

NON-PROFIT JOINT-STOCK COMPANY "AL-FARABI KAZAKH NATIONAL UNIVERSITY"



APPROVED
By Decision of the Academic Council
(No. 5, 25.12.2025)

RULES FOR STUDENT TRANSFER AND REINSTATEMENT

Almaty 2025

	<p>HAO КазНУ им. аль-Фараби</p>	<p>Дата: «__» ____ 2025 г.</p>	<p>Издание: 1</p>
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1. GENERAL PROVISIONS

1.1. These Rules for student transfer and reinstatement of al-Farabi Kazakh National University (hereinafter referred to as the University) determine the procedure for the transfer and readmission of students and are developed in accordance with:

- Standard rules of activity of organizations of higher and postgraduate education, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595;
- Standard rules for admission to educational organizations implementing educational programs of higher and postgraduate education, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600;
- The rules for awarding an educational grant to pay for higher or postgraduate education with a bachelor's or Master's degree, approved by Order No. 443 of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 25, 2023;
- By Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated June 12, 2023 No. 268.

1.2. The following basic concepts are used in these Rules:

Academic Term – a period of theoretical study;

Academic Backlog – the presence in the history of a student's academic achievements in accordance with the curriculum of unexplored subjects or subjects with an unsatisfactory assessment of the final control;

Academic difference – is a list of subjects and exams that a student must additionally study and pass when transferring to another university or another educational program, as well as when recovering from expulsion, so that his level of knowledge meets the requirements of the new educational program;

An academic group – is the main academic cell at a university that unites students of the same faculty (or field/profile) for joint study and development of an educational program;

A group of educational programs – is a set of educational programs united by a common field of study and providing training within a specific field of education;

Unified National Testing (UNT) – is a form of qualifying exams for admission to organizations of higher and (or) postgraduate education;

ECTS (European Credit Transfer and Accumulation System) – is a method of assigning credits to educational program components (subjects, courses, modules), which are used to compare and recalculate academic subjects mastered by students (with credits and grades) when changing the educational trajectory, educational institution, etc. countries of study;

An individual curriculum (IC) – is a document reflecting the individual educational trajectory of a student, independently formed by a student for an

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academic period based on an educational program and a catalog of subjects and containing a list of academic subjects for which he is registered, as well as the corresponding amount of credits;

Credit Unit System – is an educational technology that increases the level of self-education and creative acquisition of knowledge based on individualization, elective educational trajectory within the framework of considering the amount of knowledge in the form of credits and a cumulative learning system;

The summer term – is an academic period outside the academic year, organized to meet the needs of students for additional education, eliminate academic debt or differences in curricula;

Nostrification (recognition of educational documents) – is the official confirmation of educational documents issued by foreign educational organizations, including their branches;

An educational program (EP) – is an approved set of modules or course units required to award a specific degree;

An educational grant – is a target amount of money provided to a student on the terms established by the legislation of the Republic of Kazakhstan to pay for higher or postgraduate education with the award of bachelor's, master's, and PhD degrees;

Credit transfer – is a procedure for recognizing the equivalence of the content of a subject studied at another educational institution or according to another curriculum;

The Grade Point Average (GPA) – is a weighted average assessment of a student's academic achievements, determined for one academic year according to the chosen program as the ratio of the sum of the products of credits and the digital equivalent of the scores of the intermediate assessment in subjects to the total number of credits in the subjects of the intermediate assessment;

The UNT certificate – is a document with the applicant's unique data, officially confirming the UNT scores;

An Academic Transcript – is a document containing a list of mastered subjects for the relevant period of study, indicating credits and grades in alphanumeric and numeric terms;

Elective subjects (electives) – are academic subjects selected by students from an approved list in accordance with their educational interests and are mandatory for mastering.

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2. TRANSFER AND REINSTATEMENT FOR EDUCATION AT THE UNIVERSITY

2.1 The student has the right to transfer from/to the University, from one educational program to another, from one language of study to another during the summer holidays from August 5 to August 20 and winter holidays from January 5 to January 14 of the current year.

2.2 The student is transferred or reinstated to any organization of higher and (or) postgraduate education (hereinafter referred to as OHPE), regardless of the time of expulsion upon reinstatement.

2.3 Students can be transferred or reinstated after being expelled, provided that they successfully complete the first academic period of the educational program they are studying in accordance with the individual curriculum. Those who have one or more grades of "unsatisfactory" in the subjects of the first semester of study are not subject to transfer and reinstatement.

2.4 In the case of a state of emergency, social, natural and man-made emergencies, wartime, as well as in the context of armed or military conflicts in the country of study, the transfer and reinstatement of citizens of the Republic of Kazakhstan, cadets from foreign organization of higher and (or) postgraduate education is carried out during the academic year.

2.5 When the authorized body in the field of science and higher education makes a decision to suspend, revoke or cancel the license and (or) the appendix to the license to engage in educational activities, the student of this organization of higher and (or) postgraduate education is transferred to other OHPE to continue his studies during the current semester from the date of the decision by the authorized body in the field of science and higher education on suspension, revocation and cancelation of the license and/or the license application.

2.6 In case of voluntary termination of the license and (or) the appendix to the license to engage in educational activities or the liquidation of the OHPE, the student is transferred to other OHPE to continue his studies during the current semester from the date of voluntary termination of the license and (or) the appendix to the license or the liquidation of the OHPE.

2.7 In case of suspension, revocation or expiration of accreditation, with the exception of educational institutions under the President of the Republic of Kazakhstan and higher education institutions, the student of this OHPE transferred to other OHPE to continue his studies within one month from the date of the decision on suspension, revocation or expiration of accreditation.

2.8 Transfer of students from foreign higher education institutions to the University is allowed from accredited higher education institutions recognized by the authorized state body in the field of education;

2.9 Upon transfer or reinstatement from a foreign educational organization, the student provides a document on the mastered educational programs (academic

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certificate, transcript), as well as a document on completion of the previous level of education, nostrified in the Republic of Kazakhstan in accordance with the established procedure.

2.10 The following persons do not go through the recognition procedure for educational documents:

- holders of the Bolashak International Scholarship;
- holders of educational documents from educational organizations of countries that have signed international treaties (agreements) exempting recognition (the CIS Agreement on Cooperation in the Field of Education, dated May 15, 1992; the Treaty on the Eurasian Economic Union, dated May 29, 2014; the Agreement between the Government of the Republic of Kazakhstan and the Government of the Russian Federation on the functioning of the Kazakh branch of Lomonosov Moscow State University, dated November 9, 2017).

2.11. Persons who have received general secondary, technical and vocational, and post-secondary education in the Republic of Kazakhstan, upon transfer or reinstatement from a foreign OHPE, provide a document on completed curricula, an UNT certificate or a comprehensive test with a score not lower than the established threshold score approved for the year of admission.

2.12. In the absence of an UNT/CT certificate or in the presence of a certificate with a score below the established threshold score, the student must pass the UNT or CT before issuing the transfer/ reinstatement order to confirm compliance with the level of education.

2.13. Transfer of students and undergraduates studying on the basis of an educational grant to the University from the OHPE of the Republic of Kazakhstan, which do not have the status of a national university, is subject to additional payment by students of the difference in the cost of the educational grant. To do this, a student transferring from another organization of higher and (or) postgraduate education enters into an appropriate agreement with the University.

2.14. Students, undergraduates, and doctoral students enrolled in educational grants approved for individual OHPE, as well as in pedagogical specialties within the allocated quota, are transferred to another organization of higher and (or) postgraduate education only on a fee basis.

2.15. When transferring a student, the receiving faculty takes into account the direction of training and the profile of the OP, academic achievements, as well as cases of violations of academic integrity by students.

2.16. The transfer of a student from higher education groups requiring creative training to other educational institutions is carried out in the presence of an UNT certificate with a score not lower than the established threshold score in accordance with the Standard Rules for Admission to study in an educational organization.

2.17. In order to transfer to a University on a contractual basis or with the retention of a grant, a student must have a certificate of unified national testing (UNT) or comprehensive testing (CT) not lower than the passing grade approved for

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the year of admission and an average GPA score not lower than the established transfer score at the University.

2.19. When transferring or reinstalling students, the course of their further education is determined taking into account the prerequisites, the presence/absence of academic differences in the subjects of the working curricula studied by them during previous academic periods. At the same time, the academic difference between transfer and reinstatement should not exceed 30 ECTS credits.

2.20. When transferring undergraduates, the transfer of elective subjects mastered in another secondary organization of higher and (or) postgraduate education is allowed, provided that they correspond to the content of training in the University's educational program. In the absence of compliance, an academic difference is formed, which must be eliminated in accordance with the procedure established by the University.

2.21. The academic difference in the subjects of the working curricula is determined on the basis of the list of subjects studied, their programs and the amount of academic hours or credits reflected in the transcript or in the certificate issued to persons who have not completed their education.

2.22. The elimination of academic differences in the subjects of the curriculum is carried out by enrolling students in the relevant subjects, compulsory attendance of all types of training sessions during the academic period, passing current and boundary control and obtaining admission to the final control.

2.23. The elimination of academic differences is carried out on a fee-based basis for students transferred from other OHPE with the retention of an educational grant/contract.

2.24. It is not allowed to transfer students from other OHPE to the University for graduate courses at all levels of education.

2.25. Students, interns, and undergraduates transferred from other higher education institutions of the Republic of Kazakhstan are awarded a state scholarship based on the results of the previous semester.

2.26. In case of transfer of a student to a University on a fee-based basis, tuition is paid from the date of signing the agreement on the provision of educational services.

2.27. Transfer or reinstatement of students from other OHPE is carried out on the basis of an application submitted to the head of the University at the Student's Office, with the provision of an established set of documents.

2.28. The deans of the faculties, within three working days from the date of receipt of the application, must:

- carry out the credit transfer procedure and issue a transfer protocol;
- recommend the student for transfer or provide a reasoned refusal.

2.29. If the decision is positive, an order is issued for the transfer or reinstatement of the student, signed by a member of the Board – the Vice-Rector for Academic Affairs.

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2.30. In the absence of the possibility of personal submission of applications and documents to students, their submission may be carried out by a third party on the basis of a power of attorney issued in accordance with the procedure provided for by the legislation of the Republic of Kazakhstan.

3. TRANSFER WITHIN THE UNIVERSITY

3.1 Transfer of students from one group of EP to another within the university is carried out only on a fee-based basis with the definition of the course of study and academic difference subjects.

3.2 A one-time transfer of students from one op to another is allowed within the framework of the group of EP with the preservation of the educational grant. in this case, the student is given a one-time opportunity to master the academic difference subjects free of charge during the first academic year after transfer.

3.3 Students on a contract basis have the right to a one-time transfer from one op to another op; at the same time, the development of academic difference subjects is carried out on a fee basis.

3.4 It is not allowed to transfer from one op to another within the framework of the group of EP after the 4th semester of study.

3.5 Transfer of students from one language department to another is allowed with the retention of an educational grant for students under an educational grant.

3.6 Transfer of students is carried out only if there is an appropriate academic group.

3.7 To transfer, the student submits an electronic application to the Univer IS in the "E-services" section from his personal page and submits the documents (contract) to the student's office, the Keremet student service center.

4. TRANSFER FROM THE UNIVERSITY TO ANOTHER EDUCATIONAL INSTITUTION

4.1 A student under an educational grant may, at his own request, be transferred with the retention of the educational grant to another organization of higher and (or) postgraduate education during the vacation period.

4.2 In order to transfer to another organization of higher and (or) postgraduate education, the student submits an application addressed to the head of the university and, after receiving written consent for the transfer, certified by the university seal, applies to the head of the corresponding OHPE.

4.3 Upon request of the receiving university to send the student's personal file and a copy of the transfer order, the university issues an expulsion order stating "expelled due to transfer to another university" and sends the student's personal file to the address of the receiving university within three working days from the date of

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the expulsion order. a copy of the transcript and an inventory of the submitted documents remain at the university.

5. TRANSFER TO VACANT EDUCATIONAL GRANTS

5.1 The transfer of a student from a paid basis of study to training under a state educational order is carried out in accordance with the procedure approved in accordance with subparagraph 26) of article 5-3 of the law of the republic of Kazakhstan "On education".

5.2 Vacant educational grants released in the process of obtaining higher or postgraduate education (hereinafter referred to as vacant grants) are distributed on a competitive basis among students on a paid basis for groups of educational programs.

5.3 The competition is conducted based on the results of an interim assessment based on the average academic achievement score (GPA) for the entire period of study with the issuance of a certificate of award of an educational grant.

5.4 if the average academic achievement score (GPA) is equal, the preferential right in the competition for vacant educational grants is granted to students who have higher grades in subjects for the entire period of study, in the following sequence: A, A-; then B+, B, B-, C+.

5.5 Students who have no academic debt in academic subjects for the entire period of study are allowed to participate in the competition for the award of a vacant educational grant.

5.6 The procedure for conducting the competition and awarding the vacant educational grant:

- a student submits a paid application for further education under an educational grant in the Univer system, in the E-services section, along with a transcript;

- the application is considered by the academic council of the faculty and the university, after which it is sent to the Ministry of science and higher education of the republic of Kazakhstan for decision-making by august 05 and January 20 of this year;

the application must be accompanied by the decision of the academic council of the university, an extract from the student's transcript, a copy of the identity document, and the certificate of the holder of the educational grant (original), who was expelled from the university;

- information about applicants for vacant educational grants is posted on the Univer IS and on the university's website;

- the authorized body in the field of education reviews the received documents in the context of the group of educational programs (areas of training, fields of education), forms and terms of study, taking into account the year of admission and, if a positive decision is made, issues an order to award an educational grant;

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- based on the order of the authorized body in the field of education, the national testing center (NTC) draws up a certificate of awarding an educational grant and transmits it to the university;

- based on the issued certificate of the award of the educational grant, the university issues an order for further education under the educational grant.