

Letter Grade	Numeric Equivalent	Points (% Content)	Traditional Grade
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	
C	2,0	65-69	Satisfactory
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	
FX	0,5	25-49	Unsatisfactory
F	0	0-24	

For example: Excellent – 95 (A); Good – 79.5 (rounded to 80) / B; Satisfactory – 59.5 (rounded to 60) / C-; Unsatisfactory – 25 / FX.

62. When transferring earned credits for academic subjects, differences in the forms of final assessment are not taken into account.

63. A pass is equated to the letter grading system corresponding to the numerical equivalent on the four-point scale, ranging from the minimum D (1.0; 50-54%) to the maximum A (4.0; 95-100%).

64. The average grade is calculated over all subjects for which a grade is assigned. For example, a candidate's record shows a grade of 95 points for 3 subjects; 80 points for 20 subjects; 70 points for 10 subjects. The average grade is calculated as follows: $285 + 1600 + 700 = 2585 \div 33 = 78.3$ points. When transferring credits for subjects with a “pass” form of final assessment, the grade assigned is: Good / 78 points / B-.

Note: *If a differentiated pass (pass with a grade) is recorded in the candidate's grade book and/or academic record and signed by the instructor/dean, this grade is transferred to the transcript and included in the average grade calculation (item 66) for subjects without a grade.*

65. Old versions of transcripts for reinstated students are reformatted into the new format with credit conversion, signed by the dean, head of the Registrar's Office (SPO), and Rector of the Conservatory, and then submitted to the dean's office and academic planning department for credit transfer.

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66. Old versions of transcripts for transferring candidates are reformatted into the new format with credit conversion and signed by the head of the Registrar's Office (SPO).

67. The transfer of credits for subjects with different names but identical or similar content is carried out by the head of the department and the dean in coordination with the academic planning department and the head of the Academic Affairs Office (SAV). According to Appendix 1, the specific subject credited for the student's Individual Study Plan (ISP) is indicated.

Note: *In the Conservatory's transcript after reinstatement, the subject names are listed according to the current Curriculum (taking into account the credit transfer specified in the SAV document Appendix 1).*

68. If the transferred subject does not match by name and exceeds the required volume, it is recorded under its own name with the remaining credits and the same grade additionally in the transcript.

69. If a subject included in the difference or ISP has a portion of its volume already completed and recorded in the transcript, then after passing the exam for the remaining credits, the grades for these parts are summed, an average grade is calculated, which is then entered in the transcript once.

70. If during the credit transfer a subject with an excess volume matches by name but was taken in different semesters, it is recorded in the transcript with the total volume and an average grade is assigned.

10.AMENDMENTS

71. Amendments and additions to the Rules shall be made with the approval of the Vice-Rector for Academic Affairs

72. Notices of amendments to the archived version of the Rules shall be issued by the responsible developer unit.

73. Amendments to the Rules shall be introduced by the Head of the Academic Affairs Service (AAS), with a mandatory entry in the registration sheet for amendments and additions.

74. The AAS is responsible for making amendments and additions to the original and registered working copies.

75. The Rules shall be reviewed by the Vice-Rector for Academic Affairs and the AAS at least once every three years, with a mandatory record made in the inspection frequency log.

76. Grounds for introducing amendments and additions to the Rules may include:

- 1) Newly adopted changes and additions to legislative and regulatory legal acts;
- 2) Rector's orders;
- 3) Redistribution of responsibilities between structural units;
- 4) Reorganization of structural units;

5) A memo from the Head of AAS stating the reason for the proposed changes, with approval from the Vice-Rector for Academic Affairs.

77. If the name of any unit mentioned in the Rules changes, it must be updated accordingly.

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78. In the case of full replacement, all existing copies of the Rules within the Conservatory that have lost force must be withdrawn and replaced with new versions.

79. The Vice-Rector for Academic Affairs and the Head of AAS are responsible for the replacement and withdrawal of outdated versions of the Rules.

80. A version of the Rules that has lost its force shall be marked with the note: “Cancelled,” indicating the reason for cancellation, the date, and the signature of the responsible person.

11. APPROVAL, STORAGE, AND DISTRIBUTION

81. The Academic Affairs Service (AAS) coordinates the Rules in accordance with the requirements of the legislative and regulatory acts of the Republic of Kazakhstan.

82. The Rules are developed by the Academic Affairs Service (AAS).

83. The Rules are subject to approval by:

1) Vice-Rector for Academic Affairs;

2) Head of the Project Office for Quality Management, Internal Audit, and Strategic Planning;

3) Compliance officer;

4) Head of the Legal Sector.

84. The Rules are approved by the Rector and remain in effect until officially repealed.

85. The original of the Rules is stored in the Department of Documentation and Archives, and its safekeeping is the responsibility of the Head of this department.

86. The Vice-Rector for Academic Affairs and the Head of the AAS are responsible for ensuring that all employees of the structural unit review the content of the Rules individually and confirm this with a signature in the acknowledgment sheet attached to the original document.

87. Upon hiring new staff, the Human Resources Department is required to inform them of the mandatory review of these Rules.

88. The Department of Documentation and Archives distributes the registered working copies of the Rules.

89. Responsibility for the safekeeping of the registered working copy of the Rules within a department lies with the Head of the AAS.

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Appendix 1

Approved
Vice-Rector for the
Academic Affairs Service (AAS)
RSI «Kurmangazy Kazakh National
Conservatory»

Full name
«_____» _____ 202____

FACULTY _____

Name of the Faculty

CREDIT TRANSFER OF COURSES FROM PREVIOUS LEVEL OF FORMAL/NON-FORMAL EDUCATION

For the entire period of study

Full Name of Student

Educational Program: _____

Name of the Program

Year of Admission– _____, Duration of Study– _____ years

No	Course Title	Semester	Number of Hours	Number of ECTS Credits	Transferred Course	Remarks (Grade)
1 – semester						
1.						
2.						
3.						
	Total					

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2 – semester						
7.						
8.						
9.						
	Total					
	Grand Total					

Dean Full Name

Head of Department Full Name

Head of Academic Affairs Service Full Name

Head of Educational Program Office Full Name

12.CHANGES SHEET

[illegible]

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[illegible]