

**«ТҮРАН»  
УНИВЕРСИТЕТИ»  
МЕКЕМЕСІ**



**УЧРЕЖДЕНИЕ  
«УНИВЕРСИТЕТ  
«ТУРАН»**


**APPROVED**  
By Order of the Rector  
Turan University  
dated November 1, 2022, No. 162

Amendments made  
on December 1, 2022,  
based on the order of the  
Ministry of Science and Higher Education  
dated November 18, 2022, No. 145

## **REGULATION**

### **ON THE PROCEDURE FOR TRANSFER, REINSTATEMENT, AND EXPULSION OF STUDENTS AT “TURAN” UNIVERSITY**


Cop y	Code	Edition	Developed by	Coordinated by	
	R UT 802–0 3–22	Fourth	Tussupova S.A., Director of DAA	QMR Vice-Rector for Academic Affairs	L.A. Tussupova
				Dean of Faculty of Humanities and Law	G.K. Yerubayeva
				Dean of the Faculty of Economics	T.T Mukhamediyarova-Levina
				Dean of the Faculty of digital technologies and art	D.R. Kuandykova
				Director of Department of Marketing and Admissions Campaign	D.K. Nurtaeva
				Department of Quality Control, Head of Department of Quality Management and Accreditation (QM&A)	G.Kh. Kuznetsova

 <b>TURAN</b> UNIVERSITY	<b>Turan University</b>	<b>Date: 1.11.2022 y.</b>	<b>Edition: fourth</b>
	<b>Regulation on the procedure for transfer, reinstatement, and expulsion of students at “Turan” university</b>	<b>R UT 802-03-22</b>	<b>Page 2 of 8</b>

				Legal Advisor	A.A. Saberdinova
--	--	--	--	---------------	------------------

## **1 GENERAL PROVISIONS**


- 1.1 This internal local regulatory act (hereinafter referred to as the Regulation) is part of the organizational documents of the institution “Turan University” and has been developed in accordance with the Law of the Republic of Kazakhstan “On Education” (with amendments) dated July 27, 2007, the Order of the Minister of Education and Science of the Republic of Kazakhstan “On Approval of the Model Rules for the Activities of Educational Organizations of Relevant Types” dated October 30, 2018, No. 595 (with amendments), and the Academic Policy of Turan University.
- 1.2 The Regulation defines the procedure for the transfer, reinstatement, and expulsion of students at Turan University.
- 1.3 Transfer of students to Turan University into the respective forms of education and educational programs (EP) from other higher education institutions that have passed state attestation or accreditation in the prescribed manner, is carried out during the winter and summer breaks. Priority for transfer is given to students studying under the state educational grant, as well as those who have a cumulative GPA of at least 2.33 for the entire period of study.
- 1.4 Transfer of students from one form of education to another, from one EP to another, or from a paid basis to state educational grant-funded education within the university is carried out during the winter and summer breaks in accordance with the legal regulations of the Republic of Kazakhstan in the field of education.  
Transfer from a paid basis to a state educational grant is carried out through the allocation of educational grants that become available during the learning process, in accordance with the Rules for Awarding Educational Grants for Payment of Higher or Postgraduate Education Leading to the Degree of “Bachelor” or “Master,” approved by Resolution of the Government of the Republic of Kazakhstan dated January 23, 2008, No. 58 (with amendments as of February 7, 2019, No. 39).
- 1.5 Applications for transfer and reinstatement from full-time students are reviewed by the Rector of Turan University during the winter and summer breaks within five working days before the start of the next academic period.  
Citizens of the Republic of Kazakhstan and ethnic Kazakhs (kandas) may be transferred or reinstated from foreign universities during the academic year in the event of a state of emergency, emergencies of a social, natural, or technological nature, wartime, as well as armed or military conflicts in the country of study.
- 1.6 When transferring or reinstating students, academic differences in disciplines of the previously studied working curricula are determined.
- 1.7 The academic difference in the disciplines of the working curriculum is determined by the university based on the list of studied disciplines, their syllabi, and the number of academic hours or credits, as reflected in the transcript.
- 1.8 When transferring or reinstating a student from a foreign educational institution, the following documents must be submitted:
  - A document of completed academic programs (transcript);

	Turan University	Date: 1.11.2022 y.	Edition: fourth
	Regulation on the procedure for transfer, reinstatement, and expulsion of students at “Turan” university	R UT 802-03-22	Page 3 of 8


- A document confirming completion of the previous level of education, which undergoes the nostrification procedure in Kazakhstan as stipulated in the Rules for the Recognition of Educational Documents, as well as the list of foreign higher and/or postgraduate educational institutions whose documents are recognized on the territory of the Republic of Kazakhstan, approved by the Order of the Acting Minister of Education and Science of the Republic of Kazakhstan dated July 19, 2021, No. 352.
  - Results of entrance examinations for admission to the foreign educational institution.
- 1.9 To eliminate academic differences in the disciplines of the working curriculum, the student enrolls in these disciplines, attends all types of academic classes during the academic period, passes all types of ongoing assessments, and gains admission to final assessment. If the courses representing the academic difference are not included in the schedule for the current academic period, the student enrolls in them during the summer semester. The procedure and timeline for eliminating academic differences are formalized by an order of the faculty dean for the current academic year and are included in the student's individual learning plan.
- 1.10 Academic differences in the working curriculum not eliminated within the prescribed time frame are subsequently recorded as academic debt.

## **2 TRANSFER AND REINSTATEMENT OF STUDENTS TO TURAN UNIVERSITY**


- 2.1 Students of higher education institutions (hereinafter referred to as universities) may transfer or be reinstated after expulsion to Turan University, provided they have fully completed the first academic period of their educational program according to their individual curriculum. A student studying on a paid basis, who was expelled for non-payment of tuition, may be reinstated within four weeks from the date of expulsion upon repayment of the outstanding debt. A student may transfer or be reinstated to any educational program regardless of the date of expulsion, following the procedure established by the authorized body in the field of education. Students of educational programs requiring creative training, wishing to transfer to other groups of programs on a paid basis, must pass the Unified National Testing (UNT) for the major subjects of the desired program.
- 2.2 Transfer from one educational program to another is allowed only for paid education.
- 2.3 During transfer or reinstatement, the academic year of further study is determined based on prerequisites. The university sets the list of required prerequisites to be fulfilled during the current academic year. Students called up for military service during their studies are reinstated to the appropriate year of study.
- 2.4 Credit recognition is based on a comparison of educational programs, the content and scope of completed courses, and the knowledge, skills, and competencies acquired.
- 2.5 Differences in final assessment formats are not considered during credit transfer. Credits are recognized according to the letter grading system and its corresponding numerical equivalent on a four-point scale, ranging from D– (1.0; 50–54%) to A (4.0; 95–100%), as per the Rules for Organizing the Educational Process under the Credit System, approved by the Ministry of Education and Science of the Republic of Kazakhstan on April 20, 2011, No. 152.

	Turan University	Date: 1.11.2022 y.	Edition: fourth
	Regulation on the procedure for transfer, reinstatement, and expulsion of students at “Turan” university	R UT 802-03-22	Page 4 of 8

- 2.6 Students are transferred **to the next academic year** based on the results of the academic year (interim assessments), including the summer semester and the Grade Point Average (GPA). Minimum GPA requirements (for 2nd year – at least 1.81; for 3rd year – at least 1.8; for 4th year – at least 1.9; for 5th year – at least 2.3). Students promoted with academic debt must retake the relevant courses on a paid basis. Students who do not meet GPA or curriculum requirements must repeat the year.
- 2.7 Transfer to the next academic year is formalized by a rector’s order.
- 2.8 Students on a state grant who are transferred to the next year and have academic debts may settle the debts on a paid basis while retaining their grant.  
Transfers to a lower academic year under a grant are only permitted on a paid basis.
- 2.9 A student transferring on a paid basis must sign a contract with Turan University.
- 2.10 Transfers within the university from one educational program or study format to another on a paid basis require changes to the existing contract and an official rector's order.
- 2.11 A student on a state educational grant may transfer to another university while retaining the grant.  
Students admitted under targeted state grants specifically for Turan University may only transfer to another university on a paid basis.
- 2.12 Master's and PhD students may only transfer to Turan University on a paid basis.  
Transfer of students, master’s students, doctorate students, residency students from other universities to national or other institutions are allowed only if the student pays the difference in tuition between the state grant amounts.
- 2.13 Transfers from foreign universities are only allowed on a paid basis upon submission of documents specified in clause 1.8 of these Regulations.
- 2.14 Procedure for transferring to Turan University **from another university**:
- 1) The student submits a transfer application to the head of their current university and, upon receiving written and sealed consent, contacts the rector of Turan University.
  - 2)The application to Turan’s rector must include: copies of Transcript (signed by AA vice-rector and office registrar’s and sealed), UNT or complex test certificate (for bachelor's), Entrance exam certificate (for master’s/PhD), Educational grant certificate (if applicable), The initial application signed by the head of the previous university.
  - 3)The faculty dean (head of credit recognition commission) prepares a recognition protocol. The department head defines curriculum differences in coordination with the Registrar’s Office. The year of study is determined based on completed prerequisites. The dean, with the Registrar’s Office, approves the individual curriculum.
  - 4)Upon approval from relevant academic staff and departments like faculty dean, AA vice-rector, Vice-Rector for External Relations and Doctoral Studies, the rector issues the transfer order.
  - 5)If the transfer is under a state grant, the rector sends a copy of the admission order and grant certificate to the authorized educational body to adjust university funding.
  - 6)A grant student with medical restrictions that was developed during study period and that prevent study in their current program can transfer to a different program with an available state-funded slot.
  - 7)The student file must include the relevant UNT/CT certificate or entrance exam results for international transfers.


	Turan University	Date: 1.11.2022 y.	Edition: fourth
	Regulation on the procedure for transfer, reinstatement, and expulsion of students at “Turan” university	R UT 802-03-22	Page 5 of 8

- 2.15 The rector of Turan University sends a request for the student’s personal file to the previous institution within three working days of issuing the transfer order.
- 2.16 The head of the student’s former university issues an expulsion order with the reason: "expelled due to transfer to Turan University" and sends the personal file within three working days.
- 2.17 The procedure of Internal transfer between programs at Turan University:
- 1) Student submits a written request to the rector with a copy of transcript from registrar’s office.
  - 2) The dean, based on given documents, identifies curriculum differences, and in accordance with acquired prerequisites, determines the year of study, and, with the Registrar’s Office, recognizes credits and approves the new individual curriculum.
  - 3) Upon approval from relevant academic staff and departments like faculty dean, AA vice-rector, Vice-Rector for External Relations and Doctoral Studies, the rector issues an official order within three working days.
- 2.18 **Procedure for Transferring Students from Paid Education to State Educational Grant-Based Education Within the University**
- Vacant educational grants that become available during the course of higher education, including in the shortened form of study, are awarded on a competitive basis to students enrolled in the corresponding educational program on a paid basis. The competition is conducted based on the results of interim assessments, using the cumulative Grade Point Average (GPA) for the entire period of study, with the issuance of a certificate confirming the award of the vacant educational grant.
- Announcements are posted on the university’s website, specifying grant vacancies by program and year.
- If GPA scores are tied, priority is given in this order: Students with only “A” and “A-” grades, then those with a mix of “A” to “C+”, then students with mixed grades for the entire period.
- 2.19 **Awarding of Vacant Educational Grants Released During the Course of Higher Education is carried out during the summer and winter holidays for the available vacant slots on a competitive basis in the following order:**
- 1) A student studying on a paid basis submits an application addressed to the Rector of the University requesting to continue their studies under an educational grant;
  - 2) The University, after reviewing the submitted applications, forwards them for consideration by the Academic Council and the Board of Trustees;
  - 3) Based on the decision of the Board of Trustees and the Academic Council, the University, having considered the application on a competitive basis, submits it to the authorized body in the field of education by August 5 and January 15 of the current year for final decision (the student’s application must be accompanied by an academic transcript extract, a copy of an identity document, and the original certificate of the educational grant of the previously expelled student);
  - 4) In the absence of applicants for a specific educational program, the vacant educational grants released during the course of higher education are redistributed on a competitive basis within the same field of study, based on the results of the summer and winter examination sessions;
  - 5) Vacant educational grants released during the course of higher education and submitted to the authorized body in the absence of applicants are redistributed by a commission on a competitive basis;

	Turan University	Date: 1.11.2022 y.	Edition: fourth
	Regulation on the procedure for transfer, reinstatement, and expulsion of students at “Turan” university	R UT 802-03-22	Page 6 of 8

- 6)The authorized body in the field of education reviews the submitted documents by group of educational programs, form and duration of study, taking into account the year of admission, and upon a positive decision, issues an order to award the vacant educational grant;
- 7)Based on the order of the authorized body in the field of education, a certificate of awarding the vacant educational grant is issued;
- 8)Based on the issued certificate, the Rector of the University issues an order allowing the student to continue their studies under the educational grant.
- 2.20 The Procedure for Transferring a Student Studying on an Educational Grant **from Turan University to Another** Higher Education Institution is carried out in the following order:
- 1)A student wishing to transfer to another university submits a free-form application for transfer addressed to the Rector of Turan University. Upon receiving written consent for the transfer, certified with a seal, the student contacts the head of the receiving university;
- 2)The application for transfer addressed to the head of the receiving university must be accompanied by: a copy of the transcript signed by the Vice-Rector for Academic and Methodological Work and the Registrar’s Office, and stamped, a copy of the certificate of educational grant holder, and the signed and stamped application addressed to the Rector of Turan University;
- 3)The Rector of Turan University, upon receiving a written request to forward the student’s personal file (accompanied by a copy of the enrollment order issued by the receiving university), issues an order for withdrawal from the university with the wording: “*withdrawn due to transfer to [name of the receiving university]*” and, within three working days from the date the withdrawal order is issued, sends the student’s personal file to the receiving university. Turan University retains copies of all documents contained in the personal file, along with an inventory of the transferred documents.
- 2.21 Reinstatement and fulfillment of curriculum differences are conducted only on a paid basis.
- 2.22 The procedure for reinstatement at Turan University is as follows:
- 1)The student submits an application for reinstatement addressed to the Rector of the University. A transcript must be attached to the application;
- 2)Based on the submitted transcript, the Dean of the faculty determines the difference in disciplines between academic curricula. Taking into account the completed prerequisites, the Dean assigns the academic year, transfers the previously earned credits in accordance with the educational program, and approves the student’s individual academic plan in coordination with the Registrar’s Office;
- 3)Based on the approvals from the Dean, the Director of the Academic Affairs Department, the Vice-Rector for Academic Affairs (for Bachelor's and Master's programs), and the Vice-Rector for External Relations and Doctoral Studies, the Rector issues an official reinstatement order.
- 2.23 If the student is reinstated at another educational institution, the Rector of Turan University, based on a written request from the receiving institution, sends the student's personal file, retaining copies of all documents contained in the file along with an inventory of the transferred documents.




	Turan University	Date: 1.11.2022 y.	Edition: fourth
	Regulation on the procedure for transfer, reinstatement, and expulsion of students at “Turan” university	R UT 802-03-22	Page 7 of 8

### **3 EXPULSION OF STUDENTS FROM TURAN UNIVERSITY**

- 3.1 A student at Turan University may be expelled:
- At their own request;
  - Due to health reasons, based on a certificate-conclusion from the Medical Advisory Commission (VKK);
  - In connection with a transfer to another educational institution;
  - For violations of academic discipline: such as losing contact with the university, repeated unexcused absences (more than 30 academic hours), failure to return from academic leave or international trips (exceeding two weeks), absence from the examination session without valid reasons, violating exam procedures, internal regulations, the university charter, or the Student Code;
  - For violating the principles of academic integrity;
  - For non-payment of tuition.
- 3.2 Students who are holders of educational grants and are expelled from the university lose their educational grant. In the case of expulsion of a student studying on the basis of a state educational grant, the university shall submit the student’s certificate of educational grant holder to the authorized body in the field of education in accordance with the established procedure.
- 3.3 Valid reasons for missing classes may include medical indications confirmed by a certificate from the student clinic, submitted within 3 days after recovery to the faculty dean’s office, or the graduate/doctoral studies office; business trips; participation in sports or other events of national or international level with the consent of the university administration; as well as force majeure circumstances, documented accordingly.

### **4 FINAL PROVISIONS**

- 4.1 Updates to these Regulations are carried out by the Director of the Academic Affairs Department.
- 4.2 These Regulations are approved by the rector's order.
- 4.3 These Regulations take effect from the date of approval and remain in force until replaced by a new version.
- 4.4 If necessary, amendments and additions may be made to the Regulations.
- 4.5 These Regulations must be replaced and reapproved in the following cases:
- If the name of the university changes;
  - In case of reorganization of departments or the university itself;
  - If more than three significant amendments or additions are made to the document.

 <b>TURAN</b> UNIVERSITY	<b>Turan University</b>	<b>Date: 1.11.2022 y.</b>	<b>Edition: fourth</b>
	<b>Regulation on the procedure for transfer, reinstatement, and expulsion of students at “Turan” university</b>	<b>R UT 802-03-22</b>	<b>Page 8 of 8</b>

### Amendment Registration Sheet

Amendment Number	Sheet Number			Date of amendment	Date of Implementation	Total Pages in the Document	Responsible Person for the amendment
	amended	new	withdraw				
1	2 (p.1.5 amendment on ethnic Kazakhs)	2	2	1.12.2022 based on the Order of the Ministry of Education and Science of the Republic of Kazakhstan (MES) from 18.11.2022 No. 145	1.12.2022	10	Zharylkassyn Zh,K,