

**«ТҮРАН»
УНИВЕРСИТЕТИ»
МЕКЕМЕСИ**



**INSTITUTION
«TURAN
UNIVERSITY»**

APPROVED
By the order of the rector of
“Turan University” institution
No.178 of 01.11. 2023

REGULATION

ON THE COMPETITION COMMISSION FOR ACADEMIC MOBILITY

Copy	Code	Edition	Developed by	Agreed upon by	
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1 GENERAL PROVISIONS

- 1.1 This internal regulatory act (hereinafter referred to as the Regulation) is part of the organizational and legal documents of Turan University and has been developed in accordance with the Law of the Republic of Kazakhstan "On Education" No. 319-III dated July 27, 2007, the Model Rules for the Organization of Activities of Higher and (or) Postgraduate Education Institutions approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018, the Charter of Turan University (hereinafter referred to as the University), and the resolutions of the Academic Council in compliance with its organizational structure.
- 1.2 This Regulation determines the procedure for establishing and organizing the activities of the Academic Mobility Competition Commission (hereinafter referred to as the Competition Commission) for the students, master's students, doctoral students, and academic staff of the University.
- 1.3 The Competition Commission is a collegial body established to objectively evaluate competitive applications and determine the winners among the students, master's students, doctoral students, and academic staff within the framework of academic mobility programs.
- 1.4 The Competition Commission is created to ensure the efficient and targeted use of financial resources (both budgetary and non-budgetary) allocated by the University for students, master's students, doctoral students, and academic staff to participate in academic mobility programs.
- 1.5 Academic Mobility at the University is Implemented in Accordance with the Following Regulatory and Legal Acts:
 - The Law of the Republic of Kazakhstan "On Education";
 - Rules for Organizing the Educational Process Based on the Credit Learning System;
 - The Concept of Academic Mobility for Students of Higher Education Institutions of the Republic of Kazakhstan (discussed and approved at the extended meeting of the Collegium of the Ministry of Education and Science of the Republic of Kazakhstan on January 19, 2011);
 - Rules for Sending Students to Study Abroad, Including within the Framework of Academic Mobility, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan No. 613 dated November 19, 2008 (with amendments and additions);
 - Order of the Minister of Education and Science of the Republic of Kazakhstan No. 369 dated June 9, 2015, "On Sending Students to Study Abroad within the Framework of Academic Mobility";
 - Guidance Letters from the Ministry of Science and Higher Education of the Republic of Kazakhstan;
 - The Strategy of "Turan" University;
 - The "Academic Mobility" Procedure (SMZh PRO UT 812-23), approved by Order No. 121 dated August 31, 2023;
 - Orders of the University Rector.

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2 DUTIES OF THE COMPETITION COMMISSION

- 2.1 The primary duty of the Competition Commission is to organize and conduct the competition among the students, master's students, doctoral students, and academic staff of the University who have submitted their documents for the competition in order to receive a grant for academic mobility.

3 FUNCTIONS OF THE COMPETITION COMMISSION

- 3.1 The Competition Commission performs the following functions::
- providing informational support for the competition;
 - managing documentation related to the organization of the competition;
 - accepting competition applications;
 - reviewing and evaluating competition applications and determining the winners;
 - allocating the funds designated for academic mobility grants among the competition winners for the specified period;
 - preparing the official decision of the competition commission regarding the list of winners;
 - publishing information on the competition results.

4 COMPOSITION AND FORMATION PROCEDURE OF THE COMPETITION COMMISSION

- 4.1 The competition commission is a collegial body.
- 4.2 The chairperson of the competition commission is the rector of the university. the composition of the commission is approved by the rector's order for one academic year.
- 4.3 The head of the international cooperation department organizes the work of the competition commission and also serves as the secretary of the commission.
- 4.4 The secretary of the commission is responsible for:
- 4.4.1 Organizing informational support for the competition;
- 4.4.2 Registering applications submitted for the competition;
- 4.4.3 Ensuring the organization of meetings, communicating decisions to relevant executors, and monitoring their implementation;
- 4.4.4 The preparation of materials and draft documents related to the agenda of the commission's meetings and delivering them to the commission members in a timely manner
- 4.4.5 Keeping minutes of the commission's meetings and ensuring that copies and extracts of the minutes are distributed as required.

5 RIGHTS AND RESPONSIBILITIES OF THE COMMISSION MEMBERS

- 5.1 Members of the Competition Commission have the right to request additional documents from competition participants and their respective departments in order to make an informed decision regarding the allocation of grants.

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- 5.2 Members of the Competition Commission are responsible for ensuring compliance with the established rules in the course of their duties. This responsibility is regulated by the current legislative framework of the Republic of Kazakhstan.

6 SELECTION OF PARTICIPANTS FOR ACADEMIC MOBILITY

- 6.1 The Competition Commission evaluates applications based on the principles of equal opportunities and established criteria for students, master's students, and doctoral students:
- completion of the academic term with grades "B+", "A-", "A" (GPA must be at least 3.0, unless otherwise specified in external regulatory documents or the requirements of the host institution);
 - scientific productivity (presence of academic publications or educational/scientific developments);
 - proficiency in the host institution's language (in case of international mobility);
 - possession of an international language proficiency certificate (e.g., IELTS, TOEFL IBT,) for studying abroad (priority is given to applicants with such certificates in grant allocation);
 - alignment of the application with the university's strategic priorities, including contributions to the promotion of specific educational programs;
 - compliance with the requirements of the academic mobility program or exchange agreement.
- 6.2 To participate in the competition, applicants must submit the following documents:
- application form (in accordance with PRO UT 812-23 "Academic mobility" document);
 - copies of awards, certificates, diplomas, and letters of appreciation (if available);
 - recommendation letters (if available);
 - transcript of academic records;
 - list of scientific publications or educational/scientific developments (if available);
 - foreign language proficiency certificate;
 - personalized study plan coordinated with the curricula of both the home and host universities.
- 6.3 In the case of limited grant allocations, disciplinary balance across specializations/educational programs will be maintained. If necessary, additional selection processes may be conducted within each specialization/educational program.
- 6.4 All members of the Competition Commission, including the Chairperson, have equal voting rights when making decisions. A Commission meeting is considered valid if at least half of its members are present.

7 INFORMATION SUPPORT AND PROMOTION OF ACADEMIC MOBILITY

- 7.1 Information support for academic mobility includes the dissemination of information about various academic mobility programs, as well as the procedures and required documents for participation.
- 7.2 Information support for academic mobility is carried out by posting information on the university's official website and social media platforms, publishing announcements on the bulletin boards of structural units, distributing informational emails, as well as organizing presentations, informational seminars, and other events.

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- 7.3 Information support for external academic mobility programs is provided by the International Cooperation Department.
- 7.4 Information regarding internal academic mobility programs is provided by the faculties.

8 FINANCIAL SUPPORT FOR ACADEMIC MOBILITY PROGRAMS

- 8.1 Academic mobility programs may be financed through the following sources:
- state budget funds;
 - funds from organizations supporting and developing higher and postgraduate education;
 - financial resources from the host institution, including grants from international organizations and private foundations;
 - scholarship funds, host university funding, sponsorship support, grants, and other financial sources;
 - personal funds of academic mobility participants.

9 FINAL PROVISIONS

- 9.1 The update of this Regulation is carried out with the participation of the Head of the International Cooperation Department and the Vice-Rector for External Relations and Doctoral Studies.
- 9.2 This Regulation is approved by the Rector's order.
- 9.3 The Regulation comes into effect from the date of approval and remains valid until replaced by a new version, but no longer than five years.
- 9.4 If necessary, amendments and additions may be made to the Regulation.
- 9.5 This Regulation must be reapproved and updated in the following cases:
- If the university's name changes;
 - If the university or its structural divisions are reorganized;
 - If more than three significant amendments or additions are made to the document;
 - After five years from the date of approval.

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Amendment Number	Page Number			The date changes	Date of Effect	Total Number of Pages in Document	Name of the Responsible Person for Amendments
	Change	New	Removed				