

DISCLAIMER

The Kazakhstan Institute of Management, Economics and Strategic Research (KIMEP) wishes to emphasize that the materials in this catalog including policies, academic programs, curricula and tuition fees are subject to change, alteration, or amendment in the absolute discretion of KIMEP. Specifically, all tuition fees and other related charges presented in the Catalog are applicable to the academic year 2011-2012 only. In addition changes applicable to the academic year 2011-2012 that are adopted after the date of this Catalog shall be considered as an addendum and an integral part of this Catalog.

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FOREWORD

The purpose of the 2011-2012 KIMEP Catalog is to provide students, faculty members, administrators and all other interested persons with the details of graduate and undergraduate studies at KIMEP. While the audience for the KIMEP Catalog is the campus community, we recognize that applicants, prospective students and many other people will read this material. This publication offers them insight into KIMEP, its policies, academic programs, and auxiliary services.

The 2011-2012 Catalog also renders detailed descriptions of academic policies and procedure, rules and regulations, academic departments, programs, curricula, and organization structure of the Institution. Every student should read the Catalog carefully and abide by the rules and policies published by KIMEP. In case a student is unsure about a particular issue, s/he should bring it to the attention of the KIMEP authorities for further explanation and elaboration.

MISSION STATEMENT

KIMEP is a non-profit institution of higher education. Its mission is to develop well-educated citizens and to improve the quality of life in Kazakhstan and in the Central Asian region through teaching, learning, the advancement of knowledge in the fields of business administration, law and social sciences, and through community service. In addition, KIMEP aspires to serve the international community by welcoming foreign students to study and by developing extensive international linkages.

To fulfill this mission, we offer graduate and undergraduate degree programs at the highest level of international educational standards in business, economics, finance, accounting, public administration, political science, international relations, journalism, mass communication, law and TESOL to outstanding students who will become equal to graduates of universities anywhere in the world. We seek to select students from among those who demonstrate leadership, talent and language capabilities, irrespective of their financial means, gender, or ethnic origin, or any other subjective criteria.

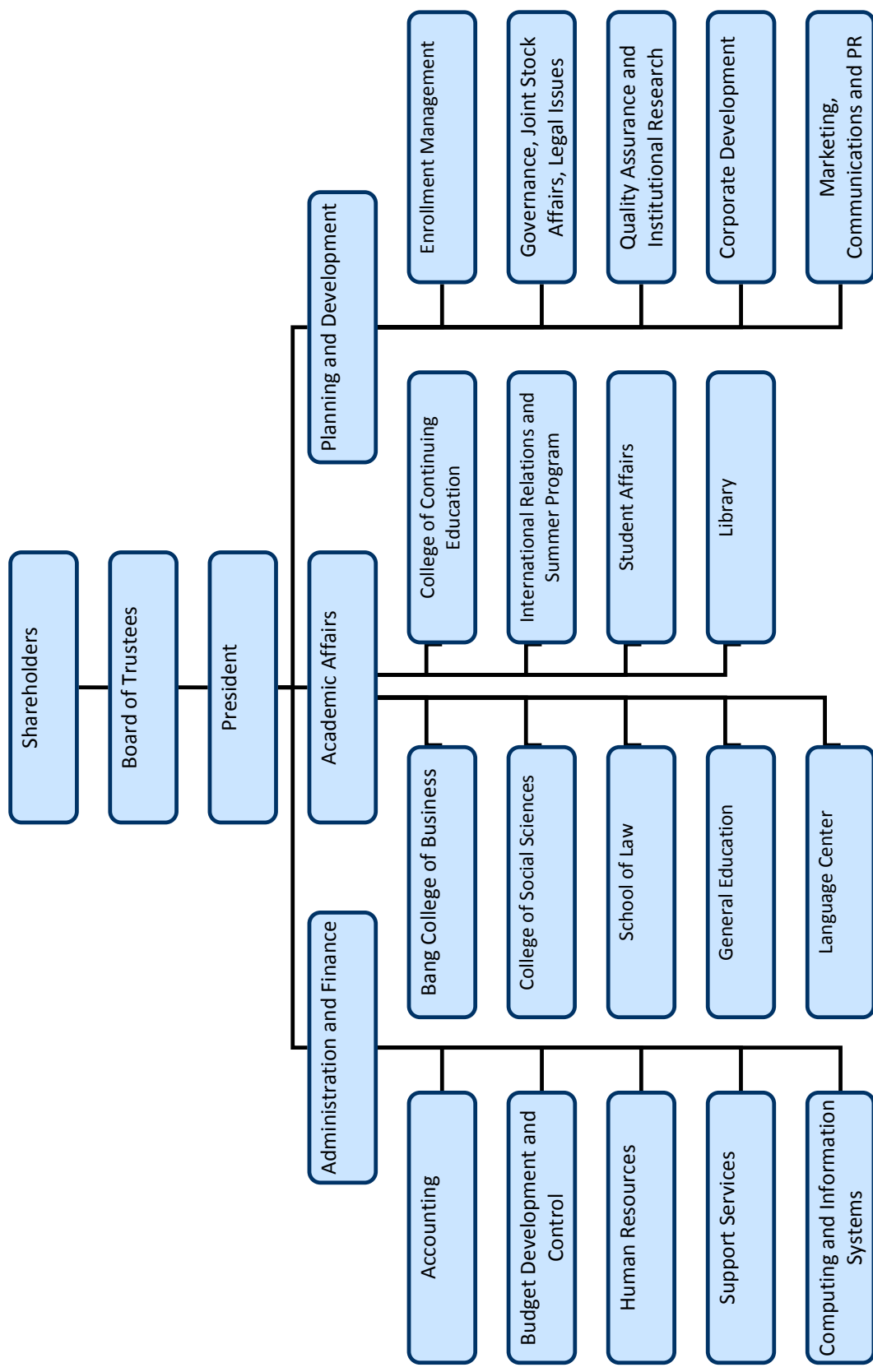
PART I

GENERAL INFORMATION

ORGANIZATIONAL STRUCTURE OF KIMEP
ACADEMIC CALENDAR
HISTORY AND ACHIEVEMENTS OF KIMEP
KIMEP PROFILE



KIMEP ADMINISTRATIVE ORGANIZATIONAL STRUCTURE



Academic calendar 2011-2012 AY

Summer 1 Semester, 2011 Foundation English (90 Hours; 6 weeks, Mon-Fri, 150 min classes per day: 2 sessions by 75min + 1 break)		
Registration for Newly Admitted students (for one level of Foundation English Course) (100% of payment is required prior to registration for one level of Foundation English Course)	April 12, 2011	Tue
Classes Start	May 16, 2011	Mon
Add/Drop period	May 16,17, 2011	Mon, Tue
Classes End	June 24, 2011	Fr
Final Grades due from Instructors	June 25- 27, 2011	Sat-Mon
"Summer 2 Semester, 2011 Foundation English (90 hours, 4 weeks, Mon-Sat, 195 min classes per day: 3 sessions by 65min with 2 breaks)"		
"Registration for Newly Admitted students (for one level of Foundation English Course) (100% of payment is required prior to registration for one level of Foundation English Course)"	June 15, 2011	Wed
Classes Start	July 11, 2011	Mon
Add/Drop period	July 11, 12, 2011	Mon, Tue
Classes End	August 6, 2011	Sat
Final Grades due from Instructors	August 7-9, 2011	Sun-Tue
"Fall 1 Semester, 2011 Foundation English (99 Hours; 6 weeks+3days, Mon-Fri, 150 min classes per day: 2 sessions by 75min + 1 break)"		
"Registration for Newly Admitted students (for one level of Foundation English Course) (100% of payment is required prior to registration for one level of Foundation English Course)"	July 18, 2011	Mon
Classes Start	August 15, 2011	Mon
Add/Drop period	August 15-16, 2011	Mon, Tue
Classes End	September 29, 2011	Thu
Final Grades due from Instructors	September 30 - October 3	Fri - Mon
"Fall 2 Semester, 2011 Foundation English (99 Hours; 6 weeks+3days, Mon-Fri, 150 min classes per day: 2 sessions by 75min + 1 break)"		
"Registration for Newly Admitted students (for one level of Foundation English Course) (100% of payment is required prior to registration for one level of Foundation English Course)"	September 19, 2011	Mon
Classes Start	October 17, 2011	Mon
Add/Drop period	October 17-18, 2011	Mon, Tue
Classes End	December 1, 2011	Thu
Final Grades due from Instructors	December 1-3, 2011	Thu - Sat
"Spring 1 Semester, 2012 Foundation English (99 Hours; 6 weeks+3days, Mon-Fri, 150 min classes per day: 2 sessions by 75min + 1 break)"		
"Registration for Newly Admitted students (for one level of Foundation English Course) (100% of payment is required prior to registration for one level of Foundation English Course)"	December 2, 2011	Fri
Classes Start	January 10, 2012	Tue
Add/Drop period	January 10-11, 2012	Tue-Wed
Classes End	February 23, 2012	Thu
Final Grades due from Instructors	February 24-27, 2012	Fri-Mon
"Spring 2 Semester, 2012 Foundation English (99 Hours; 6 weeks+3days, Mon-Fri, 150 min classes per day: 2 sessions by 75min + 1 break)"		
"Registration for Newly Admitted students (for one level of Foundation English Course) (100% of payment is required prior to registration for one level of Foundation English Course)"	February 15, 2012	Wed
Classes Start	March 5, 2012	Mon
Add/Drop period	March 5, 6 2012	Mon,Tue
Classes End	April 26, 2012	Thu
Final Grades due from Instructors	April 27-30, 2012	Fri - Mon

Fall Semester 2011

(16 weeks including 1 week of break. Examination period is not included into these 16 weeks)

Advising starts	May 16, 2011	Mon
Payment Period begins (1/3 payment is required prior to registration for Fall semester)	June 15, 2011	Wed
Registration for 4th year undergraduate students, Honored students, students with special needs and all Master students begins	June 21, 2011	Tue
Registration for 3d year Undergraduate students begins	June 24, 2011	Fri
Registration for 2d year Undergraduate students begins	June 28, 2011	Tue
Registration for 1t year Undergraduate students begins	July 1, 2011	Fri
Registration for non-degree students begins (100% payment for all courses is required)	August 1, 2011	Mon
Last day to transfer between programs (first year students are not eligible for transfer)	August 12, 2011	Fri
Registration ends	August 14, 2011	Sun
Classes start	August 15, 2011	Mon
Add/Drop period (for students who already registered)	August 15-21, 2011	Mon - Sun
Late Registration period (for students who have not registered yet)	August 15-21, 2011	Mon - Sun
Late Registration period for all students (need Instructors' approval)	August 22-28, 2011	Mon - Sun
Withdraw from a Course with 80% Tuition Refund (on-line)	August 22-28, 2011	Mon - Sun
Withdraw from a Course with 60% Tuition Refund (on-line)	August 29 - September 4, 2011	Mon - Sun
Constitution Day-KIMEP is closed	August 30, 2011	Tue
KIMEP open for: Make up classes for August 30, 2011*	August 28, 2011 or September 4, 2011	Sun
Withdraw from a Course with 40% Tuition Refund (on-line)	September 5 - 11, 2011	Mon - Sun
"Withdraw from a Course with 20% Tuition Refund (on-line) (after this date there are no refunds for withdrawals from courses)"	September 12 - 18, 2011	Mon - Sun
Second Payment Deadline (second 1/3 of total tuition is due) [1]	September 15, 2011	Thu
Mid-term Assesments Due	September 26 - October 2, 2011	Mon - Sun
Fall Break (8'th week of semester)	October 3-9, 2011	Mon - Sun
Third Payment Deadline (final 1/3 of total tuition is due)	October 15, 2011	Sat
Kurban Ait-KIMEP is closed	November 6, 2011	Sun
KIMEP open for: Make up classes for November 7, 2011*	November 13, 2011	Sun
Last Day to Withdraw from a Course with grade of "W" (on-line)	November 25, 2011	Fri
Final Assesment Starts	November 28, 2011	Mon
Classes End	December 3, 2011	Sat
Examination Period	December 4-15, 2011	Sun - Thu
Independence Day KIMEP is closed	December 16, 17 2011	Fri, Sat
Final Grades due from Instructors within 72 hours after exam	December 21, 2011	Wed
"I" grades from previous semester convert into "AW"s	December 21, 2011	Wed
Semester Ends and all grades officially submitted	December 21, 2011	Wed
Change Grade Forms due	January 12, 2012	Thu

* please see catalogue for KIMEP make up policy

^[1]Payment can be done anytime prior to the semester with the respect to KIMEP payment deadlines (in general, it is the 15th day of the month). In case if 15th day is a weekend or holiday, the payment shall be received by KIMEP before the weekend or holiday. Payment can be made by bank transfer or in cash at KIMEP's cashier office. Please allow 3-4 working days for bank transfers to clear.

Spring Semester 2012

(16 weeks including 1 week of break. Examination period is not included into these 16 weeks)

Advising starts	October 25, 2011	Tue
Payment Period begins (1/3 payment is required prior to registration for Spring semester)	November 15, 2011	Tue
Registration for 4 th year undergraduate students, Honored students, students with special needs and all Master students begins	November 22, 2011	Tue
Registration for 3 ^d year Undergraduate students begins	November 25, 2011	Fri
Registration for 2 ^d year Undergraduate students begins	November 29, 2011	Tue
Registration for 1 st year Undergraduate students begins	December 2, 2011	Fri
Registration for non-degree students begins (100% payment for all courses is required)	December 19, 2011	Mon
New Year's Day-KIMEP is closed	January 1, 2, 2012	Sun,Mon
Christmas-KIMEP is closed	January 7, 2012	Sat
Last Day to Transfer Between Programs (first year students are not eligible)	January 6, 2012	Fri
Registration Ends	January 9, 2012	Mon
Classes Start	January 10, 2012	Tue
Add/Drop period (for students who already registered)	January 10-16, 2012	Tue - Mon
Late Registration period (for students who have not registered yet)	January 10-16, 2012	Tue - Mon
Late Registration period for all students (need Instructors' approval)	January 17-22, 2012	Tue - Sun
Withdraw from a course with 80% Tuition Refund (on-line)	January 17-23, 2012	Tue - Mon
Withdraw from a course with 60% Tuition Refund (on-line)	January 24-30, 2012	Tue - Mon
Withdraw from a course with 40% Tuition Refund (on-line)	January 31 - February 6, 2012	Tue - Mon
"Withdraw from a course with 20% Tuition Refund (on-line) (after this date there are no refunds for withdrawals from courses)"	February 7-13, 2012	Tue - Mon
Second Payment Deadline (second 1/3 of total tuition is due)	February 15, 2012	Wed
Mid-term Assessments Due	February 27 - March 4, 2012	Mon - Sun
Women's Day-KIMEP is closed	March 8, 2012	Thu
KIMEP open for: Make up classes for March 8, 2012*	March 4 or 11, 2012	Sun
Third payment Deadline (final 1/3 of total tuition is due)	March 15, 2012	Thu
SPRING Break (11 th week of semester)	March 19 - 25, 2012	Mon - Sun
Nauryz Day-KIMEP is closed	March 21,22,23 2012	Wed-Fri
Last Day to Withdraw from a Course with grade of "W" (on-line)	April 20, 2012	Fri
Final Assesment Starts	April 23, 2012	Mon
Classes End	April 30, 2012	Mon
International Labor Day-KIMEP is closed	May 1, 2011	Tue
Examination Period	May 2 - 13, 2012	Wed - Sun
Victory Day -KIMEP is closed	May 9, 2012	Wed
Semester Ends and all grades officially submitted	May 15, 2012	Tue
Final Grades due from Instructors within 72 hours after exam	May 16, 2012	Wed
"I" grades from previous semester convert into "AW"s	May 16, 2012	Wed
Graduation Ceremony	May 26, 2012	Sat
Change Grade Forms due	May 30, 2012	Wed

* please see catalogue for KIMEP make up policy

^[1]Payment can be done anytime prior to the semester with the respect to KIMEP payment deadlines (in general, it is the 15th day of the month). In case if 15th day is a weekend or holiday, the payment shall be received by KIMEP before the weekend or holiday. Payment can be made by bank transfer or in cash at KIMEP's cashier office. Please allow 3-4 working days for bank transfers to clear.

Summer 1 Semester, 2012 (7.5 weeks, 60 min classes)		
Advising starts	March 1, 2012	Thu
Payment period begins (100% of total summer tuition fee should be paid before registration)	April 3, 2012	Tue
Registration for 4 th year undergraduate students, Honored students, students with special needs and all Master students begins	April 3, 2012	Tue
Registration for 3 ^d year Undergraduate students begins	April 6, 2012	Fri
Registration for 2 ^d year Undergraduate students begins	April 10, 2012	Tue
Registration for 1 st year Undergraduate students begins	April 13, 2012	Fri
Registration for non-degree begins	April 27, 2012	Fri
Registration for Summer ends	May 15, 2012	Tue
Classes Start	May 16, 2012	Wed
Add/Drop period (for students who already registered)	May 16-20, 2012	Wed - Sun
Late Registration period (for students who have not registered yet)	May 16-20, 2012	Wed - Sun
Late Registration period for all students (need Instructors' approval)	May 21-23, 2012	Mon - Wed
Last Day to Withdraw from a Course with grade of "W" (no refund)	June 29, 2012	Fri
Capital Day-KIMEP is closed	July 6, 2012	Fri
Make up class for 6 July, 2012	July 1, 2012	Sun
Classes/Semester End	July 7, 2012	Sat
Final Examinations	July 8-10	Sun - Tue
Final Grades due from Instructors within 72 hours after exam	July 13, 2012	Fri
"I" grades from previous semester convert into "AW"s	July 13, 2012	Fri
Change Of Grade Forms	July 27, 2012	Fri
Summer 2 Semester, 2012 (For Modules by KIMEP and visiting professors) (3 weeks, 150 min classes)		
Advising starts	March 1, 2012	Thu
Payment period begins (100% of total summer tuition fee should be paid before registration)	April 3, 2012	Tue
Registration for 4 th year undergraduate students, Honored students, students with special needs and all Master students begins	April 3, 2012	Tue
Registration for 3 ^d year Undergraduate students begins	April 6, 2012	Fri
Registration for 2 ^d year Undergraduate students begins	April 10, 2012	Tue
Registration for 1 st year Undergraduate students begins	April 13, 2012	Fri
Registration for non-degree begins	April 27, 2012	Fri
Registration for Summer ends	July 15, 2012	Sun
Classes Start	July 16, 2012	Mon
Add/Drop period (for students who already registered)	July 16-18, 2012	Mon - Wed
Late Registration period (for students who have not registered yet)	July 16-18, 2012	Mon - Wed
Late Registration period for all students (need Instructors' approval)	July 19-22, 2012	Thu - Sun
Last Day to Withdraw from a Course with grade of "W" (no refund)	July 27, 2012	Fri
Classes/Semester End	August 3, 2012	Fri
Final Examinations	August 4, 2012	Sat
Final Grades due from Instructors within 72 hours after exam	August 8, 2012	Wed
Change Of Grade Forms	August 22, 2012	Wed
"Summer 1 Semester, 2012 Foundation English (99 Hours; 6 weeks+3days, Mon-Fri, 150 min classes per day: 2 sessions by 75min + 1 break)"		
"Registration for Newly Admitted students (for one level of Foundation English Course) (100% of payment is required prior to registration for one level of Foundation English Course)"	April 13, 2012	Fri
Classes Start	May 16, 2012	Wed

Add/Drop period	May 16,17, 2012	Wed, Thu
Classes End	June 29, 2012	Fri
Final Grades due from Instructors	June 30 - July 2, 2012	Sat - Mon
"Summer 2 Semester, 2012 Foundation English (99 Hours, 4 weeks, Mon-Sat, 210 min classes per day: 2 sessions by 75min and 1 by 60; 2 breaks)"		
"Registration for Newly Admitted students (for one level of Foundation English Course) (100% of payment is required prior to registration for one level of Foundation English Course)"	April 13, 2012	Fri
Classes Start	July 16, 2012	Mon
Add/Drop period	July 16,17,2012	Mon, Tue
Classes End	August 10, 2012	Fri
Final Grades due from Instructors	August 10-12, 2012	Fri - Sun

HISTORY AND ACHIEVEMENTS OF KIMEP

and Strategic Research was established on January 1, 1992 by resolution of the President of the Republic of Kazakhstan, Nursultan Nazarbayev. The main mission of the Institute is to give the people of Kazakhstan the skills and knowledge to pursue prosperity through leadership in business and government.

Milestones

1992

◆ KIMEP is founded by resolution of the President of the Republic of Kazakhstan, Nursultan Nazarbayev. Dr. Bang is appointed as the first Executive Director.

◆ MBA and MA in Economics programs launched

1993

◆ MPA program launched

1994

◆ The first class, consisting of 81 MBA and MA students, graduated from KIMEP

1998

◆ International Executive Center is created with help from McGill University, Montreal

1999

◆ KIMEP introduces four-year bachelor programs in Business Administration and Social Sciences. The first 424 undergraduate students begin their classes

2000

◆ The Ministry of Education and Science grants KIMEP a permanent state license to conduct educational activity in the field of higher and graduate education

◆ KIMEP launches a BA in Economics program

2001

◆ KIMEP becomes the first institution in Central Asia to implement a U.S.-style credit system for all academic programs

◆ On-line registration system introduced

2002

◆ Renovation of Academic Buildings completed, creating a state-of-the-art campus

◆ Academic Programs are attested by the Ministry of Education and Science

◆ Exchange and collaboration programs with leading American, European and Korean Universities launched

◆ KIMEP launches a Masters program in International Relations and a Master of Arts in International Journalism and Mass Communication

2003

◆ BA in International Journalism launched

◆ Academic Departments restructured into three Colleges: The Bang College of Business, the College of Social Sciences, and the College of Continuing Education

2004

◆ KIMEP receives the 'Platinum Tarlan' award in the 'Enlightenment' category. KIMEP is the only institution of higher education in Kazakhstan to be awarded this prize, which is the highest level of independent recognition given in Kazakhstan

◆ The Bang College of Business joins AACSB International

◆ A joint MA in Economics with the University of San Francisco is launched

2006

- ◆ Doctor of Business Administration program launched
- ◆ New custom-built \$3 million research library completed

2007

- ◆ KIMEP launches an MA in Teaching English to Speakers of Other Languages

2008

- ◆ KIMEP opens a new \$10 million academic building
- ◆ President Nazarbayev visits KIMEP to tour the new academic building and library and meets students, faculty and administrators

2009

- ◆ Classes on the LLM in International Law begin
- ◆ A large-scale restructuring program is launched to consolidate KIMEP's educational offering and streamline academic and management structures
- ◆ The library is renamed the Olivier Giscard d'Estaing Library

2010

- ◆ Renovation of the Sports Complex and student dormitory
- ◆ Leadership certificate program launched
- ◆ First International Summer School launched

2011

- ◆ Opening of the Central Asian Tax Research Center
- ◆ KIMEP submitted applications for licensing for two programs: the Bachelor of Laws (LLB), and PhD in Social Science.

KIMEP PROFILE

Accreditation and Specialized Membership

KIMEP has been approved to apply for Candidacy for accreditation with a prominent American Accreditation Commission. A self-study and strategic plan have been prepared for Candidacy application.

The Department of Public Administration is a member of The National Association of Schools of Public Affairs and Administration (NASPAA).

The Institution currently holds membership in the following organizations:

- The American Chamber of Commerce
- The Informational Consortium of Kazakhstani Libraries.

International Connections

KIMEP is proud of its collaboration, academic links and exchange programs with over 50 universities worldwide. These connections have allowed the Institute to broaden its outlook and establish its academic programs to international norms and standards.

Donor and Corporate Connections

KIMEP has a well-defined policy for maintaining partnership programs with Kazakhstani and international businesses, organizations and donor agencies. The European Union's TACIS, the United States Agency for International Development (USAID) and the Soros Foundation, among others, helped lay the foundation for KIMEP to become the only institute of its kind in the CIS.

Other sponsors include:

- ACCELS-CAEF
- AGIP KCO
- Almaty International Women's Club
- Artic
- Bilim Education Advising Center
- British American Tobacco
- Citibank Kazakhstan
- Deloitte
- Educational Center "Bilim Central Asia"

- Ernst and Young
- Eurasia Foundation of Central Asia
- EUROBAK
- ExxonMobil
- Gold Product
- Karazhanbasmunai
- Karchaganak Petroleum Operating B.V., Kazakhstan
- KazEnergy Association
- Kazmunaigaz
- Kookmin Bank
- KOR company
- KPMG
- Maersk Oil
- Ministry of Education and Science of RK
- PetroKazakhstan Kumkol Resources
- PricewaterhouseCoopers
- Proctor and Gamble
- Red Castle Pub
- Tengizchevroil
- Turgai Petroleum
- Turkish Airlines
- TV Media - ROADAD
- USKO International
- WOO Lim Kazakhstan
- Yerzhan Tatishev Foudation

Organization and Management

KIMEP is managed with the participation of faculty members, students, support staff and administrators at various policy-making bodies such as departmental councils, College Councils, the Academic Council, the Executive Committee and the Board of Trustees. The President is assisted by three Vice Presidents who are responsible for day-to-day affairs.

Departments responsible for HR, Quality Assurance and Institutional Research, Legal Affairs, Governance and Joint-Stock affairs, Corporate Development, Marketing, Communications and Public Relations, Strategic Research, and Enrollment Management all report to the Vice President of Planning and Development.

The Support Services Department and the Finance Department report to the Vice President of Administration and Finance.

The Vice President for Academic Affairs is the chief academic officer of the Institute. He is assisted by the College Deans, the Dean of General Education, the

Director of the Language Center and the Director of the Library.

The Dean of Student Affairs, who reports to the VPAA, deals with student activities and welfare. Five units report to the Dean of Student Affairs. These are: Student Affairs, Medical Services, the Student Center, the Student Dormitory and the Sport Complex.

Academic Colleges, Departments and Programs at a Glance

Academic programs are planned, administered and delivered by six different units: the School of General Education, the Bang College of Business, the College of Social Sciences, the School of Law, the College of Continuing Education, and the Language Center. The Computer Center and the Library are service units common to all colleges.

BANG COLLEGE OF BUSINESS

Programs Offered:

Bachelor of Science in Business Administration and Accounting (BSc)

Majors:

- Accounting
- Finance
- Marketing
- Management
- Leadership
- Tourism & Hospitality

Minors:

- Human Resource Management
- Operations Management
- Information Systems
- Computer Applications
- Taxation
- International Business

Master of Business Administration (MBA):

The Master of Business Administration offers four functional concentration areas in which students can focus their MBA:

- Accounting
- Finance

- Marketing
- Management

Executive Master of Business Administration (ExMBA)

Doctor of Business Administration (DBA)

The Doctor of Business Administration offers three functional concentration areas in which students can focus their DBA:

- Accounting
- Finance
- Management

COLLEGE OF SOCIAL SCIENCES

DEPARTMENT of PUBLIC ADMINISTRATION

Bachelor of Social Sciences in Public Administration (BSS in PA)

Majors/career tracks in:

- Public Policy and Administration
- Financial Management

Master of Public Administration (MPA)

Optional concentrations in:

- Public Policy
- Public Management
- Financial Management

DEPARTMENT of ECONOMICS

Bachelor of Arts in Economics (BAE)

Majors:

- Business Economics
- International Economics

Master of Arts in Economics (MA)

DEPARTMENT of POLITICAL SCIENCE and REGIONAL STUDIES

Bachelor of Social Sciences in International Relations (BSS in IR)

Major/career tracks in:

- Foreign Policy and Diplomacy
- International Security
- Political Science

Master in International Relations (MIR)

DEPARTMENT of JOURNALISM and MASS COMMUNICATION

Bachelor of Arts in International Journalism (BAIJ)

Majors:

- Media Management
- Public Relations

Master of Arts in International Journalism and Mass Communication (MAIJMC)

SCHOOL OF LAW

Bachelor of Laws (LLB)

Master in International Law (LLM)

COLLEGE OF CONTINUING EDUCATION

Professional Development and Certificate Programs

- Courses, seminars and workshops
- Custom training

World Languages and Preparatory Program Clubs and Summer Schools

LANGUAGE CENTER

Foundation English

Undergraduate Minors

- Literary Studies
- Translation and Interpreting

Graduate English

English for Masters Degrees

- English for MBA
- English for Law
- English for Social Sciences
- English for MA in Economics

Master of Arts in Teaching English to Speakers of Other Languages (MA in TESOL)

Study and Writing Center

Language Clubs

COMPUTER AND INFORMATION SYSTEMS CENTER

The Computer and Information Systems Center gives students the opportunity to acquire advanced skills relating to the use of computers and information systems. Its information and computing facilities are unique not only in Kazakhstan but throughout Central Asia. The Center provides students with internet access, expanding their ability to communicate internationally and to access information for research. Students have their own e-mail accounts and access to the KIMEP file server, where they can save their projects, papers and presentations.

DEPARTMENT FOR QUALITY ASSURANCE AND INSTITUTIONAL RESEARCH

The Department of Quality Assurance and Institutional Research (QAIR) is a corporate unit responsible for implementing quality assurance systems that promote integrity and effectiveness in KIMEP's activities. The department conducts surveys and reviews that highlight areas of attention and improvement and provides reliable data and analytical reports to senior management, individual departments and other interested parties.

It also acts as a liaison between state bodies, higher education institutions, and both national and international agencies to share best practices and

develop strategies for the benefit of the community as a whole.

INTERNATIONAL RELATIONS OFFICE

The International Relations Office works to expand KIMEP's international activities and to enhance the institute's status as a competitive institution and an active member of the global academic community. KIMEP has links with 75 top universities all over the world. The main areas of collaboration are student exchanges, faculty mobility, joint research and joint degree programs. Annually, KIMEP sends more than 100 students abroad and hosts over 100 international exchange students. KIMEP is also home to nearly 200 international students from Central Asia, the CIS, Korea, USA, UK, and many other countries.

The International Relations Office is responsible for initiating, coordinating and implementing international partnerships, student exchange programs, faculty mobility programs, international student recruitment and other international activities. This includes creating welcoming conditions for international students and faculty to enable them to work and study successfully while they are at KIMEP and to gain maximum benefit from their time in Almaty. It also includes providing advice on relevant academic, cultural and social issues in collaboration with other departments at KIMEP. The International Relations Office provides orientation sessions and visa support for international students and organizes and sponsors a variety of academic and social events.

OUTSTANDING FACULTY

KIMEP's greatest resource is its western trained faculty. As an English language medium institution offering a US-style education, KIMEP puts great emphasis on quality instruction. To this end, faculty members are selected for their experience in teaching and research. KIMEP goes to great lengths to secure and retain the best qualified professors from Kazakhstan and abroad. KIMEP's faculties come from more than 20 different countries. This exposes out students to international practices and creates a vibrant, multicultural learning environment.

STUDENT ADVISING

Because good guidance is central to a quality education, KIMEP puts a strong focus on providing quality academic advising for students. All students are advised by dedicated Program Managers and faculty members at the College level, and by the Office of the Registrar at the management level. The Registrar's Office has one of the most sophisticated online advising systems in the entire CIS region. Students have full online access to registration information including schedules, courses offered, graduations requirements and transcripts, enabling them to track the progress of their studies any time.

STUDENT GOVERNMENT

Students at KIMEP elect the KIMEP Students' Association (KSA) to represent their interests to the administration. The student government also deals with students' interests and activities. Elections are held annually. The activities of the student government are governed by a constitution. The student body is also represented on academic councils and student representatives sit on many of the most important standing committees, ensuring students have a say in the running of their university.

FINANCIAL AID AND SCHOLARSHIPS

Financial aid is designed to meet the needs of our students. KIMEP offers different types of financial aid based both on merit and financial need. These include scholarships, tuition waivers, teaching assistantships, and on-campus employment. To be eligible for needs-based financial aid, a student must meet two main criteria: 1) be in good academic standing; and 2) demonstrate real financial need. The amount and type of aid will depend on a student's need and/or academic performance, and may take different forms. Financial aid is subject to the decision of the KIMEP Academic Council. Some students find financial support from outside KIMEP. In some cases, financial aid is provided by current and future employers in the form of scholarships or loans. Every student is encouraged to seek such external sponsors.

CORPORATE DEVELOPMENT AND ALUMNI ASSOCIATION

The Corporate Development Department maintains mutually beneficial connections between KIMEP and businesses, foundations and the academic community, in Kazakhstan and abroad. The department's mission is to contribute to KIMEP's development through fund raising, attracting grants, and developing partnership programs with the business and corporate community. In return for sponsorship and partnership companies, organizations, and individuals receive priority access to our educational and human resource development services.

The Alumni Center was established to maintain a permanent and stable relationship between the Institute and its alumni, for purposes of mutual service and support. Alumni frequently participate in evaluations and play a significant role in deciding how we are ranked worldwide. Strong alumni make a stronger university and increase the value of a KIMEP degree.

PART II

ACADEMIC POLICIES AND PROCEDURES

ENROLLMENT MANAGEMENT DIVISION

ADMINISTRATION

OFFICE OF ENROLLMENT RECORDS

OFFICES OF ADMISSION

OFFICE OF THE REGISTRAR

OFFICE OF FINANCIAL AID

ON-LINE RESOURCES

ACADEMIC POLICIES

CODES OF CONDUCT

GRADUATION

ADVISING

INTERNSHIP OPPORTUNITIES



ENROLLMENT MANAGEMENT DIVISION

Dean's Office
Office of Enrollment Records
Office of Undergraduate Admissions
Office of Graduate Admissions
Office of the Registrar
Office of Financial Aid

ADMINISTRATION

Dean of Enrollment Management

Larissa M. Savitskaya, MPA, M.ED

Director, Enrollment Records

Anastassiya Manoilenko, MBA candidate

Director, Undergraduate Admission

Natalya Miltseva, MA in Higher Education Administration

Interim Director of Graduate Admission office

Saule Bulebayeva, MPA candidate

Registrar

Uvassilya Samuratova, MBA

Acting Director, Office of Financial Aid

Zhanar Kakimova, MBA candidate

Mission and goals

Enrollment Management is an integrated institutional approach for achieving enrollment and retention goals. Delivering best international practices, enrollment managers strive for excellence in student recruitment, financial aid, and student support services to effectively facilitate student success.

Following KIMEP Strategic Enrollment Goals, EM division has specific goals for:

- Quantity, quality and diversity of students
- Effective recruitment strategies and focused targets
- Enrollment policies, procedures and processes to ensure smooth transitions and adjustments
- Management of campus schedule and course enrollment
- Administration of financial aid funds
- Customized communication with students and families

- Initiation, implementation and monitoring of the policies and procedures affecting student enrollment and records

Profile and functions

Enrollment Management is a young, but already solid structure of cross-trained professionals with set values, practices and priorities. Focusing on a one-stop-service student centered approach, we are the central resource for cross-institutional functions leading to success of our students. Admission office is a focal point for each individual for all operations and functions starting from the point of first interest through application, admission, and orientation and till first successful registration. Registrar office takes the student through the series of course enrollments from day one till graduation. Office of Financial Aid and Assistance is with the applicant (and then with the student) to ensure proper aligning of financial aid funds with the needs of individual enrollee. The Office of Enrollment Records is a unique concentration of expertise for student records, statistics and analysis.

EM plays a leadership role in development and ongoing improvement of student information systems for the campus, managing students' records in collaboration with other units.

The EM division is a primary source for major statistics, reports and analysis on recruitment, admission, registration, retention, attrition, graduation and financial aid.

EM division has the following major functions:

- Enrollment planning and analysis
- Recruitment and admission
- Student orientation programs
- Interactive communication with targeted groups of students
- Registrar
- Financial aid and assistance
- Student records system design and developments

OFFICE OF ENROLLMENT RECORDS

Office of Enrollment Records serves the institution and its constituencies - students, faculty, staff, and the public - to provide quality services in terms of student records while preserving the integrity and privacy of the records. The OER is the primary source of

student enrollment characteristics for multi-purposes usage at program/college and institutional level as well as for the state and public. The OER provides with annual and semester based enrollment reports for the purposes of strategic planning and decision-making related to the aspects of student success and accomplishment of the strategic goals. Office of Enrollment Records is also heavily involved in development and modernization of KIMEP Student Records System.

Source of the enrollment records

All products and services provided by the Office of Enrollment Records are based on the data originated and accumulated by the means of the Registrar's Office, Admission Office and the Office of Financial Aid. Uniqueness of the OER is in ability to consolidate all these records for the stated above purposes keeping balance between high level of data integrity and high scale of data specifics.

Products & Services

Office of Enrollment Records produces the following:

1. Standardized statistic reports related to students' contingents, their academic performance and overall enrollment quality in dynamic. All reports are presented with details by programs, colleges, semesters and academic years, for freshmen cohort and continuing students. Extended data on prospects and alumni are available as well.
2. Analytics on specific enrollment issues to support the number of KIMEP committees. Among them are the Board of trustees, Executive Committee, Strategic and Planning Committee, Budget Committee, Academic Council, and others.
3. Surveys. Office of Enrollment Records is involved in student surveys related to enrollment issues in cooperation with Department of Quality Assurance and Institutional Research (freshmen survey, exit survey and other surveys of students for the issues at program/college/institute). Information obtained from these surveys and consequent analysis of results serves as additional and essential sources of information to be used for enrollment growth.

Majority of these products are available for faculty and staff on-line. Standardized statistics reports are placed on www.kimep.kz → Enrollment Management

(for general public) and on the Intranet → Enrollment Management → Enrollment Statistics (secured access for internal users only).

Any specific enrollment data with more details are provided by the request made to the OER in advance in hard copy, indicating the nature of data required and potential users (data is prepared during between 2 to 10 working days depending on the nature and volume of data).

OFFICES OF ADMISSION

KIMEP is committed to a policy of equal opportunity for admission to all qualified individuals. KIMEP does not discriminate any individual or group on the basis of race, ethnicity, nationality, religion, gender, social or sexual orientation, creed, marital status, physical disabilities, remote area location, age or any other subjective criteria.

KIMEP seeks to enroll outstanding students who have demonstrated the potential to succeed through the leadership and talent as well as have shown evidence of their capability to contribute to the community.

The institute has created clear and transparent procedures of applying and accepting individuals with different academic history and academic needs: Kazakhstan and international applicants, college, transfer students and non-degree students. For specific requirements for admission as well as admission rules, regulations and guidelines and entrance examinations applicants should refer to brochures on "Admission Policies and Procedures" and "KIMEP Entrance Exams". These brochures are updated annually. KIMEP has two offices for Undergraduate and Graduate Admissions that lead services for applicants in terms of admission, orientation and 1st registration to the above-mentioned programs.

Office of Undergraduate Admission

Office of Undergraduate Admission is the central unit that coordinates all recruitment and admission activities for all undergraduate programs at KIMEP. It has a solid team of admission professionals who coordinates all activities within specific geographical regions and for specific groups of applicants.

All processes in the office are focused on the individual approach of the highest quality to recruit, admit and enroll most qualified candidates for the broadly

diverse freshmen class.

Office heavily works with both applicants and their parents. In collaboration with other units (financial aid, registration, student affairs, colleges, etc.) strive to assist potential applicants and admitted students with innovative professional competency and full commitment.

Office of Graduate Admission

While the graduate recruitment is the domain of each college activities and budget, the Office of Graduate Admissions aims to be the central information resource for those applicants who are showed interest in KIMEP graduate programs. The main office function is to serve applicants best through the most comprehensive support at highest quality once they go through the cycle as: **application** → **entrance exams** → **admission** → **arrival on campus and orientation** → **1st semester registration**. It includes information support through variety of means, including printing and on-line materials, information sessions and open house days. Office hours are most suitable for working professionals.

The office maintains and constantly enriches major databank of all potential contacts to assist colleges with recruitment activities.

OFFICE OF THE REGISTRAR

Mission and Purpose

The Office of the Registrar is dedicated to providing the best possible services to for KIMEP students, faculty and staff. The office generates student records from the point of first enrollment through graduation and beyond. It offers a wide range of services in the areas of academic records, student status, registration, course enrollment, classroom assignments and scheduling.

The office monitors implementation of KIMEP policies and procedures to ensure maintenance of well-documented, valid, accurate, permanent, and confidential student records. It also provides certified documentation of academic records through official transcripts.

OFFICE OF FINANCIAL AID

Mission

Office of Financial Aid works with all students who

apply for KIMEP financial assistance. It provides students with information and counselling related to financial aid application, distribution and prolongation. It organises information sessions on a regular basis for students, parents and prospective students.

Customer care and personalised approach is our highest priority. KIMEP assures that the process of distribution of available funds is the most transparent and deliberate. Selection criteria as well as specific conditions for each type of financial aid are clearly set by the Admission and Scholarship Committee (sub-committee of KIMEP Academic Council) that consists of the colleges' faculty, students and administrative representatives.

Once in a year KIMEP organises an Honorary Financial Aid Award Ceremony where all awarded with scholarships students and their parents together with donors are invited to share student success and kind contributions toward it.

ON-LINE RESOURCES

The Registrar's Office maintains a website with information and resources for students, faculty, administrators, and for the public at large. Through the website, students have access to their own personal records. Confidentiality of individual records is maintained by a personalized password system. The website is available at www.kimep.kz → registrar

For Students: Here a student can check his/her advising materials, holds and blocks, checklist, personal registration schedule, wait list status, transcript, final examination schedule, grades, payment report, degree requirements, etc.

For Faculty: Here a faculty member can find individual schedules, information on his/her advisees and advising on-line resources, students on wait lists, registration results, relevant statistics, grade entry pages, attendance sheets, etc.

ACADEMIC POLICIES

From time to time KIMEP may change or add new academic policies. New and/or revised policies apply to all students regardless of the year of entry into KIMEP unless specific exemptions are stated in the

policy. Policies stated in this catalog replace policy statements from previous catalogs. The KIMEP Academic Council may, during the course of the year, revise and alter current academic policy.

CREDIT SYSTEM

KIMEP uses a modified American credit system as the foundation for the curriculum. Degree requirements are stated in terms of credits earned rather than in terms of courses completed. Each credit represents 50 student learning hours, which may include 10-20 hours of in-class instruction. Typically a semester long course will meet for forty-five class contact hours and is worth three credits. However, some courses are worth more than three credits and some worth less.

To earn a degree from KIMEP, a student completes a set of credit requirements for a particular program. The requirements usually have a list of courses that must be taken, a list of elective courses, and a minimum number of credits to be earned. Elective courses are not a requirement but are necessary in order to complete the minimum number of credits. A program can have subparts, with required courses and

a minimum credit requirement for each subpart.

Another requirement for graduation is a minimum level of scholastic performance, which is measured by the grade point average or GPA. The GPA is the average of the grades, but weighted according to the number of credits for each course in which a grade is received. An example of how to calculate GPA is given in a later section.

Credit Equivalents

Some courses are preparatory courses and are worth zero credits. Completion of any of these courses does not earn credits towards graduation. The courses, however, do have a credit equivalent. A three-credit equivalent means that in terms of class time and learning outcomes, the course is approximately the same as a typical three credit course. Some policies (such as maximum course load) are based on credit equivalents rather than on credits.

Grading System

KIMEP uses a letter grading system A, B, C, D, F, etc. Letter grades are further differentiated with “+” for the top of the grade range or “-” for the bottom of the grade range. Based on the grades assigned, a grade point average is calculated and recorded on the student’s transcript.

Grades and Grade Points

The following letter grades apply to courses at the undergraduate, graduate, and doctoral levels respectively.

Grade	Undergraduate	Masters	Doctoral	Points
A+	Highest grade	Highest grade	Highest grade	4.33
A	Excellent	Excellent	Excellent	4.00
A-	Very good	Very good	Good	3.67
B+	Good	Good	Passing	3.33
B	Good	Satisfactory	Failing or Passing**	3.00
B-	Good	Passing	Failing or Passing**	2.67
C+	Satisfactory	Failing or Passing*	Failing	2.33
C	Satisfactory	Failing or Passing*	Failing	2.00
C-	Satisfactory	Failing or Passing*	Failing	1.67
D+	Passing	Failing	Failing	1.33
D	Passing	Failing	Failing	1.00
D-	Lowest Passing	Failing	Failing	0.67
F	Failing	Failing	Failing	0.00

* Grade “C” for Masters students can be considered as either passing or failing, depending on the specific program.

** Grade of “B” and “B-” for DBA students will be considered as passing or failing, depending on whether or not the course is required for the student’s major.

Numerical Conversion to Letter Grades

The following table is a suggested equivalency between classroom numerical averages and the “A” – “F” letter grade scale.

Grade	Numerical Scale
A+	90 - 100
A	85 - 89
A-	80 - 84
B+	77 - 79
B	73 - 76
B-	70 - 72
C+	67 - 69
C	63 - 66
C-	60 - 62
D+	57 - 59
D	53 - 56
D-	50 - 52
F	below 50

Administrative Grades

The following KIMEP wide notations apply to both graduate and undergraduate programs. These notations do not affect the calculation of the grade point average.

Grade	Comments	Points
NA	Not Applicable	N/A
P	Pass	N/A
AU	Audit	N/A
IP	In Progress	N/A
I	Incomplete	N/A
W	Withdrawn	N/A
AW	Administrative Withdrawal	N/A

Not Applicable – NA

Credits earned at other institutions transfer to KIMEP without grades. In such cases the credits are posted to the transcript with the annotation “NA”. Credits with a grade of “Not Applicable” are not included in the calculation of the grade point average.

Grade of Pass – P

In certain cases an undergraduate student may elect to have a course graded on a pass/fail basis rather than receiving a letter grade. Eligibility requirements are discussed below.

1. To receive a grade of “pass” a student must have

selected the pass-fail option at the beginning of the semester.

2. After the registration period ends the pass-fail option cannot be changed.
3. An earned grade of C or higher is recorded as “P”; an earned grade of “C-” or less is recorded as “F”.
4. “P” (pass) earns credits which may count towards graduation.
5. “P” (pass) has no grade points and is not included in the calculation of the GPA.
6. “F” earns no credits. (This applies even if the grade would have been “D-”, “D”, “D+”, or “C-” without the pass fail option.)
7. “F” has zero grade points which are included in the calculation of the GPA.

Eligibility for Pass-Fail

1. Full-time 4th year undergraduate students who are not on academic probation or dismissal warning are eligible. The option is not available to graduate students.
2. There is a limit of 3 credits per semester.
3. The maximum within a degree is 6 credits.
4. The pass-fail course must be a free elective course and not a requirement.
5. The department offering the course must give written permission for pass-fail. The permission must be received by the registrar’s office by the end of the registration period.

Grade of Audit – AU

A student who wishes to sit in on a class without receiving a grade may elect to audit a course.

1. Audited courses are recorded on the transcript with the notation “AU”. Audited courses are not included in the calculation of the GPA.
2. The grade of “AU” is automatic. The instructor cannot assign any other grade.
3. Audited courses do not receive credit, cannot be counted towards graduation requirements and cannot be transferred.

Eligibility for Audit

1. Any student may audit any course for which s/he meets the prerequisites.
2. The student must register to audit the course.
3. The student must pay for the course the same as for any other course.

Grade of In Progress – IP

“In Progress” applies to thesis and dissertation courses which are taken in a sequence over one or more semesters. Once the thesis or dissertation has been successfully defended, the “IP” grade is automatically changed to the appropriate grade for the sequence. A thesis receives a letter grade; a dissertation receives a “Pass”.

1. The grade of “IP” does not affect the GPA.
2. If a student does not complete the thesis or dissertation the “IP” grade remains permanent.

Grade of Incomplete – I

When a student has completed a substantial portion of the requirements for a course but due to uncontrollable factors is unable to complete all requirements, the instructor may assign a temporary grade of Incomplete. The instructor and the student should develop a plan to complete the remaining coursework in a timely fashion.

1. The grade of “I” is assigned 0 (zero) credits.
2. The grade of “I” has no grade points and is not included in the calculation of the GPA.

Removal of Incomplete

1. It is the responsibility of the student to contact the instructor and determine what work needs to be completed in order to convert the “I” into a standard grade.
2. The grade “I” should be changed by the instructor to a letter grade (A, B, C, etc...) immediately after the student completes all course requirements. This should be done as soon as possible but at the absolute latest by the end of next full semester (i.e. the summer semester is not considered a full semester) after the “I” has been awarded.
3. If a student fails to complete all requirements as assigned by the instructor during the allowed time period of one full semester (fall and spring) after the incomplete grade has been received, the “I” will automatically convert to an “AW”.
4. If an instructor who has assigned a grade of “I” to a student leaves KIMEP before the one semester time limit, then the Dean will assign another faculty member to evaluate the remaining coursework and to convert the incomplete to an appropriate letter grade. It will require formal notification of the registrar on the new faculty name and transfer of all current assessment records of a student, course

syllabus and remedial course part from the former instructor. Registrar will not sign faculty leave form without formal notification from the Dean on all of the above.

5. A student may elect to repeat a course rather than remove the incomplete. In such cases the student must register for the course again and pay the regular tuition fees.

Grade of Withdrawal – W (by students)

The grade of W denotes that the graduate or undergraduate student has withdrawn from the course and has not completed the course requirements (Please refer to the academic calendar for the last date to withdraw from a course).

1. The grade of “W” is automatic. The instructor cannot assign any other grade
2. The grade of “W” is assigned 0 (zero) credits and cannot count towards graduation.
3. The grade of “W” has no grade points and is not included in the calculation of the GPA.
4. The grade of “W” does not count in any restrictions or limitations on the number of retakes for a course.
5. A student is not obligated to repeat a course from which s/he has withdrawn. However, if the course is required then the student must complete the requirement in order to graduate.
6. In order to repeat the course a student must register for the course again and pay the regular tuition fees.

Withdrawing from a Course

1. Before the end of the add-drop period a student can use the on-line registration system to cancel the registration for a course. After the end of the add-drop period, the student must submit to the Registrar’s Office a completed electronic withdrawal form for each course from which the student is withdrawing. The e-form is available at the Registrar’s website.
2. Both the instructor and student will receive automatic UMAIL notification on course withdrawal record in the system.
3. During fall and spring semesters a student who withdraws early may be entitled to a partial refund of the tuition paid. The cutoff dates and amount of refund are stated in the academic calendar. These rules do not apply to summer semesters. There is no refund after registration period for any summer

semesters.

4. The withdrawal e-form will be received by the Registrar's Office before the deadline to withdraw. The last date to withdraw is stated in the academic calendar but is approximately the Friday before the last full week of class.

Grade of Administrative Withdrawal – AW (by administration)

The grade “AW” is equivalent to the grade of “W” in all respects except that the Dean of Student Affairs initiates the withdrawal.

The non-academic type of administrative withdrawal can be initiated by the Dean of Student Affairs in collaboration with the instructor. Administrative withdrawal applies to emergency situations that do not allow the student to continue his/her studies in a course or at the university. An emergency situation may include medical conditions, family issues that impact the ability to study, excessive financial debt, or other reasons deemed appropriate by the Dean of Student Affairs. This type of withdrawal may be initiated at any time during the semester. The Dean of Student Affairs has the final decision on the appropriateness of an “AW” grade.

GRADE SUBMISSION

Except in cases of audit (AU) or withdrawal (W), the individual instructor makes the final determination of a student's grade. It is the responsibility of each faculty member to submit grades promptly after the completion of a course. KIMEP has an on-line Input Final Grade system that facilitates the electronic submission of grades to the Registrar's Office. However, grades are not officially posted until a printed copy, signed by the instructor, is received by the Registrar's Office. Grades are due within set deadlines according to the Academic Calendar. Late submission of the grades formally affects annual evaluation process of the faculty.

Instructors may not post or publish any final grade results.

Instructors are encouraged to provide feedback to students on exam and evaluation results but information on final grades is disseminated exclusively by the Registrar's Office. The Registrar's Office will not release grades to students with outstanding debts.

Change of Grade

Faculty members are responsible for ensuring that grades are accurate and correct at the time of submission. Nonetheless if a miscalculation was made, a faculty member can initiate a change of grade within set deadlines according to the Academic Calendar. A “Grade Change” form shall be used for this purpose. Faculty members are allowed to change grades only if they have erred in compiling the final grade and the original grade that was submitted was incorrect. Appropriate documentation must be submitted for every change of entered grade in the system. The Instructor, Chair/Program director and the Dean must sign the Grade Change form.

GRADE APPEAL

Within appeal period as per Academic Calendar, the College Academic Integrity Committee will consider student appeals for the grade change and after that will submit to the Registrar the official decisions of this committee with the evidence for proper change of grade.

GRADE POINT AVERAGE (GPA)

To calculate the grade point average in a credit based system, the numerical points for each grade are multiplied by the number of credits for the course. The results are summed for all courses included in the calculations. The total is the “Credit-Hour Value” (CHV). The Credit-Hour Value is divided by the total number of credits which yields the grade point average. The following is an example:

History of Civilizations A 3 credits
 $4.00 \text{ (for A)} \times 3 \text{ (credits)} = 12.00$
Kazakh Language B 2 credits
 $3.00 \text{ (for B)} \times 2 \text{ (credits)} = 6.00$
Credit-Hour Value = 18.00, Credits = 5
 $18.00 / 5 = 3.60$ grade point average

Two calculations of the GPA are listed on the student's transcript: a semester-based GPA and a cumulative GPA.

The semester-based GPA is calculated and based only on grades from courses taken in a particular semester. The cumulative GPA is based on grades from all courses taken from the beginning of study.

If a course is taken more than once, only the grade received in the most recent retake is counted in the calculation of the GPA. The GPA is calculated only for degree students. The GPA is not calculated for exchange or for non-degree students.

ACADEMIC AWARDS AND HONORS

KIMEP provides recognition for those students who achieve the highest level of scholastic performance. At the end of each regular semester, the Office of the Registrar compiles a list of the top performing students. All full time students, undergraduate or graduate, with a semester GPA of 4.0 or higher are placed on the “President’s List”. All full time students, undergraduate or graduate, with a semester GPA of 3.75 or higher are placed on the “Dean’s List”. At graduation, KIMEP recognizes students with outstanding academic performance by conferring a degree with honors. There are three levels of honors: Cum Laude (With Honors), Magna Cum Laude (With High Honors), and Summa Cum Laude (With Highest Honors). Graduating with honors is noted on the student’s transcript and is printed on the Diploma. Honors applies to both undergraduate and graduate students.

To graduate Summa Cum Laude a student must have a grade point average of 4.25 or higher.

To graduate Magna Cum Laude a student must have a grade point average of 4.15 or higher.

To graduate Cum Laude a student must have a grade point average of 4.00 or higher.

A student receives the highest level of honors for which s/he is eligible.

STATE DIPLOMA WITH HONORS

According to the section 105 of the Order # 125 from March 18, 2008 of Ministry of Education and Science of the Republic of Kazakhstan, a diploma with Honor is issued to the student who graduated with A, A- grades 75% of the courses in the academic plan of study, and the rest of the courses with B-, B, B+ grades (excluding the grades of Military Training). KIMEP Diploma with Honors is awarded to graduates in accordance with the policy Academic Awards and Honors.

ACADEMIC RECORDS

The Registrar’s Office maintains records of student academic performance. Academic records are available on a continuous basis on four forms: mid semester grade reports, graduation checklists, unofficial transcripts, and official transcripts. Grades and credits earned are posted to academic records only when all required documentation submitted to the office of the Registrar from instructors.

Mid-semester grade report

Usually, mid-semester grades are temporary grades, which are assigned in the courses taken during 1st year of study. The grades can be indicated as Pass or Fail, as “C or above”, “D”, or “F”, or as any letter grade including “+” and “-” depending on the preference of the instructor. The purpose of a mid-semester grade is to provide the student with information on his/her progress before the end of a course. Mid-semester grades are not posted to the transcript or checklist and have no meaning once final grades have been posted.

Graduation checklist

The graduation checklist is an internal document which tracks a student’s progress towards meeting degree graduation requirements. Completed coursework is organized by the degree requirement rather than by semester.

The checklist is used for advising purposes and should not be circulated outside of KIMEP. A student’s checklist is available to the student and his/her adviser on-line through the registrar’s website: www.kimep.kz → registrar

Graduation request

The student, planning to complete graduation requirements in the current semester, must submit a Graduation Request to the Registrar’s Office. After that all graduation approval will start taking place. Without written notification through the Graduation request, registrar office cannot initiate graduation preparation for the student. Failure to submit graduation request by the prescribed deadline will postpone student’s graduation till next semester. Candidates who apply for a given graduation and fail to qualify will need to reapply for a later graduation.

Unofficial Transcript

The transcript is the record of a student's academic performance.

The transcript contains the following information:

Student name, student ID, student status, degree program, declared major, declared minor, courses taken (with course code, course title, grade and credit hours), credits completed and GPA (grade point average). The transcript is organized by semester. Grade point average and credits earned are indicated for each semester and as a cumulative total. An unofficial transcript is available on-line through the registrar's website: www.kimep.kz → registrar

Official Transcript

The official transcript is the formal presentation of a student's record to the external community. The official transcript contains the KIMEP logo and address. It is printed on blue security paper with the name of the university in white typeface across the front of the document. The registrar signs an official transcript and certifies the document with the registrar's official seal. A hidden security warning appears if the official transcript is photocopied. In addition to the information mentioned for the unofficial transcript, the official transcript also contains information for the external community such as an explanation of KIMEP's credit system, course codes and the grading system. A student may request an official copy of the transcript for any purpose at any time upon payment of the transcript fee. Student may request the official transcript online at the registrar webpage provided they have no tuition debt.

COURSE CODING

KIMEP uses an alphanumeric coding scheme that consists of 3 alpha and 4 numeric characters. The first two alpha characters represent the department or discipline for the course. The third character can represent a subsection of a department. The first numeric character represents the intended level of the course. The remaining numbers represent the unique identifier of the course. Course codes for discontinued courses cannot be reused.

Course Level	Intended students
1000	All Students (Mainly First Year)
2000	Second or Third Year Students
3000	Third or Fourth Year Students
4000	Third or Fourth Year Students
5000	Graduate Students Only
6000	Doctoral Students Only

4000 level courses are undergraduate courses but in some instances may be taken for graduate credit. If taken for graduate credit the code will be followed by the letter "G".

5000 level courses are graduate courses but in some instances may be taken by undergraduate students. When the registration is for undergraduate credit the course code is followed by the letter "U".

STUDENT STATUS AT KIMEP

KIMEP employs several criteria for classifying students.

The most important classification is the status while studying at KIMEP.

Degree Student – is any student who intends to complete a program of study and to earn a degree, which is offered by KIMEP. To have degree status a student must have successfully passed KIMEP entrance examinations (if required) and have been formally admitted to a degree program. A degree student can attend either full time or part time.

Non-degree Student – is any student who wishes to take classes for personal reasons without the intent of earning a degree. In order to register a student must apply for admission as a non-degree student and be accepted.

Non-degree students can take the same number of courses as degree students, but can only take courses for which they meet the prerequisites. Registration for non-degree students is opened two weeks before classes start.

If a non-degree student applies and is accepted to a degree program, some credits earned in non-degree status can transfer to the degree program. However there are restrictions and limitations. Details are defined in the section on transfer of credits.

Exchange student – is any student studying at KIMEP who is a degree-seeking student from another university. KIMEP has student exchange programs with many partner universities from around the world. Students from partner universities study at KIMEP for one or two semesters and transfer the credits back to their home university.

Adult Learner – is a non-degree option offered to all people (above 21 years old) interested in auditing

KIMEP courses. A person who is accepted under the Adult Learning status is not formally the student of KIMEP and, therefore, do not receive any/all benefits that students have. Though the rules and conducts while taking courses have to be followed (KIMEP and KZ regulations). A person under the Adult Learning status can only audit the course and no course assessment will apply to these individuals. No formal transcript is provided upon the completion of the course, just confirmation from the Registrar office, which reflects the name of the course, semester and AU grade. Audited courses cannot be transferred or converted to degree programs at KIMEP. Registration for the courses is done on a space-available basis (any courses in KIMEP official schedule) during registration period for other non-degree students. All other non-degree conditions apply, including full payment in advance with no refunds.

ACADEMIC STANDING

Academic standing applies only to degree students. Therefore a student with Regular status is a degree student in good academic standing.

Regular – is a degree student whose academic progress is acceptable towards earning a degree.

Academic Probation (AP) – is a degree student whose performance is below the standards required for graduation (details are stated in the section on Academic Probation).

Full Time - Part Time

KIMEP also classifies students as full time or part time. The only distinction between full-time and part-time students is that part-time students may not receive scholarships, grants, or tuition waivers.

Full Time Student – is any undergraduate student who takes 12 or more credit equivalents per semester or any graduate student who takes 9 or more credit equivalents per semester.

Part Time Student – is any undergraduate student who takes less than 12 credit equivalents per semester or any graduate student who takes less than 9 credit equivalents per semester.

Year of Study

In the framework of academic credit system, the year of study is based on the number of credits completed according to the table below. Graduate programs have

only a first and second year. In some cases a second year graduate student will have more credits than the upper limit in the table for second year status. Year of study is important for the priority registration system.

Credits earned

0 to 30
31 to 60
61 to 90
91 and up

Year of Study

First year (Freshman)
Second year (Sophomore)
Third year (Junior)
Fourth Year (Senior)

Confirmation of student status

The Office of the Registrar prepares enrollment verification documents (spravka) for students enrolled at KIMEP under any status as well as alumni. Documents are available in a timely manner upon payment of the processing fee. Students may request it online.

ACADEMIC PROBATION

Students on Academic Probation are considered as students at academic risk. AP students may register for restricted number of credits only and cannot be the recipients of the KIMEP financial aid.

Undergraduate students

1. By the results of the first semester of study at KIMEP if cumulative grade point average of student is below 2.0 the obligatory academic counseling with the program/college is required.
2. After an undergraduate student has taken 24 credits at KIMEP, the student will be placed on Academic Probation if the cumulative grade point average is still below 2.0
3. An undergraduate student on Academic Probation may not register for more than 12 credits equivalents per semester. While student on Academic Probation academic counseling remains obligatory for him/her.
4. A student will be returned to regular status whenever the overall GPA is raised to 2.0 or above.
5. An undergraduate student who has attempted 24 or more credits while on Academic Probation, who's overall GPA is still below 2.0 withdrawn from KIMEP.
6. Student may return to KIMEP following the policy of Returning Students

Graduate students

1. By the results of first semester of study at KIMEP if cumulative grade point average of a student is below 3.0 for MBA and LLM and 2.67 for other Masters programs, the obligatory academic counseling with the program/college is required.
2. After a graduate student has taken 18 credits at KIMEP, the student will be placed on Academic Probation if the cumulative grade point average is still below 3.0 for MBA and LLM and 2.67 for other Masters programs.
3. A graduate student on Academic Probation may not register for more than 9 credits equivalents per semester. While student on Academic Probation academic counseling remains obligatory for him/her.
4. A student will be returned to regular status whenever the overall GPA is raised to 3.0 for MBA and LLM and 2.67 for other Masters program or above.
5. A graduate student who has attempted 18 or more credits while on Academic Probation, whose overall GPA is still below 3.0 for MBA and LLM and 2.67 for other Masters program will be withdrawn from KIMEP.
6. Student may return to KIMEP following the policy of Returning Students

REGISTRATION FOR CLASSES

KIMEP has a unique on-line registration system following personalized and secure approach. The dates of the registration period for each semester (including summer sessions) are stated in the academic calendar. The on-line registration system is accessible only during the registration and add/drop periods.

Add and drop

The first week of the full (Fall/Spring) semester is designated as the add-drop period. During Summer semesters add/drop period is two days. (The exact dates are stated in the academic calendar). Add and drop period is originally designed to add and drop courses for students who already registered. Late course add through on-line system is allowed for registered students with the instructor approval. Late course add through on-line system is allowed for registered students with the instructor approval. For any course withdrawal after the Add/Drop period partial refund applies.

Late Registration

On-line late registration will be opened for any students whose semester registration is delayed for any reasons. Limited course options are available at this stage. Applications for late registration will not be considered unless first approved by the Instructor. A set Late Registration Fee applies to a student in a certain semester.

Priority Registration

KIMEP uses a priority registration system. Graduate students, fourth year students, students with a grade point average of 4.0 or above, and students with special needs have the first opportunity to register for classes. The priority system insures that graduating students are the first to be registered in courses that would be needed for graduation.

Thereafter registration is opened for third year students, then second year, etc. The date on which registration is opened for each priority group is indicated in the academic calendar.

Maximum Course Load per Semester

The maximum course load is based on credit equivalents which includes both credit and non-credit courses.

Fall and Spring Semesters

The recommended academic load during fall and spring semesters for undergraduate students is 15 credits or credit equivalents. The typical course schedule is five 3-credit courses. The recommended academic load for graduate students is 12 credits or credit equivalents. The maximum number of credits (and/or credit equivalents) for both graduate and undergraduate students in fall and spring semesters is 18 (eighteen). The limit includes retakes and zero credit courses.

Non-degree students follow the same guidelines and restrictions on maximum course load as regular degree students.

An undergraduate student on academic probation may register for up to 12 credit equivalents. A graduate student on academic probation may register for up to 9 credit equivalents.

Summer semester

The maximum number of credits (and/or credit equivalents) that a student may take in a seven and

a half week summer semester is 9 (nine) credits. The limit for a three-week summer module is 3 (three) credit equivalents. The limits include retakes and zero credit courses. Students on Academic Probation are limited to 6 (six) credit equivalents in a seven and a half week semester.

Waiting List

Once the group is full the on-line registration system allows students to sign up for a waiting list same as registration goes for courses (through verification of required prerequisites, max. number of credits in a semester and tuition availability)

Any drop of the earlier registered students will result in registration of the student staying 1st in the waiting list by student confirmation within 48 hours. Immediate notification of wait-listed student is made through the UMAIL system. Tuition is charged accordingly and course registration is treated as for any other course. If a student fails to register within the given period, the eligibility to register for the course goes to the following student in the waitlist.

By the first Wednesday of classes each college management will clean up the waiting list.

Prerequisite Waiver Policy

Many courses have one or more prerequisite courses, which must be completed before a student can register for the course. The purpose of the prerequisite is to ensure that a student has sufficient knowledge to understand the content of a course.

Only in rare situations can a student enroll in a course without having completed the prerequisite(s). If a student feels that there is sufficient justification to waive a prerequisite, the student may submit a petition for a prerequisite waiver to the department chair or program director.

The chair then consults with the instructor of the course.

If both agree then a waiver can be granted. If either the instructor or the chair refuses permission, then the student will not be allowed to enroll in the course.

Retake (Repeat) of a Course

If a student receives a failing grade in a course, the student may retake the course. If the course is an optional elective, the student may choose to repeat the course but is not required to do so. A student who has completed a course with a passing grade may elect

to repeat the course in order to improve the grade. All grades for a course and subsequent retakes are recorded on the transcript, but only the last grade is included in the calculation of the cumulative grade point average. This applies even if the last grade is lower than an earlier grade.

To retake a course, a student should register for the course and pay tuition the same as for other courses. The student must attend class sessions (lectures and/or tutorials) and complete all assignments and examinations, the same as if s/he was taking the course for the first time. A student may not recycle assignments or exam scores from a previous enrollment nor can a student use current assignments or exam grades to raise a grade from a previous semester.

To retake a course for the third time a student needs the approval of the dean of the student's college. A fourth and subsequent retakes require the approval of the Vice President of Academic Affairs.

Independent Study

An undergraduate student (in good academic standing on regular status) may enroll in independent study during the final semester before graduation if a course necessary for graduation is not offered or if a course necessary for graduation has been cancelled. Before an independent study can be authorized, the student should consult with the program advisors to determine if a substitute course is available. Independent study is not authorized if the required course was previously offered and the student would have been able to take the course but elected not to do so. No more than three credits of independent study can be used for an undergraduate degree. Independent study may not be used to repeat a course previously completed with a passing grade.

A graduate student (in good academic standing on regular status) may enroll in independent study if a course necessary for graduation is not offered or if a course necessary for graduation has been cancelled. Independent study can be authorized if sufficient courses or substitute courses are not available for the student to make continuous progress towards completing the degree. No more than six credits of independent study can be used for a graduate degree.

The process for completing an independent study is as follows:

1. A faculty member with expertise in the subject

area (preferably a faculty member who has previously taught the course) agrees to supervise the independent study.

2. The faculty member submits a study plan detailing the learning objectives, reading assignments, student-faculty contact schedule, and methods of assessment.
3. A faculty panel consisting of the chair or associate dean and one person from the department reviews the study plan. The panel may approve the plan, disapprove the plan, or request additional information.
4. If the faculty panel agrees then a recommendation is made to the dean for final approval.
5. The dean notifies the Registrar's Office in writing of the approval of the independent study. The form for Independent Study is available at Registrar's website.
6. The student registers for the course as independent study and pays the regular tuition fee.
7. At the end of the semester the faculty supervisor submits all documents verifying completion of the independent study along with the grade for the course.

This policy does not apply to ExMBA and DBA students.

Graduate Jump Start

A KIMEP undergraduate student with a grade point average of 3.0 or higher may request to enroll in graduate courses in his/her last semester of study. The student must be enrolled in all courses needed to complete the undergraduate degree and the total number of credits for both graduate and undergraduate courses may not exceed the maximum number of credits allowed for graduate students. If the student subsequently enters a graduate program, the graduate credits can be transferred to the graduate program and counted as credits taken in residence.

The graduate credits cannot be used as part of the degree requirements for the undergraduate degree. The graduate tuition fee applies to all courses receiving graduate credit.

Cancellation of classes

KIMEP has no obligation to run a course with low enrollments.

KIMEP has an established policy on minimum class

size and has the right to cancel classes due to low enrollment. To best assist students the colleges will notify students about all classes' cancellations prior to a semester start. When a class is cancelled, students should consult with the department or advisors to determine an appropriate alternative and register accordingly.

Class Size

The following table lists the minimum class size for a single section course, the minimum section size for a multiple section course, and the target range for class size. The target range does not imply an upper limit for class size; many core courses are run in much larger sections.

Course Level	Course Minimum	Section Minimum	Target Range
1000/2000	15	20	25-60
3000/4000	15	20	20-50
Eng/ Kaz	12	15	15-20
Graduate	10	15	15-35

Scheduling Final Exams

The schedule for final examinations is to be available to students and faculty at least one month before the end of classes. In scheduling final examinations, the following priorities will be observed:

1. Among other classes, those with larger enrollment will normally be examined earlier in the exam period.
2. Student exam loads will be governed by these rules:
 - a) A student may have no more than two final exams on any one day.
 - b) If a student has two exams on any one day, there must be a break of at least one hour between the exams.
- 3) Normal duration of final examinations should be two hours. An instructor wishing to give an exam longer than two hours should obtain approval from the Dean of the College and VPAA.
- 4) During the final exam period, all days including Saturdays and Sundays will have examinations scheduled. However, no final exams will be scheduled on national holidays (if any).
- 5) Once the final exam is scheduled, no change is

allowed to preserve students' rights for other than study arrangements.

LEAVE AND WITHDRAWAL FROM KIMEP

Academic Leave

A student may request a leave of absence by submitting a leave of absence form to the Registrar's Office. The maximum time for a leave of absence is one academic year. If a student does not enroll for classes and does not request a leave of absence, the student is administratively withdrawn from KIMEP at the end of the late registration period in the second semester of non-enrollment (excluding summer sessions). Such students are welcomed through the policy on Returning Students.

Withdrawal from KIMEP

Withdrawal from KIMEP terminates the agreements between the student and the Institute.

Withdrawal can be initiated by the student or by KIMEP. KIMEP has the right to administratively withdraw students for poor academic performance, for violations of KIMEP regulations, for disciplinary reasons, for expiration of the time allowed for graduation or for non-registration (unless a leave of absence has been submitted).

To voluntarily withdraw from KIMEP a student should:

1. Process a withdrawal form;
2. Settle all debts and obligations with the Institute;
3. Pay a withdrawal fee:
 - a) Withdrawal fee is applied to students in the following cases:
 - Students who withdraw from KIMEP at his/her own initiative
 - b) Withdrawal fee is not applied to students in the following cases:
 - Non-degree students who are readmitted to regular KIMEP program
 - Students who are administratively withdrawn from KIMEP
4. Retrieve all official documents (such as UNT certificate) from the Admissions Office.

If a student later desires to return to KIMEP s/he must reapply for admission, following the policy on Returning Students.

Withdrawal period for newly admitted students:

1. Newly admitted students will have to enroll in the period indicated in his/her letter of acceptance/ Admission order.
2. If the newly admitted student has not enrolled in the period indicated in the acceptance letter/ Admission order neither submitted the Deferral form to the Registrar office s/he will be administratively withdrawn from KIMEP on the first day of classes of the semester (summer is not included) following the semester of his/her admission.

POLICY ON RETURNING STUDENTS

1. KIMEP welcomes all students who are returning after being withdrawn from KIMEP either voluntarily or administratively (through re-admission).
2. Returning student has at least one completed semester at KIMEP
3. The student may not apply for readmission for at least one full Fall or Spring semester (15 weeks) following the end of the semester from which the student was dismissed for both academic and administrative reasons.
4. Undergraduate returning students could be of two types:
 - I. In good academic standing at the time of withdrawal (2.0 GPA or an equivalent of 63% average passing level on non-credit courses and above)
 - II. In poor academic standing (GPA is below 2.0)
5. The re-admission of returning students (with good academic standing) include:
 - I. KIMEP English Entrance Test (KEET) that may be taken at any of the officially announced entrance examination dates
 - II. UNT/CTA requirement is waived
 - III. Math placement is up to the GE assessment of corresponding records
6. The re-admission of returning students (in poor academic standing) will require all as in the Point 4 and the official permission for readmission from the program/college to which the student applies
7. Transfer to another program is permitted only after completion of 30 credits (credits transferred from the previous records are not counted).
8. A readmitted student follows the catalog at the time of readmission and must complete the degree

- within the time limits specified in that catalog.
9. A student can use the privilege of being readmitted only once in terms of waiving UNT and using previous degree requirements (Catalogue)

TRANSFER BETWEEN PROGRAMS

At KIMEP, degree students are admitted to a specific program. For various reasons a student may later decide to pursue studies in a different program. A transfer to another program is permitted for both undergraduate and graduate students, subject to the following limitations:

1. Undergraduate students must complete 30 credits before applying for a transfer.
2. Graduate students wishing to transfer from one program to another may do so without regard to the number of credits completed.
3. The student must meet all admission and/or transfer requirements of the receiving program.
4. Student has notified the parent college and has written permission of the dean of the receiving college.

Regardless of whether previous courses are counted towards a degree program, all courses taken at KIMEP (with grades) should appear on the official transcript. Courses not counted towards a degree can be listed in a separate “additional courses” section at the end of the transcript.

For students who transfer from one program to another, or who transfer from non-degree to degree status, the GPA will be calculated using all courses for which credit is given in the degree program. Courses not counted towards the degree program will not be included in the calculation of the GPA, although they will appear on the student’s transcript.

TRANSFER OF CREDITS

Transferring KIMEP credits

Credits earned in degree status at KIMEP are permanent and can be used in any degree program for which the credits are appropriate. If a student is withdrawn from KIMEP and later reapplies to study under a new student ID, the credits previously earned can be transferred to the records for the new ID. If requirements have changed then some credits may

not be applicable. The curriculum committee of the department or program makes the final determination of whether previous credits correspond to current requirements and can count towards the degree. Grade taken at KIMEP, on a different students’ ID, can be transferred only if they are “C” or better.” Students who change degree status or ID number must request that their records be updated during the first semester of study under the new ID number. No transfer credits to non-degree status are allowed.

Transfer of Credits from outside of KIMEP

Coursework completed at other accredited universities in Kazakhstan or abroad can be transferred to KIMEP. The verification of MoE license or equivalent shall accompany any college decision on credits transferred (except for the institutions that have formal agreement with KIMEP on academic course transfers). Number of credits transferred is a math calculation of course content as per current KIMEP credit system.

A student with coursework completed outside of KIMEP should present a request for course transfer to the department that would most likely be responsible for the course at KIMEP. The application must be accompanied by a detailed course syllabus showing the topics covered in the course and an official transcript showing the number of credits and the grade or final assessment in the course.

1. If an equivalent course exists at KIMEP the transcript will indicate the course code and course title of the KIMEP course. The course need not transfer for the same number of credits as the KIMEP course.
 2. If a course does not match a current course title then the course can be transferred as Special Topics.
 3. Courses in disciplines that are not taught at KIMEP can still be transferred as free electives.
 4. Courses taught in languages other than English can be considered for transfer if the courses were taken at an accredited university.
 5. Credits for courses taken at other institutions of higher education will only be transferred if the student has earned a “C” or higher grade in the course.
- However coursework taken at a partner university as part of a KIMEP sponsored student exchange program requires only a passing grade in order to be transferred.
6. No letter grade is assigned to transfer courses.

Transfer courses are not considered in the calculation of the grade point average.

7. No more than fifty (50) percent of student's degree program requirements can be transferred. No transfer credits to non-degree status are allowed.
8. The course transfer decision is an academic decision and the final judgment and decision is made by the academic departments (number of credits, level of the course, course equivalent in KIMEP catalog, etc.).
9. Registrar may not accept for processing some credits transfers if not satisfied with above. The Academic Council does oversight of the course transfer procedure and decision making in case of inconsistencies or student appeals.

ECTS transfer

Coursework completed at European universities is often defined in terms of ECTS (European Credit Transfer System).

ECTS is based on workload and learning outcomes rather than on class contact time. This is the same as KIMEP credits. Each KIMEP credit is equivalent to 2 European credits.

ECTS	KIMEP
1	0.5
2	1
3	1.5
4	2
5	2.5
6	3
7	3.5
10	5

Waiver of Graduate Requirements (Fast-track)

Students admitted to a graduate program who have an undergraduate degree in the same field or a closely related discipline are considered fact track students. Fast track students can transfer or receive course waivers according to the guidelines of the graduate program. For KIMEP graduates each program has a policy on the courses and the minimum grade requirement that applies to the fast track program.

Students who completed undergraduate programs at other universities should follow the course transfer procedures in order to qualify for waivers under the fast-track policy.

Fast-track courses are transferred without grades.

Grades earned in undergraduate courses that are used to waive graduate requirements do not count in a student's graduate grade point average.

Transferred or waived credits cannot exceed fifty (50) percent of the requirements for the degree.

ACADEMIC COMMUNICATION POLICY (U-MAIL)

All KIMEP students and instructors are provided with an official e-mail address on either the umail.kimep.kz or kimep.kz server. Since these email systems are an official mean of communication, both students and instructors are expected to communicate through them. Because the important announcements, news and messages regarding the academic affairs, student life, campus events or administrative issues are sent to the students' official e-mail, all students are expected to check their student e-mail on a regular basis (at least daily), and any communication sent to them by the administration or faculty is considered to be received and read by the students. Both instructors and students are expected to use their official e-mail address for the academic communication.

Note: E-mail addresses are assigned by the Computer and Information Systems Center. The academic communication policy is based on existing KIMEP e-mail policy (Please, refer to the Computer and Information Systems Center section of the Catalog).

CODES OF CONDUCT

Code of Confidentiality

KIMEP's policy on the confidentiality of student records is governed by Republic of Kazakhstan law: "On Education" dated July 27, 2007 № 319-III. Any majority age student has the right of non disclosure of confidential information (number of registered courses per semester, schedule, tuition, payment, debts, grades, etc.). This information cannot be released to any other party without the student's consent. Permission for the release of information to other parties can be granted in person by the student or by submission of a notarized "Consent Form for Use and Disclosure of Student Information".

ACADEMIC CODE OF BEHAVIOR

Student Classroom Behavior

KIMEP supports the principle of freedom of expression for both instructors and students. The university respects the rights of instructors to teach and students to learn. Any action which impedes these rights is prohibited.

The expectation is that students:

1. arrive on time for class (after 10 minutes instructors have the right to refuse entry);
2. obtain the instructor's permission if there is a legitimate need to leave class early;
3. turn off all mobile phones and electronic devices. (Instructors have the right to confiscate mobile phones that have not been turned off for the remainder of the class period);
4. refrain from talking to other students except during structured classroom activities (Instructors have the right to direct offending students to leave the classroom);
5. refrain from making disruptive noises such as slamming doors;
6. behave in a respectful manner towards the instructor and other students. (Incidents of insulting behavior and/or use of offensive language or gestures can be forwarded to a disciplinary committee for sanctions);
7. respect the opinions and beliefs of others even if there is disagreement.

The guidelines are appropriate for all academic situations whether in lectures, seminars, tutorials, or in interaction outside of the classroom.

Disruptive Classroom Behavior Policy

Students are not permitted to engage in classroom behavior that interferes with the instructor's ability to conduct the class or with the ability of other students to profit from the instruction. An individual engaging in disruptive classroom behavior will be subject to:

First offense: warning from instructor
Second offense: removal from class
Third offense: sanction by the College Disciplinary Committee.

Disruptive, as applied to the academic setting, means verbal and other behavior in the classroom that a reasonable faculty member would judge as contrary to normal academic functions. Examples include, but

are not limited to, speaking persistently without being recognized, frequently interrupting other speakers, constantly making statements that are off the topic, use of intimidation, physical threats, harassing behavior, use of mobile telephones, personal insults, physical contact, and refusal to comply with faculty direction. The institution reserves the right to move directly to removal from class or sanction by the College Disciplinary Committee depending on the nature and severity of the misconduct.

Class Attendance Policy

Students are expected to attend all classes. Each instructor is responsible for his/her attendance policy. Each instructor determines the relationship between class attendance, the objectives of the class and the student's grade.

The instructor is responsible for informing students of attendance policies and the effect of attendance on their grade during one of the first two class sessions. The student is responsible for knowing the policy for each course.

Only the instructor can approve a student's request to be absent from class. Violation of the instructor's attendance policy may result in lowered grades or in an instructor-initiated withdrawal from the course. In the event of a dispute, the matter may be reported to the College Disciplinary Committee.

Make up Class Policy

All contact hours declared in the schedule shall be maintained (for example, for a three credit course, forty five contact hours is typically expected). The academic department and faculty monitor the completion of required contact hours. KIMEP recognizes the official holidays of the Republic of Kazakhstan. With the purpose of maintaining the excellence in education, both instructors and students of KIMEP are expected to follow the class make up policies:

1. Make up days for all class cancellations due to the official holidays are scheduled in the annual academic calendar. Make up class schedule may fall to the weekends due to the limited flexibility of academic scheduling. Please, refer to the Academic Calendar and make hall reservations. However, the offered schedule is flexible and can be changed for a more suitable time for instructors and students. Make up classes are monitored by the Academic Units.
2. When the Instructor cancels a class due to the sick

leave, conference trip, or any authorized absence, make up class is expected. The class should be scheduled taking into consideration both instructor's and students' time. Make up classes are monitored by the Academic Units.

3. Class cancellations by the institute or instructor due to the weather or unexpected circumstances should be made up. Depending on the case, the scheduling is made either by the institution or instructors. Make up classes are monitored by the Academic Units.

Examination Rules

Effective proctoring of exams is crucial for the reputation and integrity of the student evaluation system. To ensure the integrity of exams:

1. Proctors have the right to demand ID cards upon entrance to the examination room or at any time during the exam.
2. All coats, bags, brief cases and other materials must be placed in the designated area, usually adjacent to the senior proctor's table.
3. All reference books, materials, papers, magazines and journals must be deposited at the senior proctor's table. Unless otherwise indicated, they must not be within the sight or reach of students.
4. Students may not borrow anything from other students.
5. It is the students' responsibility to know whether translation dictionaries are permitted or not.
6. Possession of unauthorized notes or reference material whether referred to or not, may be taken as proof of cheating regardless of their nature.
7. Students may not leave the room once the examination has started for any reason. Students leaving the examination room will not be allowed to return. Students are advised to use the restrooms immediately before an examination.
8. Talking to anyone other than the proctor in the examination room is not permitted.
9. Student may not use cell phones, pagers or any text messaging devices.
10. Students must stop working at the end of the time allowed for the exam. Continuing to work on the exam after the allotted time is considered as cheating.
11. Communicating answers to other students is as serious as receiving answers. Students who assist others are subject to disciplinary action and penalties.

ACADEMIC INTEGRITY POLICY

KIMEP considers academic integrity to be essential for each student's intellectual development. Incidents of academic dishonesty can hinder the free exchange of ideas and seriously damage the reputation of the institution.

KIMEP requires all students, faculty and staff to accept responsibility to pursue academic research and learning in an honest and ethical manner. Any and all behavior that leads to academic dishonesty is strictly forbidden.

Zero Tolerance Policy

KIMEP has a "zero tolerance" policy for all forms of academic dishonesty. Zero tolerance applies to homework, quizzes, assignments, papers, presentations and midterm exams the same as for final exams. Zero tolerance applies to admission and diagnostic tests the same as for classroom assessments. And zero tolerance applies to faculty the same as to students. Faculties are expected to lead by example.

Plagiarism

Plagiarism is a form of academic dishonesty. Plagiarism is defined as submitting someone else's work as one's own.

Plagiarism occurs when a person:

1. Directly copies one or more sentences of another person's written work without acknowledgment.
2. Closely paraphrases one or more paragraphs without acknowledgment of the origin of the ideas.
3. Uses facts, figures, drawings or charts without acknowledging the source.
4. Fails to put a word for word citation in quotation marks assuming that referencing the source is sufficient (i.e. a referenced work created by "cut" and "paste")
5. Turns in an assignment done by someone else.

Levels of Academic Dishonesty

Incidents of academic dishonesty can be classified into different levels depending on the seriousness of the action.

Level 1 incidents are situations in which the dishonesty would have only a small impact on the person's academic record. Examples would be falsifying an attendance sheet, copying a homework assignment, copying from another student's answer sheet during

a quiz, or instances of plagiarism where only a part of an assignment is plagiarized.

Dishonest behavior on an exam, quiz or assessment activity that counts for 10% or less of the total assessment is level 1 dishonesty.

Level 2 incidents of dishonesty are intentional and preplanned.

The outcome of the dishonesty is significant enough that it might have an impact on a final grade or on some desired outcome. Examples include preparation and/or use of cheat notes during an exam, communicating or receiving answers during an exam, submitting papers or assignments done by others, plagiarism, falsifying documents and/or forging approval signatures.

Level 3 incidents are serious incidents of dishonesty. Examples of level 3 dishonesty are gaining access to copies of upcoming examinations, gaining access to student records and changing grades or scores, falsifying academic records or documents, taking an exam for someone else or having someone else take one's exams, presenting a false identification or fraudulent documents.

Level 4 dishonesty is very serious and includes criminal activity related to academic performance. Examples include theft and distribution of upcoming exams, bribery of faculty or staff to provide information or to change data, selling exam answers, gaining unauthorized access to data and/or computer systems and stealing information or changing data.

Procedures

When an incident of academic dishonesty occurs, the faculty or staff member should respond to the situation immediately upon becoming aware of the dishonesty.

For level 1 dishonesty the faculty member or person responsible may handle the academic dishonesty at a personal level. If the person who was dishonest accepts the penalty, then no further action is required. If the person accused of academic dishonesty disagrees with the penalty or feels that the charge of academic dishonesty is incorrect s/he may request a hearing with the College Disciplinary Committee (CDC).

For incidents of dishonesty at level 2 or higher, the faculty member or person responsible should submit a report of the dishonesty to the chair of the College Disciplinary Committee immediately upon becoming aware of the dishonesty.

Any incident which has an impact of more than 10 percent of a grade is automatically level 2 and must

be reported. Normally the report is submitted to the Disciplinary Committee of the College in which the student is enrolled. If an incident involves persons from both Colleges then the Vice President of Academic Affairs will decide which committee is the most appropriate committee to hear the case.

Upon receiving the incident report, the chair of the Disciplinary Committee notifies the person of the charge of academic dishonesty and indicates the time and date of the next committee meeting. The College Disciplinary

Committee evaluates the evidence, determines whether or not academically dishonest actions have occurred and determines an appropriate penalty. If further investigation is necessary the committee may meet several times in order to determine the outcome of a case.

The person accused has the right to appear before the committee and to make statements to the committee. The accused also has the right to counsel and to have others speak on his/her behalf.

The committee should examine the person's record of academic dishonesty (if applicable) to determine an appropriate penalty. Once a decision has been reached, the College Disciplinary Committee must report the findings to the instructor, the student and the Registrar within 5 working days (excluding holiday and break periods).

Students have the right to appeal the decision of a College Disciplinary Committee.

The appeal should be submitted in writing to the Office of Student Affairs within 5 working days (excluding holiday and break periods) of receipt of the decision of the College Disciplinary Committee. If allowed, the appeal is heard by the KIMEP Disciplinary Committee. In order to have the appeal heard, the defendant must state a specific reason for the appeal.

An appeal can be made on the grounds that the College Disciplinary Committee did not follow due process or on the grounds that the College Disciplinary Committee erred in the assessment of the case. A defendant may not use the appeal process to simply plead for a lighter sanction.

The KIMEP Disciplinary Committee may uphold the decision of the College Disciplinary Committee, may return the case to the CDC to be reheard, or may render a revised decision on its own. The decision of the KIMEP Disciplinary Committee is final.

Penalty Guidelines

The appropriate penalty for an incident of academic dishonesty depends on the level of the academic dishonesty and on the person's record. Individuals involved in multiple incidents of academic dishonesty should be given harsher sentences with each additional incident of dishonesty.

For a Level 1 offense, appropriate penalties are:

- A grade of zero (0) for the assignment. The 0 is used in the calculation of the final grade.
- A reduction in the grade for the course.
- In addition a student can receive a written reprimand, may be required to do additional coursework or may be required to complete a project to encourage ethical behavior.

For a Level 2 offense:

- A grade of zero (0) for the assignment. The 0 is used in the calculation of the final grade.
- A reduction in the grade for the course.
- A grade of "F" for the course. (In such cases the student may not withdraw from the course.)
- Suspension for one semester.
- In addition the student may be required to complete additional coursework or to complete a project to encourage ethical behavior.

For a Level 3 offense:

- A grade of "F" for the course. (In such cases the student may not withdraw from the course.)
- Forced withdrawal from all courses for the current semester.
- Suspension for one to three semesters.
- Expulsion from KIMEP.
- In addition the student may be required to complete additional coursework or to complete a project to encourage ethical behavior.

For a Level 4 offense:

- Forced withdrawal from all courses for the current semester.
- Suspension for 1 - 2 years.
- Expulsion from KIMEP.

Students who received sanctions from an academic disciplinary committee are placed on academic integrity probation for a minimum of one semester.

GRADUATION

Curriculum requirements

In general, a student follows the curriculum requirements in place at the time the student begins to study at KIMEP. However, KIMEP has the right to improve, alter or make substitutions to the curriculum. Every effort is made to ensure that any necessary changes do not put the student at a disadvantage or disrupt the program of study. In some cases, students in a particular program may have the choice of completing the program under all or part of the requirements from a later edition of the KIMEP catalog. Whenever this is the case, students are informed of their options and can consult with advisors to determine the best course of action.

Thesis guidelines

All KIMEP Master's programs require a thesis. The thesis credit ranges from three to nine credits depending on whether the degree discipline is research oriented or professionally oriented. A research methods course can be part of the thesis sequence.

1. The thesis is written with the support and guidance of a thesis supervisor. The supervisor is appointed by the Graduate Program Coordinator. The supervisor must hold an academic qualification at Master's degree level or higher, be active in research, and be suitable for supervision of the project in question. Where appropriate, an associate supervisor may be appointed who will offer additional support to the student with the guidance of the supervisor.
2. On application of the student's supervisor, the Graduate Program Coordinator of the student's program shall constitute a Master's Thesis Committee of three members. One member shall be the student's supervisor. The second member shall be a KIMEP faculty member who is qualified to supervise Master's theses. The third member shall be an external reviewer from outside of the college.
3. The supervisor, in consultation with the student, sets a date for the oral defense of the thesis before the Master's Thesis Committee. The date should be before the final examination period for the semester. The supervisor will forward a copy of the thesis to each member of the Master's Thesis Committee no less than two weeks before the scheduled date of the defense. A copy of the

- thesis will also be made available in the program administrative office.
4. The Graduate Program Coordinator shall announce publicly (to include the KIMEP web site) the dates for the oral defense of all theses completed by students in the program that are being defended in the current semester. The public announcement shall include: the name of the student, degree program, title of the thesis, and the date, time and place of the oral defense.
 5. The defense of the thesis shall be open to all faculty members and graduate students in the student's department. By advance reservation, it will also be open to interested members of the KIMEP faculty and to others who respond to the public announcement. At the defense, members of the Master's Thesis Committee will question the student first. Subsequently other persons attending the defense may take part in the discussion. Persons attending the thesis defense may consult the copy of the thesis available in the program administrative office.
 6. The external reviewer may, at his/her discretion, participate in the oral defense of the thesis, either by being physically present or via a remote link (e.g., audio or video conferencing). If the external reviewer does not participate in the oral defense, his/her comments on the thesis must be made available to other members of the Master's Thesis Committee before the oral defense.
 7. On conclusion of the thesis defense, the Master's Thesis Committee shall:
 - a. Agree on a grade for the thesis, representing the average of the grades given by the three members of the committee;
 - b. Agree whether the student's thesis defense was satisfactory or unsatisfactory.
 8. If the numerical grades - on a 0-100 scale - given to the thesis by the three members of the committee vary by more than 10 marks, the graduate program coordinator in consultation with the dean of the college shall arrange for adjudication of the thesis and assignment of a grade through an agreed mechanism.
 9. The Master's Thesis Committee will forward the thesis of every student who receives a satisfactory grade, as defined by the relevant college, and who successfully completes the defense of the thesis to the college office, along with a recommendation that the College Council accept the thesis as partial fulfillment of the requirements for the degree.
 10. If a student's thesis receives an unsatisfactory grade, the student will normally be given one semester to complete revisions stipulated by the Master's Thesis Committee and resubmit the thesis to the committee. If a student's thesis receives a satisfactory grade but his/her defense is regarded as unsatisfactory, the student will be given a second opportunity to defend the thesis. This defense must also be publicly announced in the same manner as the original defense.
 11. The college office will, following procedures stipulated by the dean of the college, review all theses forwarded by Master's Thesis Committees for compliance with the standards established by the college for style, formatting, citation, etc. This review does not represent a second defense of the thesis and is intended to ensure that the thesis document meets the standard expected of graduate theses by the college.
 12. If the review by the college office indicates that the thesis complies with college standards, the recommendation by the Master's Thesis Committee will be forwarded to the College Council for approval. If the review by the college office indicates that the thesis does not comply with College standards, the thesis is returned to the student's supervisor with guidelines for correction.
 13. Following approval of a thesis by the College Council, two copies of the thesis are bound. One copy is forwarded to the KIMEP Library and the second copy is retained in the archives of the department.

GRADUATION REQUIREMENTS

In order to receive a degree from KIMEP, a graduate or undergraduate student must:

1. fulfill all KIMEP requirements
2. settle all financial obligations to the Institution
3. fulfill all requirements, if any, of the College
4. fulfill all requirement of the degree program.

KIMEP Undergraduate Degree Requirements

KIMEP has established six general requirements that a student must meet to earn a baccalaureate degree:

1. Earn credits with a minimum passing grade of "D-" or better in each course.
2. Earn at least 65 credits (50%) from courses taken

- at KIMEP.
3. Have a cumulative grade point average (GPA) of at least 2.00. (It is necessary to have grades above the minimum passing grade in order to meet the 2.0 GPA requirement.)
 4. Earn at least 48 credits in courses designated as General Education required courses (GER). General Education requirements are discussed in the next section.
 5. Receive a passing grade in all required non-credit prerequisite courses.
 6. Complete all of the requirements in a KIMEP degree program. Degree program requirements are stated in later sections.

KIMEP Graduate Degree Requirements

Graduation requirements for Master's degrees vary from department to department. Full details are given in the program sections. However, in general, to earn a graduate degree from KIMEP, every student must:

1. Complete a minimum of 36 credits of Master's coursework beyond the undergraduate degree. The minimum includes credits for internship, practicum, thesis, and research projects.
2. Complete a residency requirement consisting of a minimum of 24 credits of graduate coursework completed at KIMEP. Up to 6 credits of graduate coursework completed at a partner university in a KIMEP-sponsored exchange program can be included in the 24 credits. Additional credits earned at partner universities can be transferred but cannot be applied to the KIMEP minimum credits. The thesis and internship must be supervised by KIMEP.
3. Receive a passing grade in all required credit and non-credit prerequisite courses.
4. Complete the number of credits required by the degree program with a passing grade in each course. Grades between "A+" and "B-" are passing grades. "C+", "C", or "C-" can be passing subject to the 2 C's policy limitation.
5. 2 C's Policy: For the Bang College of Business two grades of "C" are allowed for graduation. For the College of Social Sciences and the Language Center two grades of "C" in elective courses are allowed for graduation. The 2 C's policy does not apply to 0 credit English courses.
6. Have a cumulative grade point average (GPA) at or above the minimum requirement: 2.67 (3.0 for MBA and ExMBA).
7. Research, write, and publicly defend a master's thesis.
8. Meet all requirements for the master's program in the student's major field of study.

Graduation requirements for Doctoral degrees are covered in the section on the DBA Program.

Time Allowed for Graduation

Undergraduate students are allowed 10 years to complete all requirements for graduation. Graduate students have a 5 year limit for completing graduation requirements. Any period of academic leave from KIMEP is included in these time limits.

GRADUATION DATES

A student can graduate after Fall, Spring, or Summer semesters once all graduation requirements have been completed. In order to graduate, a student must complete all requirements by the end of the semester of graduation. If there are outstanding debts to the Institute or incomplete grades then the student is not eligible to graduate until the end of the following semester. In order to graduate, a student should:

1. submit a Graduation Request to the Office of the Registrar. This initiates the process of certifying that the student has met all degree requirements and is approved for the degree
2. submit a Graduation Checkout List to the Office of the Registrar. This verifies that all administrative and financial obligations (library, dormitory, sport center, commandant, etc.) have been met.

Graduation Ceremony

KIMEP holds an annual graduation ceremony shortly after the spring semester of each year. The graduation ceremony is for all graduates from the entire academic year.

1. Spring graduates may participate.
2. Graduates from the previous fall semester may participate even though they have already received their diplomas.
3. Students who are short 12 credits or less and who are registered for summer courses may also participate. These students do not officially graduate or receive their diplomas until after the semester in which all requirements are completed.

Graduation Participation

A student who wishes to participate in the graduation ceremony should:

1. inform the Office of the Registrar that he/she desires to participate
2. settle all debts with the Institute

ADVISING

Academic advising is an educational process that facilitates students, understanding of the meaning and purpose of higher education. It fosters intellectual and personal development toward academic success and lifelong learning.

The main goal of advising is continuous guidance of the student through the study process to ensure that the student meets the degree requirements for graduation from his/her degree program. At Advising Services, our role is to help students find the information, self knowledge and experiences that will move student's life in the directions s/he chooses.

To assist students with their studies in a credit-based system, KIMEP has implemented a system of "Academic Advising". Academic advising process is designed to help students as they make important decisions related to their academic progress at the institute.

Academic advisers coordinate course selection, discuss educational and career goals and plans and encourage students to consider questions of personal growth. Advisers also aid in planning academic programs and in referring students to other campus services. Below are some major guidelines to follow through to make the advising process a successful part of the institute experience.

All students at KIMEP are entitled to academic advising regardless of their status. Advising is done by College Program Managers and faculty members for both undergraduate and graduate students. Students can find the name of their advisor in our web-site under personal page of the student.

Subjects covered by Advising

Advising by professional advisors may include guidance and recommendations on any of the following. Professional advisor can help, but the final

decision is student to make.

- General discussion with the student about his/her career plan: career path counseling,
- Registration procedures
- Academic rules and regulations of KIMEP , policies and procedures for scheduling courses, adding and dropping courses, withdrawal from the courses, transferring, selecting Major, Minor and others
- Study, discuss, verify, sign and instruct on student forms related to advising
- Provision of student with reliable and current information about majors in which student is interested or guidance for student toward selecting a major program which supports student interests, goals, and abilities
- Semester by semester course requirements and academic progress, assist student in developing a semester schedule and offer advice on choice of general education courses, required major, electives, and possible minors.
- Appropriate study load depending on student's academic standing and other circumstances
- Graduation requirements
- Examination rules and regulations
- Academic and non-academic disciplinary measures of KIMEP
- Refer student to the proper campus resources to help student solve certain concerns (e.g., Financial Aid, Medical Center, Registrar, etc.)
- Extracurricular activities
- Any other matter related to the successful student's life at KIMEP.

INTERNSHIP OPPORTUNITIES

Internships provide real world experience to those looking to explore or gain the relevant knowledge and skills required to enter into a particular career field. Internships are relatively short term in nature with the primary focus on getting some on the job training and taking what's learned in the classroom and applying it to the real world.

Introduce students with the professional world and to promote a three-way partnership between KIMEP, Student and an Organization. This service is designed to create internship opportunities that:

- Provide students with preliminary work experience that can prepare them for their future careers;
- Strengthen theoretical knowledge obtained in

the process of education at KIMEP in a real workplace;

- Develop professional work habits, provide an understanding of corporate culture, give the opportunity to analyze (international, local) business settings, offer platforms to compare differences in work styles;
- Study and master the methods of administrative activity, advance experience, which will assist in achieving the desired career growth;
- Allow students to get acquainted with business and organizational practices, social relations, different spheres of economy, sphere of administration; and
- Assist in gaining employment of the students after graduation.

Any Undergraduate or Graduate student can take the credit Internship course based on his/her program requirements.

Interns generally have a supervisor who assigns specific tasks and evaluates the interns overall work. Usually a faculty will work along with the supervisor to ensure that the necessary learning is taking place. Many students do internships to gain relevant experience in a particular career field as well as to get exposure to determine if they have a genuine interest in the field. Internships are an excellent way to begin building those all important connections that are invaluable in developing and maintaining a strong professional network for the future.

Time and length of the Internship

Internships can take place during the academic semester and/or summer. While a valuable and meaningful internship doesn't have to meet specific time requirements, it should allow the student adequate time to understand a process or acquire additional knowledge related to a particular career.

Student need to determine when to intern. If student course load is light, student may be able to devote certain hours per week to an internship. Student can register for academic credit Internship course through the College Internship offices.

Requirements to take the internship are based on each Program requirements at KIMEP.

Students can look for internship opportunities through the Internship offices and are also encouraged to find

internship placements by themselves.

The list of Companies include trade companies, financial organizations, audit companies, analytical institutions, advertising agencies, recruitment agencies, productions companies and many others.

PART III

STUDENT AFFAIRS

ADMINISTRATION

STUDENT LIFE

KIMEP STUDENT ASSOCIATION

HELP DESK FOR PARENTS AND STUDENTS

STUDENT FACILITIES:

STUDENT CENTER

GREAT HALL

SPORTS CENTER

STUDENT DINING

MEDICAL SERVICES

DORMITORY

OFF-CAMPUS HOUSING PROGRAM

RESIDENT ASSISTANT PROGRAM

UNIVERSITY CODE OF BEHAVIOR

DISCIPLINARY PROCEDURES



ADMINISTRATION

Shiraz Paracha, Dean of Student Affairs

Mainura Topayeva, MBA, Director of Student Affairs

Zulfiyat Almukhanova, Diploma, Director of Dormitory

Bayan Nurgaliyeva, Doctor of Medical Sciences, Master SP, Senior Doctor of the Medical Center

Yergazy Orazaliyev, BA, Director of Sport's Center

Ainura Ashirmetova, BSS, Interim Director of Student Center

STUDENT LIFE

The support of students towards achieving their educational goals is the focus of the Office of Student Affairs. The office provides an environment that fosters the intellectual and personal development of students, consistent with KIMEP's mission. The Office of Student Affairs reinforces and extends KIMEP's influence beyond the classroom. Our services include student support services such as Recreation and Sports, Student Housing, Student Health, and Student Life.

Kimep Student Association (KSA)

KIMEP is one of the few universities in the world where students are part of the decision making. The KIMEP Student Association (KSA) vigorously protects student interest at all levels and can influence Administration's decisions and policies. Elected student representative sit in almost all major standing committees such as KIMEP Budget Committee, Disciplinary committees, Tender Committee and so on. All full-Time KIMEP students automatically become members of the KSA. Every year, in the beginning of the Fall Semester, the KSA members elect the KSA Cabinet that is headed by an elected President for a period of one year. The KSA organizes on the campus student events and activities in collaboration with the Student Affairs Office. The KSA plays a key role in student life at KIMEP. Any KSA member can plan an event or activity, or can

launch a project with the approval of the KSA Cabinet and the Dean of Student Affairs. The KSA Cabinet and in fact all members of the KIMEP Student Association contribute greatly to the intellectual and personal development of the student community.

KIMEP is an institution that fosters higher education in all students regardless of gender, age, race, religion and physical condition. KIMEP promotes the general welfare of students; to preserve within the University an atmosphere of free discussion, inquiry and self-expression, in order to appropriately organize the responsibilities of participatory governance in joint effort among students, faculty and the administration of KIMEP.

HELP DESK FOR PARENTS AND STUDENTS

To facilitate parents and students, a 'Help Desk' has been established at the Office of Student Affairs, room number 112. It offers the following services:

- a.) The 'Help Desk' assists students and their parents in finding offices and people who can resolve students' problems or answer their questions.
- b.) Students and their parents can submit a suggestion or a concern in writing at the 'Help Desk'.
- c.) The 'Help Desk' will only deal with issues and concerns related to the services and facilities at KIMEP.
- d.) We would need credible documentary evidence from you about a violation/mistake on the part of KIMEP and when did it happen?
- e.) Anonymous requests will not be entertained.

Once a written concern is lodged with the 'Help Desk', the Dean or the Director of SA will check the paperwork only then it will be sent to the concerned person, unit or a department for their comments or with a request for an appropriate action. The SA will keep students informed about the status of their or complaints.

STUDENT FACILITIES

Student center

The Student Center provides cultural, social, leisure and extra-curricular activities for the KIMEP community and guests. It is also home to various student activities such as: campus clubs, disco nights, job and student organizational fairs, art exhibitions and a host of other events. The "Black and Brown" coffee shop, which is

located below the Student Center, serves as a student lounge offering soft drinks, various types of coffee and light snacks. KIMEP also plans to renovate the Student Centre and introduce new variety of fast food at the Centre.

The Student Center provides cultural, social, leisure and extra-curricular activities for the KIMEP community and guests. It is also home to various student activities such as: campus clubs, disco nights, job and student organizational fairs, art exhibitions and a host of other events. The “Black and Brown” coffee shop, which is located below the Student Center, serves as a student lounge offering soft drinks, various types of coffee and light snacks. KIMEP also plans to renovate the Student Centre and introduce new variety of fast food at the Centre.

Great hall

The Great Hall hosts many activities, including biweekly screenings of newly released movies on a large theatre screen and theatre-quality sound system run by the KIMEP Film Society. The Great Hall is host to a variety of conferences, guest speakers, and seminars. Well-known people in the areas of culture, education, business, and international relations visit and give talks in the Great Hall. The theatre seats 500 people.

Use of KIMEP Facilities for Activities

The use of KIMEP facilities for activities and events is considered a privilege. Therefore, any conduct that in any way deliberately vandalizes or damages property, poses risks to staff, faculty or students and in general is not adult or professional behavior will not be tolerated. There are several examples of unacceptable behavior, which include fighting, shouting, theft or destruction of property, or any use of facilities other than their intended purposes. Under no circumstances will facilities be used for political and religious activities, such as political party and religious meetings, political and religious events, or for discussion on political and religious matters of any kind. Students, faculty, staff (hereafter ‘member’) and their guests may come and go as they please. The policy outlined in this Code of Conduct is not to restrict such freedom but only to protect KIMEP property, members and their guests. The following rules must be adhered to at any event held using facilities and will be strictly enforced. Students, student organizations, faculty or staff may use facilities for any event they chose. The Dean of Student Affairs and Office of Student Affairs must be notified well in advance of any plans to conduct

an event on the campus. The administration reserves the right to refuse usage of facilities to any entity for any event.

The Director of the particular facility is the official point of contact for the particular event and remains so up until the time of the event. It is the responsibility of the Director of the particular facility to ensure that all procedures have been correctly followed. From the start of the event until the end of the event the entity hosting (hereafter ‘Event Host’) the event is legally responsible for anything that happens. At the time of the request of use of facilities the Event Host must sign a Responsibility Waiver Form and the Code of Conduct Form. These forms will identify the person or persons in charge of the event and who will be legally responsible should anything wrong that may happen. Ultimately, it is the responsibility of the Event Host to make sure that all participants are obeying KIMEP rules and regulations. The administration encourages events on the campus to target KIMEP students. Any student, staff or faculty in good standing with the university is allowed to participate in campus events. Security shall be provided for any event that occurs after normal business hours and the Head of Security will determine the appropriate security measures. Upon entrance to any event on the campus, KIMEP security reserves the right to ask for official Identification of any participant, including members and their guests. In the event, that such request is made and the participant does not have such identification, security has the right to refuse entrance of the person. Non-KIMEP participants must be invited by an acknowledged member in order to be admitted to KIMEP events and the member and his/her guest must seek admittance into the event at the same time. A guest will not be admitted separately from their acknowledged KIMEP host. The particular member will be held responsible for the behavior and conduct of invited guests. In other words, the member will be held responsible for any unacceptable or unethical behavior of their guests as if the member misbehaved him/herself. This rule will be strictly enforced. The Event Host must provide a registration list for all guests that will be used only to identify member and their accompanying guest. Only members that bring request(s) will be required to sign this list jointly with their accompanying guest. All other members are free to enter the event after they have been identified as a member. Prior to admittance to the event Security must verify the identity of both the member and the guest(s) and record this information on the registration list. If there are no gross violations at the event then the list will be returned to the Event Host

following the conclusion of the event. When Security is satisfied and sees no obvious grounds for refusal of admittance only then the guest will be admitted. KIMEP Security discretion and judgments in these regards are final. The policy towards events on campus that involve the consumption of alcohol is as follows:

In the event that any gross violation of these rules occurs and the on-duty Security is unable to manage the situation then the Head of Security and the Chair of KIMEP Discipline Committee shall be contacted immediately. The Head of Security and Chairman of KDC shall use all resources at their discretion to rectify the situation. In the event that such gross violations pose grave risks to students or KIMEP property and the Head of Security and the Chair of the Office of Student Affairs Discipline Committee are convinced that the safety and security of students are in danger and in their capacity are unable to manage the situation then the proper law enforcement authorities shall be contacted immediately. In the event that such gross violations are illegal by Kazakhstan law, the Head of Security and the Chair of Office of Student Affairs Discipline Committee have the right to contact the appropriate law enforcement authorities. In the event of such gross violations, the Chair of KDC shall convene a meeting as soon as possible during normal business hours to brief the administration and shall make a formal report informing all relevant administration officials of the details of the event. Following this meeting the Student Affairs Discipline Committee will make recommendations to the Dean of Student Affairs who will then pass this on to the President of KIMEP for appropriate action.

Sports center

The Sports Center is conveniently located on the campus and has almost everything to meet the requirements of the sports activities of students, faculty members and staff. Regular weekly activities include: volleyball, indoor basketball, table tennis, self-defence lessons and aerobics. The Sport's Center regularly schedules competitions between the students and faculty. The Sport's Center is equipped with a wide variety of facilities including training machines, a full length basketball court, a weight lifting room, and special aerobics and fitness rooms. A number of showers and lockers are also available and entry to the Sports Center is free for KIMEP students, faculty and staff. The outdoor sport's field offers a variety of outdoor sports activities for KIMEP students, faculty and staff.

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Student dining

Currently, students have five full-time locations where they can choose to eat, ranging from cafeteria-style breakfasts and lunches at the KIMEP Grill, Coffee Mania, Black & Brown, K-store offer light snacks and hot and soft drinks while the Dormitory Canteen offers home-cooked local dishes. All locations offer friendly service and delicious and affordable meals. These locations are popular among students who want to eat, drink, or just simply talk between classes.

Medical services

The mission of the KIMEP Medical Center includes the provision of medical care and emergency services to KIMEP students, faculty and staff. The KIMEP Medical Center is staffed by board certified physicians, psychologists and nurses who provide primary care services including physical exams, preventive care, emergency medical care, and psychology consultations. The Medical Center office is located inside the Dormitory on the ground floor; it has four rooms, which serve as a waiting room, examination room, a room for injections, and physiotherapy.

The Medical Center accepts medical certificates (form 086 and 063) and supervises the annual chest X-rays of students and employees.

The KIMEP Medical Center controls medical certificates for absences of students and employees because of a health related condition that may affect student's work and requires medical attention.

The KIMEP Medical Center works in partnership with students, faculty, and staff to share information and to promote healthy life styles.

The dormitory

Student housing is conveniently located on the KIMEP campus. The capacity of the Dormitory is 424 students. There are comfortable and clean rooms served by a polite and friendly staff. The Dormitory also has: ironing room, DVD & television rooms, a hairdresser, and kitchens, most of which are available for student use twenty four hours a day. Dining services provides fresh homemade dishes for breakfast, lunch and dinner. There is 1 computer laboratory located on the first floor with 24 computers in the room. Utilities such as cable television, telephones, electricity and water are included at no extra charge. All rooms are equipped with a telephone. The KIMEP Housing Department also helps students in finding off-campus housing. The Housing Department is located within the Dormitory.

The entire Dormitory, as well as the entire KIMEP campus, offers a secure environment, 24 hours a day. KIMEP continues to renovate the dormitory.

Off-campus housing program

Students who were not accommodated in the Dormitory automatically become eligible for Off-Campus Housing Assistance. The Off-Campus Housing Assistance consists of an off-campus Data Base which will be utilized in assisting KIMEP Staff, Faculty Members, International Students, and local students from other regions of the country in trying to help them find off-campus housing.

Resident assistant program

The Dormitory operates a Residential Assistant Program to support the mission of the Institution. The purpose of the program is to facilitate the daily operations of the Dormitory and to ensure that with an increased number of students there will be an increased amount of safety. The Residential Assistants are responsible for all aspects of on-campus living. They help other students with their questions about on-campus living, payment arrangements, housing policies, employment in housing, and other topics. Every student should feel free to discuss any of his/her concerns with their Residential Assistant.

Each RA is assigned an area of responsibility within the dormitory and has a certain number of duties contained in the RA's job description.

Compensation for RAs includes free room in the dormitory for the length of their term of service limited to 1-year.

Overview of Duties:

- Regular reporting of dormitory issues;
- Establishment and participation in an RA Council to facilitate and support student events;
- Support in maintenance of dormitory rules and policies;
- Facilitate daily operations of the Dormitory – this includes actively being involved in the process of providing security for dorm residents by reporting violations of dormitory rules along with working to maintain the well-being of each resident. Duties also include: helping dorm residents with their questions about on-campus living, payment arrangements, housing policies and other topics.

Selection Process

There will be a maximum of eight RA's in the Dormitory, with two RA per floor. A Committee of the Student Affairs will select RAs. (The selection process for RA positions must be completed by the end of the academic year in April).

Qualification Criteria

KIMEP students, undergraduate and graduate students are welcome to apply for residence staff positions.

1. All candidates must be able to demonstrate through an interview process the personal maturity, responsibility, patience, aptitude for conflict resolution, creative thinking, enthusiasm and degree of caring needed to be a Resident Assistant.
2. RAs are expected to remain in good academic standing. Candidates who are on Provisional Status, Academic Probation, Non-academic Probation, Academic Disqualification, or Non-academic Disqualification are not eligible for an RA position. Incomplete grades must be completed before the start of employment in September. If a student is placed on probation or is suspended during his/her service as a Resident Assistant, this will be grounds for termination.
3. RAs must be full-time students and maintain a GPA of 2.67 or better on an ongoing basis.
4. RAs are required to live in the residence to which they are assigned.

UNIVERSITY CODE OF BEHAVIOR

It is KIMEP policy to take all steps necessary to avoid disciplinary action. KIMEP continues to work proactively in order to reduce the need for disciplinary action. Given the complexity of our university, however, the need for such actions occasionally do arise. It is the general policy of practice at KIMEP to measure taking such actions with care and to only implement formal disciplinary procedures as a last resort in resolving a difficulty that may arise. The following describes the expectations of KIMEP regarding academic and personal code of behavior for all students, faculty, and staff.

As citizens of and residents of the Republic of Kazakhstan, members of this academic community, enjoy the same basic freedoms, rights and responsibilities as all other citizens of and residents of this Republic. In particular, students and faculty at KIMEP should exercise freedoms and responsibilities related to the educational process. In order for this to happen, teachers should be free to teach, conduct research, and to publish findings in the spirit of free inquiry, and to exercise academic responsibility in the classroom in examining and discussing subjects in a spirit of freedom. For students, attendance at KIMEP is a privilege. In order to maintain the ideals of scholarship, character and commitment to excellence, KIMEP establishes these rules and regulations to further these ideals within the university community. Students must understand that individual rights bring associated responsibilities and that individual rights must be viewed in relationship to the health, safety, and welfare of the university community. Faculty, students and administrators who are found by the appropriately constituted Committee(s) to have contravened any KIMEP regulation designed to protect the above principles will have the right to due process. Due process means the confidential and impartial consideration of their case by the appropriate committee, with the right to appeal any decision taken. These rules apply to all members of the university community equally, no matter who they or their parents may be. All members of the university community are responsible for their enforcement. Any KIMEP student, teacher or employee who is aware of an offense and who does not act to prevent it, if possible, or to report it to the properly constituted authorities is also considered to be guilty in connection

with the offense. All are also required to give evidence of what they saw, heard or perceived by other means before the appropriate committees when a case is under consideration.

General Conduct Policy

Faculty and students are considered to be professionals and adults, whether teaching or in the process of being taught at the university level. For this reason, KIMEP requires adult and professional behavior and conduct from everyone on campus. Examples of behavior which contravene this policy include:

Behavioral Misconduct Includes: Suggested Punishment

- 1 Physically Assaulting Another Student or Faculty/ Staff Member with a Weapon

1st Offense: Immediate & Permanent Dismissal from KIMEP

- 2 Physically Fighting or Displaying Physical Aggressiveness & Contact Towards Another Student

1st Offense: Disciplinary Probation

2nd Offense: Immediate & Permanent Dismissal from KIMEP

- 3 Verbally Threatening/Using Abusive Language Towards Another Student or Faculty/Staff Member With Harmful Intent

1st Offense: Mandatory Counseling & Disciplinary Probation

2nd Offense: Immediate & Permanent Dismissal from KIMEP

- 4 Being found in possession of any kind of weapon (for example a knife, firearm, or club).

1st Offense: Disciplinary Probation

2nd Offense: Immediate & Permanent Expulsion from KIMEP

- 5 Threatening bodily harm to another person with a knife, firearm, club, or another object that could be construed as a weapon.

1st Offense: Immediate & Permanent Expulsion from KIMEP

- 6 Alcohol Intoxication/Possession Of Unlawful Substances on Campus. Immediate confiscation of the substance by security personnel

1st Offense: Disciplinary Probation

2nd Offense: Automatic Suspension or Dismissal

- 7 Smoking anywhere within KIMEP buildings (this includes, classrooms, bathrooms, and hallways)

* Beginning August 2009, KIMEP will become a “smoke-free” campus and smoking will be

banned on all the territory of KIMEP. Immediate confiscation of cigarettes by security personnel

1st Offense: Disciplinary Probation

2nd Offense: Automatic Suspension or Dismissal

8 Theft of Property Immediate Suspension or Dismissal

9 Vandalism or deliberate damage to KIMEP property or the property of other individuals

1st Offense: Disciplinary Probation

2nd Offense: Automatic Suspension or Dismissal

10 Offensive behavior in the classroom or corridors of the university (For example: spitting, shouting, offensive behavior towards classmates/faculty members along with ethnic, religious or racial slurs, etc.)

1st Offense: Disciplinary Probation

2nd Offense: Automatic Suspension or Dismissal

11 Littering On Campus Grounds (This would include the improper disposal of cigarette butts, chewing gum, and other trash)

1st Offense: Verbal Warning

2nd Offense: Community Service (Cleaning Campus)

12 The playing of cards and/or gambling on campus grounds

1st Offense: Verbal warning & immediate confiscation of cards by KIMEP Official

2nd Offense: Disciplinary Probation

3rd Offense: Automatic Suspension or Dismissal

Policy on Sexual, Religious and Ethnic Harassment

It is the policy of KIMEP to provide a safe and positive learning environment for all faculty, staff and students. To ensure such an environment, KIMEP will not tolerate acts of sexual harassment or retaliation for filing a charge of sexual harassment against or by any employee or student. The following provides a definition of sexual harassment, any potential retaliation, and the procedures to be followed in cases related to sexual harassment. Furthermore, it is a violation of KIMEP policy to knowingly lodge a false complaint of sexual harassment or give false information regarding such a complaint. This policy applies to all faculty, staff, and students of KIMEP. There are many definitions of sexual harassment. Sexual harassment consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct

of a sexual nature under the following conditions:

Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, living conditions and/or educational evaluation;

Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or the conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

A hostile environment concerning sexual harassment is defined as unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on the circumstances and conditions in which the act has taken place. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Examples which may indicate a violation include but are not exclusive to a faculty member who suggests that a higher grade will be given to a student if the student submits to sexual advances, a supervisor implicitly or explicitly threatens termination if a subordinate refuses the supervisor's sexual advances, a student repeatedly follows an instructor around campus and sends sexually explicit messages to the instructor's voicemail or email, demands for sexual favors, accompanied by implied or overt threats concerning one's job or letter of recommendation, subtle pressure for sexual activity, unwelcome physical contact, sexual comments and innuendos, visual displays of degrading sexual images, and physical assault and rape. These are only examples whereas the actual definition of sexual harassment may include a variety of other interactions.

It is a violation of KIMEP policy to engage in retaliatory acts against any employee or student who reports an incident of alleged sexual harassment, or any employee or student who testifies, assist or participates in a proceeding, investigation or hearing related to such allegation of sexual harassment. Students and employees who believe they have been retaliated against because of testifying, assisting or participating in a proceeding, investigation, or hearing

relating to an allegation of sexual harassment, should meet with and seek the advice of the Chair of KIMEP Discipline Committee, whose responsibilities include handling retaliation as well as sexual harassment allegations. All members of the university community enjoy the same rights and privileges independent of their ethnicity, gender, and sexual orientation, and are protected from harassment related to them. Therefore it is forbidden to pressure students any member of the KIMEP community for sexual favors. Insult, harass, threaten or assault any person for reason of their religion, ethnicity, gender or sexual orientation.

KIMEP Drug and Alcohol Policy

It is in recognition of this issue, the Executive Committee reaffirms legislation that KIMEP cannot sell alcoholic beverages, including beer on campus. Based on this, a decision was made to prohibit the possession, and consumption of alcoholic beverages, including beer, on campus by students.

It was also the decision of the Executive Committee to prohibit the sale or distribution of alcoholic beverages, including beer, in the Faculty and Staff Lounge. Free non-alcoholic beverages and snacks will continue to be offered in the lounge. For other events on campus (involving Faculty, Staff and Guests), permission to serve alcoholic beverages must be approved in advance by the Office of the President of KIMEP.

For further clarification refer to the “Bylaws” of KIMEP’s Policy Regarding Alcohol and Drug Use see the “Student Handbook.” Cases where evidence of possession or use of these substances is discovered at “student events” on campus will automatically be referred to our KIMEP authorities and then reviewed and discussed by the Student Affairs’ Discipline Committee.

KIMEP Gambling Policy

Gambling is prohibited on KIMEP premises and violators will be subject to sanctions. Based on this, it is important that KIMEP clearly states guidelines of what is considered gambling and why it has been prohibited.

All students are expected to be familiar with and abide by the KIMEP’s policies regarding gambling-related activities. The practice of illegal gambling among students has a disruptive effect and can lead to financial loss and possible retaliation by others.

Students are not allowed to organize games of skill or chance where money changes hands. This includes playing cards, in which money is bet, won, or lost.

For further clarification refer to the “Bylaws” of KIMEP’s Policy Regarding Gambling. Cases where there is evidence of where there has been a violation of this policy will automatically be referred to our KIMEP authorities and then reviewed and discussed by the Student Affairs’ Discipline Committee.

Smoking and Chewing Gum Policy

- a) Beginning Fall 2009 smoking is prohibited throughout all of the KIMEP campus. Also, smoking is prohibited in toilet facilities.
- b) The use of chewing gum is forbidden during classes. At all other times used chewing gum must be neatly disposed of in garbage and trash cans.

Campus Cleanliness

KIMEP seeks to keep our campus as clean as possible. The students have a responsibility with regards to their personal conduct. Students must use proper disposal places for their cigarette butts, chewing gum, and other trash. To encourage students to use proper disposal places, KIMEP has implemented a disciplinary procedure for those who do not comply. After one written warning by the security staff or other KIMEP personnel, the student will be referred to the KIMEP Disciplinary Committee for further action. Considering the nature of the offense and the number of times an offender is caught, the committee will consider the following disciplinary actions.

First Disciplinary Action – The student will be required to complete up to 4 hours of community service, which will include cleaning the campus under the supervision of the Office of Student Affairs.

Second Disciplinary Action – The student will be required to complete up to 10 hours of community service, which will include cleaning the campus under the supervision of the Office of Student Affairs.

Third Disciplinary Action – The student may be placed on Disciplinary Probation.

Fourth Disciplinary Action - The student may be suspended for one semester from KIMEP. He/she will lose all tuition and other fees paid to KIMEP for the time of suspension.

Fifth Disciplinary Action – The student may be suspended from KIMEP within the parameters of the prior offense.

Cafeteria/Buffer Policy

1. Queue jumping or barging into the queue for food and beverages is forbidden. The single exception applies to faculty, who given pressures of time, may join a separate faculty queue to the left of the main queue.
2. Used napkins, tissues, and food wrappers must be neatly disposed of in trashcans. The customer must return glasses, plates and other utensils to the cafeteria in a timely manner.

DISCIPLINARY PROCEDURES

All members of the KIMEP community are required to give true and accurate testimony during any of the procedures listed below. Giving false or misleading testimony to an officer of KIMEP who is investigating a complaint, or to any official body that is judging a complaint may result in disciplinary action. The College Disciplinary Committee members shall be the Dean of the College, one elected faculty representative (non-chair) from each department, and one position of rotating department chair. The rotating department chair position will change each semester. KSA selects a student member. If a member of this committee is involved in the disciplinary action as either the initiator or alleged violator, then he/she will be replaced by an alternative representative chosen by the Dean in the case of faculty or by Student Government in case of the student representative. This committee will also serve as the College Disciplinary Committee for faculty. The KIMEP Disciplinary Committee (KDC) serves as the appeals committee.

1. The KIMEP Disciplinary Committee has the jurisdiction to investigate any violations of rules and regulations of the institution. Moreover, the KDC serves as the appeals body for cases that have been resolved by College Disciplinary Committees.
2. Violations of published laws; policies or rules and regulations may subject violators to appropriate disciplinary action by KIMEP authorities. In non-academic personal behavior cases, the Chairperson of the KDC will consider the original complaint and decide if the complaint merits a hearing. If it is decided that a hearing is warranted, the Chairperson will assign the case to the most appropriate College Disciplinary Committee. The Chairperson may also decide that the charges are without merit, or that the issue can be equitably resolved otherwise.

3. The student(s) or faculty member(s) named in the complaint will be told to attend a meeting of the KDC in most cases three days in advance. Exceptions to this policy may occur if it is deemed by the Chairperson in consultation with the President of KIMEP that an emergency situation exists.
4. The student(s) or faculty member(s) MUST appear at this meeting. Failure to do so without giving advance notice of extenuating circumstances is taken as an admission of guilt.
5. The KDC will hear from both sides in the question. The person(s) facing the complaint and those bringing the complaint will then be asked to leave the room while the KDC makes a decision.
6. A simple majority constitutes a decision. The Chairperson has the casting vote in the event of a tie.
7. The person(s) about whom the complaint was lodged is then notified in writing within three days of the Committee decision.
8. Upon the publication of the order, the order must be immediately obeyed. Failure to do this will open the person penalized to further disciplinary action.
9. All appeals must be submitted to the Office of the Chairperson within one week of the decision of the KDC. The Chair of Disciplinary Committee of the Executive Committee will hear the case. The decision of this committee is final.
10. Students and faculty are free to appeal to bodies outside of KIMEP. Before doing so however, it is only fair to advise that the following circumstances may apply:
 - a) It will cease to be an internal private matter, and become a matter of public record and knowledge.
 - b) It may involve legal action in criminal or civil courts.

ACTIONS OF THE COMMITTEE

The KDC may recommend one of, or a combination of, the following:

Disciplinary Probation

Disciplinary probation is a formal warning to a student that their conduct is unsatisfactory. A record of the

probation is placed in the student's academic file. Any further violations of the discipline code will result in automatic suspension or dismissal from KIMEP.

Suspension

The student is told to leave KIMEP for a period deemed appropriate for the offense. During this time the student is forbidden to enter KIMEP buildings and premises unless they have the written express consent of the Chair of KIMEP Discipline Committee.

Exclusion

The student is told to leave campus and not allowed to return to KIMEP. Any degree candidacy or academic standing is automatically nullified. The student is forbidden to enter KIMEP buildings and premises unless they have the written consent of the Chair of KIMEP Discipline Committee.

Community Service/Work Experience

The student is asked to perform a specified number of hours of volunteer work, either at KIMEP or in the wider community. In certain circumstances, the Committee may require that the student find regular paid employment and demonstrate a period of time working in that job.

Monetary Compensation For Damages From The Student

In cases where property has been damaged (E.g. computers, software, fixtures etc.), the Committee may offer the student an opportunity to compensate KIMEP for the damage caused. If the value of the damages exceeds this 20%, the Committee may not levy damages. The Committee may impose either suspension or expulsion, or recommend that KIMEP sue the student in a civil court action to recover the cost of the damages.

Course Of Consultation With a Psychologist Or Psychiatrist

There are circumstances where the Committee may feel that the student should have consultation(s) with a mental-healthcare professional before the student can be reintegrated into the KIMEP academic community. Records of such consultations are entirely confidential.

Enrollment In Specific Classes

The Committee may decide that the best solution to a problem may be knowledge itself: that a student

may be directed in certain circumstances to take an academic course offered by KIMEP.

Ban from Computer Facilities and Laboratories

Violations of the Computer and Communications Code ("Computer Lab Rules") may result in the student being banned temporarily or permanently from computer facilities and laboratories. The Director of Computing has discretion in cases of suspension of up to one month. Longer suspensions require action by the KDC.

PART IV

FINANCIAL AID SERVICES

ACADEMIC FEES FOR STUDENTS

TUITION PAYMENT POLICY

OFFICE OF FINANCIAL AID

TYPES OF FINANCIAL AID

DORMITORY

OFF-CAMPUS HOUSING PROGRAM

GENERAL RULES FOR FINANCIAL AID



ACADEMIC FEES FOR STUDENTS

Services Fees

Late payment fee (after any payment deadline)	8,800
Late registration fee	4,500
Official transcript (1 copy)	500
Inquiry (Spravka)	300
Duplicate and replacement of Diploma	1,700
Withdrawal administrative fee	4,500

The current tuition fees for each program can be found at <http://www.kimep.kz/academics/registrar/Tuition-and-Fees>

TUITION PAYMENT POLICY

Payment of tuition allows a student to register for classes. No student is permitted to attend class or to take exams unless the student is officially registered for the class and the name appears on class roster produced by the Registrar office.

Tuition is based on the number of credit equivalents that a student enrolls in. The total tuition is the tuition rate per credit times the number of credit equivalents.

Tuition Payment Options

KIMEP adopted flexible system of tuition payment.

At the beginning of the academic year, before any registration, students have four options for paying tuition:

1. Pay tuition at once for all credits required for the degree and keep current year' tuition for all years of study
2. Pay tuition for the whole academic year at once (advance payment discount is applied with this option)
3. Pay tuition for the semester at the beginning of the semester.
4. Pay the semester tuition in three installments.

Tuition payments must be received by KIMEP by the due date (please follow the Academic Calendar). As KIMEP follow cashless operations principle and usually bank transmissions take several days, all payments should be made sufficiently in advance to allow for transmission, processing and posting while before the due date on the payment report of each student. Payments received after the due date are

automatically assessed a late payment fee (irregardless of when the payment was initiated). It is the students' responsibility to ensure that tuition is paid on time.

Advance Payment Discount

During fall registration, a graduate or undergraduate student who prepays spring semester tuition together with fall tuition will receive advance payment discount. The following conditions apply:

- KIMEP offers a 35,000 KZT tuition discount for undergraduate and graduate students who paid tuition of 710,000 KZT for the academic year in advance and before the end of the Fall registration period.
- This prepayment discount should be spent only for enrollment in academic courses - students cannot be refunded this amount of money. If student receives refunds, s/he will lose the discount of 35,000 KZT.
- Tuition prepayment discounts are not available on a semester bases for payments of more than one year, for international students, or for summer terms. No academic performance requirements are applied to the prepayment tuition discount.
- Accounting office prepares the list of students eligible for this discount.

Semester Payment and Installment Payment Plan

Tuition can be paid at the beginning of the semester or in three installments throughout the semester. The first payment is due from the start of registration until the beginning of the semester and allows students to register for classes. The due dates of the first, second and third payments are listed in the Academic Calendar. A late payment fee is added to the amount due if the subsequent payments are not made by the due date. There is no installment payment option for summer tuition (summer tuition is paid in advance before registration).

KIMEP recognizes that some families may have temporary or unexpected financial difficulties and therefore, in a very few cases, tuition payment postponement or other arrangements may be granted. Those families are advised to contact Office of Financial Aid to apply and to receive consultation. In order to make a fair decision, the Office of Financial Aid may request documents that confirm difficult financial situation of a family.

Non-payment of tuition

KIMEP has the right to take administrative and legal action against students who fail to make any remaining tuition payments.

1. A student with outstanding debt at the end of the semester will not receive his/her final grades. The Registrar's Office will not issue official transcripts.
2. Registration for subsequent semesters is blocked until the debt is cleared.
3. If the debt is not cleared by the end of the following semester the student will be administratively withdrawn from the university.

Refunds of overpayment

When an overpayment occurs (except for graduating students), KIMEP encourages students, parents and sponsors to leave the overpayments in the student's account and to use these funds for tuition in the subsequent semester or summer sessions.

If a refund is desired, the entire overpayment amount for the current semester and future semesters must be withdrawn (KIMEP cannot allow partial withdrawals on a recurring basis.) Refunds are returned to the original payer only (student, parent or sponsor) by the method of the initial payment to KIMEP (cash, bank transfer or bank card) during refund period. The refund policy and refund schedule is available from the Accounting Office.

Payment Obligation

Every student must accept personal responsibility for the payment of all tuition and fees on time. Where possible, KIMEP and other organizations will provide assistance to students who need financial assistance. However, it is important to recognize that financial assistance is not a contractual obligation on the part of KIMEP or any other organization and is always subject to the availability of funds. If anticipated financial assistance is not received, students will need to find alternative means of meeting their financial obligations.

How to Pay for Education

University education is expensive, but some steps can be taken to lessen the costs

1. Explore the availability of grants and scholarships from businesses, national and international foundations, private donors and sponsors
2. Arrange for educational bank loans in order to

make tuition payments on time

3. Apply for scholarships or financial aid through the Office of Financial Aid
4. Pay tuition in advance for the whole period of study or the whole academic year to get fixed tuition or advance payment discount
5. Explore of opportunities through work-study programs, part-time employment on and off campus, reduction of number of courses in a given semesters and others.

OFFICE OF FINANCIAL AID

KIMEP strives to educate students who are academically qualified regardless of their financial means. Together with families, KIMEP works on a variety of ways to support students through corporate donations and sponsorships, our own funds, trilateral agreements between industry and students, student work opportunities on and off campus, flexible tuition payment system, including monthly payments and individual payment plans.

Focusing on individual student financial and/or merit situation, our strategy is to align financial aid with the enrolment goals of the institution. To diversify student community, KIMEP strives to offer financial assistance to a wide range of students including entering students and existing students, transfer students, graduate students and undergraduate students, Kazakhstani students and international students.

There are two factors influencing the process of distribution of financial aid among students – academic merit/performance and financial need. The amount of financial aid depends on the Expected Family Contribution (EFC) of the students applied and available funds. The EFC is an estimated family/student financial contribution to the higher education costs.

Applying students are encouraged to present all required documents within the set deadline to ensure fair and timely distribution of the aid. KIMEP reserves the right not to consider any applications that come incomplete or after the deadline.

KIMEP makes no promise of scholarships, grants, financial aid, or dormitory place to any student or

individual. KIMEP makes no connection between the distributions of any form of financial aid with payment deadlines. Thus, students and prospective students need to be prepared to pay all tuition and other fees according to established KIMEP regulations and tuition deadlines.

All financial assistance is subject to the availability of funds.

TYPES OF FINANCIAL AID

EXTERNAL FINANCIAL ASSISTANCE

Scholarships

Scholarships are a traditional form of financial aid. Corporations, individual donors, and other sponsors give money to KIMEP specifically designated for graduate or undergraduate students in the form of tuition subsidies. The Corporate Development Department solicits financial sponsorship and support from national and international donor organizations and companies that may vary from year to year. Grants are awarded based on the verified financial need of an applicant as well as academic standing. The main criteria for the establishment of the financial need may be found further in this document under the heading “General Criteria, Rules and Regulation for Financial Aid”.

Support from the Ministry of Education and Science of RK

The KIMEP Corporate Development department administers the state support as well as other types of the outside support. Currently, the Ministry of Education and Science of the Republic of Kazakhstan provides some financial assistance through the Presidential Stipend and through grants to the university.

The Presidential Stipend is an annual award established by the decree of the President of the Republic of Kazakhstan. The program provides a monthly stipend in cash to 15 undergraduate students of the 3rd and 4th years of study. The recipients are selected on a competitive basis in accordance with the criteria established by the Ministry. They include the highest academic performance and participation in extra-

curriculum activities, scientific and research work that are supported by the appropriate documentation, international and Republic-level Olympiads and academic competitions, authorship of innovations, scientific articles or original pieces of art, festivals, as well as social, cultural and sport activities at the university.

Candidates should insure that the Corporate Development department has documentation of all activities that may be considered in the selection process for the Presidential Stipend.

MERIT BASED ASSISTANCE FROM KIMEP FUNDS

Scholarships and Grants for Newly Admitted Students

Nursultan Nazarbayev Grant

The Nursultan Nazarbayev Grant, named in honour of the President of the Republic of Kazakhstan, is a highly competitive grant awarded to the newly admitted undergraduate students as 100% financial assistance for the courses required for a degree completion. Students with UNT results of 90 and above out of 100 in four main subjects are eligible to apply for this grant. The grant is provided for the duration of an academic program but no longer than 5 years as long as the recipient(s) maintains eligibility: minimum overall GPA of 3.75 after each academic year and full-time status (minimum 4 courses in Fall and also in Spring semesters, and any number of courses taken during Summer semesters). The grant is very competitive for students with financial needs and the highest academic performance. Students have to submit financial documents as a proof of inability to pay for education at KIMEP. The grant is available for Kazakhstani citizens only.

1. The awarding of the grant is conditional upon the recipient meeting any outstanding conditions for enrollment on his / her chosen program of study (for example, submitting an original UNT certificate).
2. The grant provides a 100 (one-hundred) percent financial assistance for the courses required for completion of a degree. This may include credits taken on exchange programs but does not include any credits taken over and above the required

minimum for completion of the program (for example, it does not cover credits required to complete a second major or specialization).

3. The recipient must finish his / her studies within five academic years of their first registration. The grant will not cover any courses taken after this limit has expired, regardless of the total number of credits taken until that point.
4. The grant covers all non-credit courses taken by a student that are required for a degree completion (applied for students that entered in AY 2010-2011 and after).
5. The grant cannot be deferred: the recipient must register for courses in the first semester following the award and study for at least one complete semester. They may only apply for an academic leave of absence once they have completed their first full semester of study. Current students could take one academic year of leave of absence with no impact on financial aid that is designed for the whole degree completion free of charge
6. The recipient will be reassessed every year based on his / her overall GPA. The grant will be withdrawn if the recipient is not in good academic standing at the end of any given academic year. Good academic standing means an overall GPA of 3.75 or higher. If the grant is withdrawn because the recipient fails to maintain the minimum required overall GPA it may be reinstated should he / she raise his / her overall GPA to 3.75 or above.
7. In the event that the grant is withdrawn for any reason, the recipient will not be required to reimburse KIMEP for the courses taken up until that point.
8. Other rules and criteria that regulate provision and maintenance of scholarships/grants are listed in GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID

Merit-Based Altyn Belgi Scholarship

In recognition of the outstanding academic performance at the national level, KIMEP awards 50% merit-based scholarships to newly admitted undergraduate students who are official holders of the Altyn Belgi Certificate of the year of entry. The financial aid is available to each recipient for the duration of his/her undergraduate studies but no longer than 4 years as long as s/he maintains eligibility: minimum overall GPA of 3.75 after each academic year and full-time status (minimum 4 courses in Fall and also in Spring

semesters, and any number of courses taken during Summer semesters). Students do not have to submit financial documents. The scholarship is available for Kazakhstani citizens only.

1. The awarding of the scholarship is automatic and based on submission of the original copy of the Altyn Belgi Certificate.
2. The scholarship provides a 50 (fifty) percent financial assistance for the total amount of credits required to complete a degree. This may include credits taken on exchange programs but does not include any credits taken over and above the required minimum for completion of the program (for example, it does not cover credits required to complete a second major or specialization).
3. The recipient must finish his / her studies within four academic years of his/her first registration. The scholarship will not cover any courses taken after this limit has expired, regardless of the total number of credits taken until that point.
4. The scholarship does not cover any non-credit courses taken by a student. It does not cover foundation English courses or the orientation program.
5. The scholarship cannot be deferred: the recipient must register for courses in the first semester following the award and study for at least one complete semester. They may only apply for an academic leave of absence once they have completed their first full semester of study.
6. The recipient will be reassessed every year based on his / her overall GPA. The scholarship will be withdrawn if the recipient is not in good academic standing at the end of any given academic year. Good academic standing means an overall GPA of 3.75 or higher. If the scholarship is withdrawn because the recipient fails to maintain the minimum required overall GPA it may be reinstated should he / she raise his / her overall GPA to 3.75 or above.
7. In the event that the scholarship is withdrawn for any reason, the recipient will not be required to reimburse KIMEP for the courses taken up until that point.
8. Other rules and criteria that regulate provision and maintenance of scholarships/grants and financial aid are listed in GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID

Merit-Based Scholarship for prize winners of International and Republican level of Olympiads

In recognition of the outstanding academic performance at the national level, KIMEP awards 30% merit-based scholarships to newly admitted undergraduate students who are prize winners of the International or Republican level of Olympiads (I, II and III places) in any subject within last 3 years. The scholarship is provided for the first academic year for a maximum number of credits taken by a student during Fall, Spring and Summer semesters as long as the recipient(s) maintains eligibility: minimum overall GPA of 2.33 and full-time status (minimum 4 courses in Fall and also in Spring semesters, and any number of courses taken during Summer semesters). Students do not have to submit financial documents. The scholarship is available for Kazakhstani citizens only.

1. The awarding of the scholarship is automatic and based on submission of the original copy of the Olympiad Certificate.
2. The scholarship provides a 30 (thirty) percent financial assistance for the credits that a student is registered to, during the first academic year after admission. The Scholarship will not cover any courses taken after this limit has expired, regardless of the total number of credits taken until that point.
3. The scholarship does not cover any non-credit courses taken by the student. It does not cover foundation English courses or the orientation program.
4. The scholarship cannot be deferred: the recipient must register for courses in the first semester following the award and study for at least one complete semester. They may only apply for an academic leave of absence once they have completed their first full semester of study.
5. In the event that the scholarship is withdrawn for any reason, the recipient will not be required to reimburse KIMEP for the courses taken up until that point.
6. Other rules and criteria that regulate provision and maintenance of scholarships/grants and financial aid are listed in GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID

School Olympiad Merit-Based Scholarship for College of Social Science

In recognition of the outstanding potential KIMEP College of Social Science provides 12 scholarships for

prize winners of School Olympiads that offer financial assistance for 4 Academic Years for a maximum number of credits required for the degree completion per Fall, Spring and Summer semesters as long as the recipient(s) maintains eligibility: minimum overall GPA of 3.75 after each academic year and full-time status (minimum 4 courses in Fall and also in Spring semesters, and any number of courses taken during Summer semesters). Students do not have to submit financial documents. The scholarship is available for Kazakhstani citizens only.

The Scholarship provides:

- 100% scholarship for golden prize winners
 - 50% scholarship for silver prize winners
 - 30% scholarship for bronze prize winners.
1. The awarding of the scholarship is conditional upon the recipient meeting any outstanding conditions for enrollment on his / her chosen program of study.
 2. The scholarship provides a 100/50/30 percent financial assistance for the courses required for completion of a degree. This may include credits taken on exchange programs but does not include any credits taken over and above the required minimum for completion of the program (for example, it does not cover credits required to complete a second major or specialization).
 3. The recipient must finish his / her studies within four academic years of their first registration. The scholarship will not cover any courses taken after this limit has expired, regardless of the total number of credits taken until that point.
 4. The scholarship does not cover any non-credit courses taken by the student. It does not cover foundation English courses or the orientation program.
 5. The scholarship cannot be deferred: the recipient must register for courses in the first semester following the award and study for at least one complete semester. They may only apply for an academic leave of absence once they have completed their first full semester of study.
 6. The recipient will be reassessed every year based on his / her overall GPA. The scholarship will be withdrawn if the recipient is not in good academic standing at the end of any given academic year. Good academic standing means an overall GPA of 3.75 or higher. If the scholarship is withdrawn because the recipient fails to maintain the minimum

required overall GPA it may be reinstated should he / she raise his / her overall GPA to 3.75 or above.

7. In the event that the scholarship is withdrawn for any reason, the recipient will not be required to reimburse KIMEP for the courses taken up until that point.
8. Other rules and criteria that regulate provision and maintenance of scholarships/grants and financial aid are listed in GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID

Merit-Based Scholarship for Transfer students and College Graduates

In recognition of highly qualified transfer students and college graduates KIMEP provides 50% Merit-Based Scholarship for Transfer students and College Graduate. The scholarship is available to each recipient for the duration of 1 academic year for a maximum number of credits required for the degree completion per Fall, Spring and Summer semesters as long as the recipient(s) maintains eligibility: minimum overall GPA of 2.33 and full-time status (minimum 4 courses in Fall and also in Spring semesters, and any number of courses taken during Summer semesters). The distribution of scholarships is based on the good academic standing demonstrated during the period of study in previous University/ College. Students do not have to submit financial documents.

1. The awarding of the scholarship is conditional upon the recipient meeting any outstanding conditions for enrollment on his / her chosen program of study.
2. The scholarship provides a 50 (fifty) percent financial assistance for the first academic year. The Scholarship will not cover any courses taken after this limit has expired, regardless of the total number of credits taken until that point.
3. The scholarship does not cover any non-credit courses taken by the student. It does not cover foundation English courses or the orientation program.
4. The scholarship cannot be deferred: the recipient must register for courses in the first semester following the award and study for at least one complete semester. They may only apply for an academic leave of absence once they have completed their first full semester of study.
5. In the event that the scholarship is withdrawn for

any reason, the recipient will not be required to reimburse KIMEP for the courses taken up until that point.

6. Other rules and criteria that regulate provision and maintenance of scholarships/grants and financial aid are listed in GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID

Merit-based scholarships for the graduates of Mathematical Secondary Boarding School for Gifted Children named after O. Zhautykov (RSPMS)

In recognition of the long-standing mutual cooperation and outstanding academic performance KIMEP provides scholarships on an annual basis for the graduates of RSPMS with 100% coverage of tuition fee during the period of studies (including Foundation program and dormitory): The scholarship is provided for the duration of the academic program but no longer than 5 years as long as the recipient(s) maintains eligibility: minimum overall GPA of 3.75 after each academic year and full-time status (minimum 4 courses in Fall and also in Spring semesters, and any number of courses taken during Summer semesters). Students do not have to submit financial documents. The scholarship is available for Kazakhstani citizens only.

1. The awarding of the scholarship is conditional upon the recipient meeting any outstanding conditions for enrollment on his / her chosen program of study.
2. The scholarship provides 100 (hundred) percent financial assistance for the courses required for completion of a degree. This may include credits taken on exchange programs but does not include any credits taken over and above the required minimum for completion of the program (for example, it does not cover credits required to complete a second major or specialization).
3. The recipient must finish his / her studies within five academic years of his/her first registration. The scholarship would not cover any courses taken after this limit has expired, regardless of the total number of credits taken until that point.
4. The scholarship covers all non-credit courses taken by the student that are required for the degree completion.
5. The scholarship cannot be deferred: the recipient must register for courses in the first semester

following the award and study for at least one complete semester. They may only apply for an academic leave of absence once they have completed their first full semester of study. Current students could take one academic year of leave of absence with no impact on financial aid that is designed for whole degree completion free of charge.

6. The recipient will be reassessed every year based on his / her overall GPA. The scholarship will be withdrawn if the recipient is not in good academic standing at the end of any given academic year. Good academic standing means an overall GPA of 3.75 or higher. If the scholarship is withdrawn because the recipient fails to maintain the minimum required overall GPA it may be reinstated should he / she raise his / her overall GPA to 3.75 or above.
7. In the event that the scholarship is withdrawn for any reason, the recipient will not be required to reimburse KIMEP for the courses taken up until that point.
8. Other rules and criteria that regulate provision and maintenance of scholarships/grants and financial aid are listed in GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID

Merit-based Scholarship for Undergraduate Foreign Students

A few scholarships are available to newly admitted undergraduate foreign students. The scholarships provide 100% financial assistance for courses required for a degree completion (including intensive courses) accompanied with the free place in the dormitory. The scholarship is provided for the duration of the academic program but no longer than 5 years as long as the recipient(s) maintains eligibility: minimum overall GPA of 3.75 after each academic year and fulltime status (minimum 4 courses in Fall and also in Spring semesters, and any number of courses taken during Summer semesters). Students have to include their academic and extracurricular achievements into their application for admission and apply to Office of Financial Aid but do not have to submit financial documents.

1. The awarding of the scholarship is conditional upon the recipient meeting any outstanding conditions for enrollment on his / her chosen program of study.
2. The scholarship provides 100 (one-hundred) percent financial assistance for the total amount of credits required to complete an undergraduate

degree, including intensive courses with the free place in the dormitory. This may include credits taken on exchange programs but does not include any credits taken over and above the required minimum for completion of the program (for example, it does not cover credits required to complete a second major or specialization).

3. The scholarship covers all non-credit courses taken by the student that are required for the degree completion
4. The scholarship cannot be deferred: the recipient must register for courses in the first semester following the award and study for at least one complete semester. They may only apply for an academic leave of absence once they have completed their first full semester of study. Current students could take one academic year of leave of absence with no impact on financial aid that is designed for the whole degree completion free of charge
5. The recipient will be reassessed every year based on his / her overall GPA. The scholarship will be withdrawn if the recipient is not in good academic standing at the end of any given academic year. Good academic standing means an overall GPA of 3.75 or higher. If the scholarship is withdrawn because the recipient fails to maintain the minimum required overall GPA it may be reinstated should he / she raise his / her overall GPA to 3.75 or above.
6. The recipient must finish his / her studies within five academic years of their first registration. The scholarship will not cover any courses taken after this limit has expired, regardless of the total number of credits taken until that point.
7. In the event that the scholarship is withdrawn for any reason, the recipient will not be required to reimburse KIMEP for the courses taken up until that point.
8. Other rules and criteria that regulate provision and maintenance of scholarships/grants and financial aid are listed in GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID

Merit-based Scholarship for Graduate Students

A number of scholarships are available to newly admitted graduate students from any country. The scholarship provides:

- 50% financial assistance for MBA, MLLM, MA programs;
- 80% financial assistance for MPA, MIR, and MIJ

programs;

- 90% financial assistance for MA in TESOL program for credit courses required for a degree completion.

The scholarship is provided for the duration of the academic program but no longer than two years and one consecutive semester as long as the recipient(s) maintains eligibility: minimum overall GPA of 3.75 after each academic year and full-time status (minimum 3 courses in Fall and also in Spring semesters, and any number of courses taken during Summer semesters). Students have to include their academic and extracurricular achievements into their application for admission and apply to Office of Financial Aid but do not have to submit financial documents.

1. The awarding of the scholarship is conditional upon the recipient meeting any outstanding conditions for enrollment on his / her chosen program of study.
2. The scholarship provides a 50 (fifty) percent financial assistance for the courses required for completion of a degree. This may include credits taken on exchange programs but does not include any credits taken over and above the required minimum for completion of the program (for example, it does not cover credits required to complete a second major or specialization).
3. The scholarship does not cover any non-credit courses taken by the student (except four Academic English courses) taken by the student.
4. The scholarship cannot be deferred: the recipient must register for courses in the first semester following the award and study for at least one complete semester. They may only apply for academic leave of absence once they have completed their first full semester of study.
5. The recipient will be reassessed every year based on his / her overall GPA. The scholarship will be withdrawn if the recipient is not in good academic standing at the end of any given academic year. Good academic standing means an overall GPA of 3.75 or higher. If the scholarship is withdrawn because the recipient fails to maintain the minimum required overall GPA it may be reinstated should he / she raise his / her overall GPA to 3.75 or above.
6. The recipient must finish his / her studies within two academic years plus one semester of their first registration. The scholarship will not cover any courses taken after this limit has expired,

regardless of the total number of credits taken until that point.

7. In the event that the scholarship is withdrawn for any reason, the recipient will not be required to reimburse KIMEP for the courses taken up until that point.
8. Other rules and criteria that regulate provision and maintenance of scholarships/grants and financial aid are listed in GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID

GRANTS FOR CURRENT STUDENTS

KIMEP Presidential Grant for Undergraduate Students

The KIMEP Presidential Grant (100%) is awarded for one academic year with a maximum number of credits taken by a student during Fall, Spring and Summer semesters and is targeted towards undergraduate students with a high academic performance whose studies at KIMEP are in jeopardy because of financial difficulties. Students who earned 15 and more credits with overall GPA of 4.00 and above are eligible to apply for this grant. The grant is provided as long as the recipient(s) maintains eligibility: minimum overall GPA of 2.33 between semesters and full-time status (minimum 4 courses in Fall and also in Spring semesters, and any number of courses taken during Summer semesters). Students have to submit financial documents as a proof of inability to pay for education at KIMEP. The grant is available for Kazakhstani citizens only.

1. The awarding of the grant is conditional upon the recipient meeting any outstanding conditions for academic achievements on his / her chosen program of study.
2. The grant provides a 100 (hundred) percent financial assistance for credits taken during one academic year. Grant covers all credits taken by the student in Fall Spring and Summer semesters. This may include credits taken on exchange programs but does not include any credits taken over and above the required minimum for completion of the program (for example, it does not cover credits required to complete a second major or specialization).
3. The Grant does not cover any non-credit courses taken by the student.

4. The grant cannot be deferred: the recipient must register for courses in the first semester following the award in case of registration absence grant will be redistributed.
5. In the event that the grant is withdrawn for any reason, the recipient will not be required to reimburse KIMEP for the courses taken up until that point.
6. Other rules and criteria that regulate provision and maintenance of scholarships/grants and financial aid are listed in GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID

KIMEP Dean's Grant for Undergraduate Students

The KIMEP Dean's Grant (50%) is awarded for one academic year with a maximum number of credits taken by a student during Fall, Spring and Summer semesters and is targeted towards undergraduate students with a high academic performance whose studies at KIMEP are in jeopardy because of financial difficulties. Students who earned 15 and more credits with overall GPA of 4.00 and above are eligible to apply for this grant. The grant is provided as long as the recipient(s) maintains eligibility: minimum overall GPA of 2.33 between semesters and full-time status (minimum 4 courses in Fall and also in Spring semesters, and any number of courses taken during Summer semesters). Students have to submit financial documents as a proof of inability to pay for education at KIMEP. The grant is available for Kazakhstani citizens only.

1. The awarding of the grant is conditional upon the recipient meeting any outstanding conditions for academic achievements on his / her chosen program of study.
2. The grant provides a 50 (fifty) percent financial assistance for credits taken during one academic year. Grant covers all credits taken by the student in Fall Spring and Summer semesters. This may include credits taken on exchange programs but does not include any credits taken over and above the required minimum for completion of the program (for example, it does not cover credits required to complete a second major or specialization).
3. The Grant does not cover any non-credit courses taken by the student.
4. The grant cannot be deferred: the recipient must register for courses in the first semester following the award in case of registration absence grant will

be redistributed.

5. In the event that the grant is withdrawn for any reason, the recipient will not be required to reimburse KIMEP for the courses taken up until that point.
6. Other rules and criteria that regulate provision and maintenance of scholarships/grants and financial aid are listed in GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID

KIMEP Presidential Grant for Graduate Students

The KIMEP Presidential Grant (50%) is awarded for one academic year for a maximum number of credits taken by a student during Fall, Spring and Summer semesters and is targeted towards graduate students with high academic performance whose studies at KIMEP are in jeopardy because of financial difficulties. Students who earned 15 and more credits with overall GPA of 4.00 and above are eligible to apply for this grant. The grant is provided as long as the recipient(s) maintains eligibility: minimum overall GPA of 2.33 between semesters and fulltime status (minimum 3 courses in Fall and Spring semesters, and any number of courses taken during Summer semesters). Students have to submit financial documents as a proof of inability to pay for education at KIMEP. The grant is available for Kazakhstani citizens only.

1. The awarding of the grant is conditional upon the recipient meeting any outstanding conditions for academic achievements on his / her chosen program of study.
2. The grant provides a 50 (fifty) percent financial assistance for credits taken during one academic year. Grant covers all credits taken by the student in Fall Spring and Summer semesters. This may include credits taken on exchange programs but does not include any credits taken over and above the required minimum for completion of the program (for example, it does not cover credits required to complete a second major or specialization).
3. The grant does not cover any non-credit courses taken by the student.
4. The grant cannot be deferred: the recipient must register for courses in the first semester following the award in case of registration absence grant will be redistributed.
5. In the event that the grant is withdrawn for any reason, the recipient will not be required to

reimburse KIMEP for the courses taken up until that point

6. Other rules and criteria that regulate provision and maintenance of scholarships/grants and financial aid are listed in GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID.

NEED-BASED ASSISTANCE FROM KIMEP FUNDS

The need-based assistance is given to students competitively based on academic performance of students with financial need. Students are required to provide the necessary documents to prove their need. The number of students receiving financial assistance depends on the availability of funds. Financial aid is awarded for a period of one academic year (except for orphans). Those who wish to continue receiving financial aid must reapply for the following year. Participation in the program does not give priority for any future financial assistance. The details of eligibility for each category are listed below. Detailed information about policy and its changes is also available in the Office of Financial Aid.

Financial Aid for Children of Pensioners

KIMEP provides some financial assistance to KIMEP undergraduate students who are children of pensioners. To be qualified, a student must provide documents that confirm the status that his/her parents are pensioners (retirement pensioners or pensioners because of disability). A student may receive 10% or 25 % financial aid for a maximum number of credits per semester depending on whether one or both parents are pensioners. Only single students are eligible for this program. Major criteria for maintenance of financial assistance of financial assistance are minimum GPA 2.33, and full time status of the student (minimum 4 courses in Fall and also in Spring semesters, and any number of courses taken during Summer semesters). The financial assistance is available both for Kazakhstani citizens and International students.

1. Financial Aid is available to undergraduate students who are not married;
2. Financial Aid is not automatic; a student must display proof that because his/her parent(s) are pensioners (retirement pensioners or pensioners because of disablement) he/she is unable to pay the full tuition fees;

3. If 1 (one) parent of a student is a pensioner the student will receive a 10 (ten) percent of financial aid on a maximum number of credits taken by student during academic year;
4. If 2 (two) parents of a student are pensioners the student will receive a 25 (twenty five) percent financial aid on a maximum number of credits taken by student during academic year;
5. If a student who was awarded any form of financial aid withdraws from the institution the financial aid received will be withdrawn;
6. Other rules and criteria that regulate provision and maintenance of scholarships/grants and financial aid are listed in GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID.

Financial Aid for Orphans

KIMEP recognizes that students who are orphans more likely to need financial support and therefore provides a financial aid program for orphans. An orphaned student whose either one or both parents had died before he /she was 18 years old can receive 100% financial assistance for credit and non-credit courses required for a degree completion. Free dormitory place is provided for students who live out of Almaty. Major criteria for maintenance of financial assistance are minimum GPA 2.00, and full time status of the student (minimum 4 courses in Fall and also in Spring semesters, and any number of courses taken during Summer semesters). The financial assistance is available both for Kazakhstani citizens and International students.

1. Financial Aid is available to undergraduate students who are not married;
2. Any undergraduate full-time admitted student regardless of program who is an orphan is entitled to 100 (one-hundred) percent free tuition for a maximum of credits per semester, with the total number of credits equal to number of credits for degree completion;
3. Any undergraduate student may apply for financial aid till he/she is 25 years, if student became and orphan before 18 years
4. The financial aid covers non-credit courses taken by the student.
5. Financial Aid is not automatic; a student must display proof that because he/she is an orphan and he/she is unable to pay the full tuition fees.
6. The financial aid for Orphans covers one particular

degree program with specified number of credits. If a student takes more than the total number of required credits for degree completion he/she is responsible for payment of those extra credits. Financial aid for the particular degree is defined by the number of credits required to that degree. In a case when student received Financial Aid for the particular degree in the middle of his/her studies, financial aid is given for the remaining credits. Financial aid for the particular degree do not cover any credits for double specialization

7. Current students could take one academic year of leave of absence with no impact on financial aid that is designed for whole degree completion free of charge
8. Their rules and criteria that regulate provision and maintenance of scholarships/grants and financial aid are listed in GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID.

Financial Aid for Multiple Student Families

KIMEP recognizes that several family members attending KIMEP at the same time places a heavy burden on a family's budget. Financial assistance is available for two or more siblings, stepbrothers/step sisters (one parent in common), husband and wife. The financial aid is 25% for a maximum number of credits per semester and is awarded to each eligible student from the same family. In case if one family member has graduated from KIMEP another one will continue receiving this type of financial aid till the moment of graduation / withdrawal considering s/he meets other criteria (academic standing, full-time status, etc.). This does, not include academic or other leave. Both undergraduate and graduate students are eligible for this type of financial aid. Students have to submit documents that confirm their status of members of one family. Major criteria for maintenance of financial assistance are minimum GPA 2.33, and full time status (minimum 4 courses for undergraduate and 3 courses for graduate students in Fall and Spring semesters and any number of courses taken during Summer semesters) of the students. The financial assistance is available both for Kazakhstani citizens and International students.

1. Financial Aid is available to undergraduate / graduate single siblings and to students who are spouses;
2. Financial Aid is not automatic and is given to immediate families with more than 1 (one)

member attending KIMEP that is to be proved by appropriate documents;

3. Each member of an immediate family must submit an application form to Office of Financial Aid, but with one complete set of documents for the same family;
4. Children of an immediate family must have one parent in common to be eligible for the financial aid;
5. If a student who was awarded any form of financial aid withdraws from the institution the financial aid received will be withdrawn;
6. Other rules and criteria that regulate provision and maintenance of scholarships/grants and financial aid are listed in GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID.

Financial Aid for Students from Multi-Children Families

KIMEP provides 25% financial assistance for a maximum number of credits per semester for undergraduate students from families with four and more minor children including adult children who are students of colleges and universities. Students have to submit documents that confirm their multi-children family status. Major criteria for maintenance of financial assistance are minimum GPA 2.33, and full time status of the student (minimum 4 courses in Fall and also in Spring semesters, and any number of courses taken during Summer semesters). The financial assistance is available both for Kazakhstani citizens and International students.

1. Financial Aid is available to undergraduate students who are not married;
2. Financial Aid is given to immediate families with more than 4 (four) children up to the age of 18 who are living together;
3. Financial Aid is not automatic; a student must display proof that he/she has 4 or more siblings under age of 18 and he/she is unable to pay the full tuition fees.
4. If the multichildren family has children that are students of other universities, then those children are also accepted as children under full legal age.
5. If a student who was awarded any form of financial aid withdraws from the institution the financial aid received will be withdrawn;
6. Other rules and criteria that regulate provision and maintenance of scholarships/grants and financial aid are listed in GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID.

Financial Aid for Children from Single Parent Families

KIMEP provides financial assistance to undergraduate students who come from single parent families. To qualify, a student must provide proof that because s/he has only one parent, s/he is unable to pay the full tuition fees. A student may be provided 25% financial aid for a maximum number of credits per semester. Major criteria for maintenance of financial assistance are minimum GPA 2.33, and full time status of the student (minimum 4 courses in Fall and also in Spring semesters, and any number of courses taken during Summer semesters). The aid is available for Kazakhstani citizens only.

1. Financial Aid is available to undergraduate students who are not married;
2. A child with only 1 (one) parent will receive a 25 (twenty five) percent financial aid for a maximum number of credit taken by students during Fall, Spring, and Summer semesters;
3. Financial Aid is not automatic; a student must display proof that because he/she only has one parent he/she is unable to pay the full tuition fees.
4. If a student who was awarded any form of financial aid withdraws from the institution the financial aid received will be withdrawn;
5. Other rules and criteria that regulate provision and maintenance of scholarships/grants and financial aid are listed in GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID.

Financial Aid – General Assistance

Though receiving financial aid is not guaranteed, KIMEP makes every effort to help students with financial need and therefore considers every application for financial aid. If none of the above mentioned financial aid options are applicable to the student, you may apply for “general assistance” and we will consider applications on an individual basis. Students have to submit financial documents as proof of inability to pay. General assistance is provided for one AY as long as the recipient maintains eligibility: minimum overall GPA of 2.33 and full-time status (minimum 4 courses in Fall and also in Spring semesters, and any number of courses taken during Summer semesters). Entry level of GPA depends on the decision of the Admission and Scholarship Committee or sub-committee. The aid is available for Kazakhstani citizens only.

1. General assistance will be treated as an add-on to

- any current award
2. Financial Aid is not automatic; a student must display proof that he/she is unable to pay the full tuition fees.
3. The total amount of financial aid per semester can not exceed 100% of tuition fee for the particular semester.
4. If a student who was awarded any form of financial aid withdraws from the institution the financial aid received will be withdrawn;
5. Other rules and criteria that regulate provision and maintenance of scholarships/grants and financial aid are listed in GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID.

WORK – STUDY OPPORTUNITIES

Students are eligible to work on-campus, performing different duties in administrative and academic units, including but not limited to colleges and faculty offices, library, print shop, dormitory, student club, enrolment management, auxiliary services and various department and faculty offices. HR office consolidates all information about employment opportunities on campus and students apply directly to the units.

KIMEP EMPLOYEE BENEFIT PROGRAM

As a benefit, legal spouses and children of KIMEP fulltime employees as well as all KIMEP full-time employees are eligible for financial assistance. The HR office administers this program. The details are outlined in the KIMEP Human Resource Manual.

DORMITORY

Due to the advantageous location, attractive price and limited number of available dormitory places the distribution of dormitory places became a part of financial aid. The cost of living in the student dormitory is significantly below the costs of off-campus housing. Office of Financial Aid administers distribution of the dormitory places based on the criteria set by KIMEP. Prior to each semester the final list will be available for

the dormitory management to accommodate students. Certain categories of undergraduate students have the priority on distribution of Dormitory spaces based on financial need (e.g. orphans, disabled students, exchange international students and newly entering 1st year undergraduate students). Detailed information on prioritization of applicants, dormitory rules and regulations, payment, etc. is given below. KIMEP makes no promise of providing a dormitory place to any student or individual. The KIMEP Admissions and Scholarship Committee make the final decision of KIMEP Dormitory space distribution. Additionally, KIMEP Housing Department provides information and help concerning renting an apartment outside of KIMEP campus.

Application for Dormitory Place

The application procedure and general requirements are similar to the application procedure and general requirements for financial aid. Criteria for securing a place in the dormitory and the application process, including deadlines for application will be communicated by the Office of Financial Aid. The Office of Financial Aid in coordination with the Dean of Student Affairs, following policies approved by the Admission and Scholarship Committee, will administer allocation of the dormitory places.

Procedures for Applying for Accommodation and Residing in the Dormitory

Only students that submit an application form with a necessary package of documents to the Office of Financial Aid will be considered for a place in the Dormitory. Students who wish to live in the Dormitory must apply and submit a completed application form to the Office of Financial Aid before the application deadline.

In the financial aid application form, students will be asked to indicate whether they wish to be considered for a room in the Dormitory. After revision of completed applications, they will be ranked in a list in accordance with priorities shown in the table below. Based on this list Student Affairs Office will precede accommodation of students in dormitory.

Students selected under the priority policy are allowed to live in the Dormitory for one academic year until their status changes and as long as they remain in good academic standing.

Upon arrival to KIMEP, students may claim their room only if all necessary documentation has been filed

with the Office of Financial Aid and the student has completed the Contract for Living in Dormitory Form. Students have 3 (three) calendar days till the beginning of each academic semester to move in to the Dormitory. Students failing do so loose their place. Students must vacate the dormitory no later than one day after the end of the semester. Winter break arrangements for the dormitory will be made on a case by case basis.

Dormitory Accommodation Payment Policy

Students, who intend to take up residence in the dormitory, must confirm their place by making an advance 100% payment for the whole semester by the first day of the semester. The payment must be made within 5 week days after student's check-in.

Prioritization of Applicants

Dormitory accommodation is provided for a minimum of one semester and for a maximum of one academic year according to the required for the dormitory eligibility. For freshmen students, academic criteria will be applied as soon as the overall GPA is accumulated. Current students (except for disabled students) under all other required conditions must have full-time status and a minimum overall GPA of 2.67 (2.00 for orphans) each semester in order to keep their place within given academic year; other conditions may apply. All eligible students are required to reapply for prolongation each academic year.

Students under academic probation shall not be placed, even if they are international students. Prior to each semester, the Dormitory office notifies the students at the top of the prior list that accommodations are available. Students who are living in the Dormitory can renew their contract according to the policy of "duration on stay" as long as they are still eligible. Applicants for dormitory space will be prioritized according to the following table.

Priority Student Category

- 1 Official House Parent Resident Assistants (2 per a floor)
- 2 Disabled Undergraduate and Graduate students
- 3 Orphaned undergraduate students
- 4 International exchange students and International freshmen undergraduate students
- 5 1st year entering undergraduate students from outside Almaty (including 1st year transfer

- students), based on financial need
 - 6 Undergraduate Students 17 (or younger), based on financial need
 - 7 Other undergraduate freshmen students (based on year of entry & financial need starting with 1st year students through 4th year students)
 - 8 Undergraduate Current Students
- There is no code dwelling in the KIMEP dormitory – all rooms are single sex.

Confirmation of Eligibility of Applicants

Eligibility of International applicants will be assessed by the International Office and approved by the Office of Financial Aid and Dean of Student Affairs. Both the Dean of Student Affairs and the Admission and Scholarship Committee must review all lists from the Dormitory and Office of Financial Aid before a student is officially allowed to live in the dormitory. KIMEP’s Admission and Scholarship Committee must review eligibility of all applicants. Each student’s name will be reviewed and the room they have been assigned to, which will be checked by KIMEP’s Dormitory Administration together with the Dean of Student Affairs’ Office to make sure it is in accordance with the “Priority Accommodation” Policy. Any student or faculty member caught violating the Dormitory Policy will have their case presented to the KIMEP Disciplinary Committee by the Dean of Student Affairs, and in addition he/she could face expulsion altogether from the dormitory.

OFF-CAMPUS HOUSING PROGRAM

Students who were not accommodated in the Dormitory automatically become eligible for Off-Campus Housing Assistance. The Off-Campus Housing Assistance consists of an off-campus Data Base which will be utilized in assisting KIMEP Staff, Faculty Members, International Students, and local students from other regions of the country in trying to help them find off-campus housing.

GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID

In order to fairly distribute financial resources, Office of Financial Aid needs to be able to accurately

assess both student financial need and student merit. Students commencing studies at KIMEP who wish to be considered for certain financial assistance must provide detailed information about their family’s situation and/or income. Such information may include size of the family, number of siblings attending school, place of employment and salary of parents and other financial data. Students who are married will be considered as a separate family and will need to provide documents for their own income, not their parents’ ones.

1. Financial assistance can be need-based, merit-based or a combination of both for full-time KIMEP students.
2. The recipient must have a full-time status in each semester; this means that he / she must register for a minimum of 4 courses for undergraduate students, and 3 courses for graduate students in Fall and also in Spring semesters and any number of courses taken during Summer semesters. For financial aid purposes an exception to the full-time status requirement may be given to awarded students with disabilities or medical indications upon official recommendation of the KIMEP Medical Center.
3. Need-based financial aid is not automatic. A student must display proof that she/he is unable to pay the full tuition fees.
4. All credits taken, regardless of the grades are counted towards the total number of required credits for degree completion;
5. Scholarships/grants/financial aid are provided for courses taken by the student in Fall Spring and Summer semesters. This may include credits taken on exchange programs but does not include any credits taken over and above the required minimum for completion of the program (for example, it does not cover credits required to complete a second major or specialization).
6. Courses taken through Exchange program are governed by the same rules and regulations of scholarships/grants or financial aid program that particular student is awarded with. Only courses that can be transferred to KIMEP can be covered by scholarships/grants or financial aid program.
7. The recipient will be reassessed every year based on his / her overall GPA. Scholarships/grants/financial aid will be withdrawn if the recipient is not in good academic standing at the end of any given academic year.

8. Financial aid is not transferable and has no cash value.
9. Financial Aid will be distributed as financial assistance;
10. Financial aid/Grants does not cover:
 - Any fee or pre-degree program courses, as well as Foundation English courses or non-credit courses (Except Nurultan Nazarbayev's Grant, Financial aid for Orphans, International Scholarship);
 - Any additional fees for which the student is liable, for example the book rental deposit, students fee and any fees for late registration/payment.
 - It doesn't cover withdrawn courses or retaken courses.
11. Awarded financial aid will be deposited to a student's account and cover tuition for courses.
12. A student cannot receive financial aid that exceeds the total amount of tuition for a semester or academic year. A student cannot receive cash for excess financial aid. Any unused funds will be withdrawn from the student's account. Students who are eligible for more than one type of KIMEP Financial Aid, could be qualified to greatest type of KIMEP Financial Aid;
13. A student awarded external financial assistance can receive KIMEP financial aid that can be up to the remaining amount of tuition that the student has to pay in the particular semester or academic year.
14. The KIMEP Admissions and Scholarship Committee reserves the right to remove Financial Aid at any time for academic, attendance problems or financial constraints of the Institution; No award is automatic and may be revoked by the KIMEP Admissions and Scholarship Committee and the administration at any time;
15. The following conditions will automatically disqualify any student for any form of financial aid or support: Provisional Status, Academic Probation/Suspension, Academic Disqualification, Falsification of Official Documents;
16. If a student receives Financial Aid and wants to be transferred to another undergraduate program of KIMEP then he/she can keep his/her financial aid;
17. Any financial assistance awarded for completion of a degree is limited to 5 consecutive years for undergraduate students and to 2 years and 1 consecutive semester for graduate students. After the expiration of time limit, the students awarded Financial Aid that are designed for whole degree completion free of charge are responsible for full tuition payments regardless of how many credits taken;
18. In order to be able to compare all students' data regarding financial need Office of Financial Aid accepts and considers only documents issued by official state bodies of Republic of Kazakhstan.
19. The submitted information is retained by KIMEP and can be used for any future references or financial aid decisions. If the financial situation or other information changes the student must notify Financial Aid Office.
20. Students who submit invalid or falsified information or who submit partial or incomplete information will be disqualified from receiving financial assistance. In addition, disciplinary, legal and/or administrative actions may be taken against those who have submitted misleading documentation.
21. Financial assistance can be considered for renewal as long as the student maintains eligibility. Continuation of financial assistance cannot be considered if the student no longer meets eligibility criteria. In some situations Office of Financial Aid may request additional or updated documentation.
22. Students readmitted after dismissal warning may be considered only for need-based financial aid during the first academic year that they were readmitted in. Starting from the second AY they may be considered for any scholarships/grants/other aid upon meeting eligibility criteria. No previously given financial aid will be considered toward the total number of credits covered by financial aid after readmission.
23. The Admission and Scholarship Committee reserves the right to modify the level of academic standing for eligibility criteria.
24. In the event if a student takes a course that is not assigned a credit (except required non-credit English courses for graduate students), the student is responsible for tuition fees
25. Only applications accompanied by a complete set of documents will be considered.
26. Financial aid is awarded subject to the availability of funds and any financial constraints on the institution and may be withdrawn at any time. Financial aid provided by external funds or companies are an exception to this rule.
27. KIMEP's website, catalog and the recipient's U-mail account are official sources of information. All information published in the Catalog or on KIMEP's website or sent to the recipient's U-mail

account will be considered to have been received and read. For more information on how to access your U-mail account, please contact the Computer and Information Systems Center.

How to Obtain Financial Aid?

Prepare

1. Learn about KIMEP financial aid program and what is available to students. Students can attend information sessions, visit Office of Financial Aid or the KIMEP web site.
2. Collect the documents needed to apply.

Apply

All applications shall be made before official deadlines. Late applications will not be considered. The application procedure is the following:

1. Complete an Financial Aid Application form through the KIMEP website <http://www.kimep.kz>, following all instructions until the stage “COMPLETE”
2. Print out the form, attach your photo and sign.
3. Submit signed form together with the complete set of required original documents (displayed on the attachment of the form) to the Office of Financial Aid (by mail, fax, in person).

Receive

Once financial aid is awarded, the recipients will have corresponding records on their student payment account. Financial aid recipients need to come to Office of Financial Aid and pick up a Letter of Award as well as prolongation details (if applicable).

Maintain and Prolong Students have to maintain full-time status (minimum 4 courses for undergraduate students, and 3 courses for graduate students during Fall and Spring semesters and any number of courses taken during Summer semesters). Students are allowed to have minimum of a 2.33 GPA (except Orphans) between semesters for any type of Financial Aid. However, by the end of Academic Year after Summer semesters students have to have the following minimum GPA: 3.75 for Scholarships/Grants, 2.00 for Orphans and 2.33 for other types of Financial Aid. No withdrawn, retakes are covered. (Warning Letters will be provided after each semester if GPA drops).

PART V

LANGUAGE CENTER

ADMINISTRATION

GENERAL INFORMATION

FOUNDATION ENGLISH

ADVISING OFFICE

STUDY AND WRITING CENTER

LANGUAGE CLUBS

UNDERGRADUATE MINORS

GRADUATE ENGLISH REQUIREMENTS

GRADUATE DEGREE PROGRAM:

MASTER OF ARTS IN TEACHING ENGLISH TO
SPEAKERS OF OTHER LANGUAGES (MA TESOL)



ADMINISTRATION

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Statement of Purpose

The Language Center at KIMEP delivers high quality language courses for undergraduate and graduate students that assist them in fully and effectively participating in their degree programs. The Center also offers three academic programs aimed at enriching opportunities for KIMEP students to encounter courses in the Humanities.

Mission

The mission of the Language Center is for all students to acquire the key language skills: the ability to listen effectively and understand the meaning of an oral communication, to speak fluently and to communicate clearly and concisely in a given language, to be able to express ideas in correct written format and to be able to read and comprehend university-level texts. In addition, the Language Center aims to integrate high-order analytical and critical thinking skills in all its courses and to provide students with a firm orientation in university study so as to enable them to be successful learners.

Profile

Since the inception of KIMEP in 1992, English has been the language of instruction. The Language Center has therefore always played a dominant role in KIMEP academics. At present the Language Center has a core staff of local and foreign language professionals. In addition, with support from the Soros Foundation, the British Council and TACIS, the Language Center has accumulated a rich and well utilized library of teaching resources. The Language Center now has over 1,250 titles from American

and British publishers. In addition to running all-important English courses for both undergraduates and graduates at KIMEP, the Language Center also runs a Master of Arts in Teaching English to Speakers of Other Languages (MA in TESOL). This is useful not only for teachers of English but also for developing excellence in the teaching of any foreign or second language.

FOUNDATION ENGLISH

English at KIMEP

One of the reasons students work hard at KIMEP is that all courses, with the exception of Kazakh and a few other courses, are taught in English. Students quickly learn that a basic knowledge of English is insufficient because the English used in the classroom is academic English. Academic English is different from general English in many significant ways. Because of this, the Language Center conducts a number of courses in English for Academic Purposes to help students succeed in their studies. Every student must participate in some or all of these courses and receive a passing grade.

English Requirements for Admission

As part of the admission process, students must take an English proficiency test. Usually students will take the KIMEP Entrance English Test (KEET), which is administered by KIMEP. To qualify for admission, students must achieve the required score on the KEET or an equivalent test. New students who have been exempted from the entrance test (KEET) and who do not have a valid TOEFL or IELTS certificate must take a placement test prior to the start of classes. It is the student's responsibility to find out when this test can be taken. The Advising Office in the Language Center can provide information about testing.

Foundation English Courses

Upon admission to KIMEP, undergraduate students

The Foundation English courses are as follows:				
Code	Name of Course	Level of Proficiency	Duration in learning hours	Prerequisite
ENG0001	Foundation English	Level 1	Elementary 300 hours	Required score for admission to KIMEP
ENG0002	Foundation English	Level 2	Pre-intermediate 300 hours	ENG0001 (or requisite KEET)
ENG0003	Foundation English	Level 3	Intermediate 300 hours	ENG0002 (or requisite KEET)
ENG0004	Foundation English	Level 4	Upper Intermediate 300 hours	ENG0003 (or requisite KEET)
ENG0005	Foundation English	Level 5	Advanced 300 hours	ENG0004 (or requisite KEET)

are placed in an English course according to their level of proficiency. This level is ascertained by reference to the KIMEP English Entrance Test (KEET) or an equivalent instrument, such as a TOEFL or IELTS score. In the Foundation English phase, there are five levels of English, each requiring a total of 300 learning hours. The total number of courses that a student needs to complete will depend on his/her proficiency in English.

Confirmation of Level (Verification Test)

Although the KEET (or equivalent) is used as the primary reference for placement, new students will receive an assessment on the first day of class in order to confirm their suitability to the level in which they have been placed. This verification test is compulsory for all newly admitted students. After due consultation and the approval of the Language Center Director, an instructor may require a student to move to a higher or a lower level. All such moves are exclusively in the interests of the student. Students may refuse to move to a higher or lower level but will be required to sign a document in which they take full responsibility for their decision.

Aims of the Foundation English Courses

These courses are KIMEP students' first encounter with university study. The purpose of the courses is, therefore, twofold:

1. to offer intensive practice in the use of English in all four skill areas (speaking, listening, reading and writing), and
2. to guide students from the outset in the acquisition of effective study methods, sound academic skills, higher-order thinking and problem-solving, and critical thinking

Classes are strongly learner-centered and task-based. Great emphasis is placed on encouraging students to take responsibility for their learning and to realize the crucial importance of diligent study habits both in and outside the classroom. Assessment is continuous and feedback is constructive and frequent.

Course Duration

Each Foundation English course requires 300 learning hours, including class contact time, homework, individual and group projects, library and Internet research, self-study and other tasks.

Courses offered in the fall and spring semesters run for a half-semester. At the end of the 6-7 week course a

final result is issued and students can then move up to the next level (either a Foundation English course or the first two courses in English for Academic Purposes) or repeat the course. Courses are planned in such a way that it is possible to take an English course in both half-semester (i.e. both before and after the mid-semester break). The Language Center Adviser is available to assist students in making appropriate choices.

Students who pass Foundation English level 5 in the first half of a semester can take Academic Speaking (GEN 1100) and Academic Reading and Writing 1 (GEN 1120) in the second half of the semester.

Concurrent Study

Students may enroll in the 0-credit University Life course concurrently with any Foundation English course. In other cases concurrent enrollment is permitted only within the following guidelines:

Code	Students may take concurrently:
ENG0001	Only University Life
ENG0002	Only University Life
ENG0003	1-3 credits taught in Russian or Kazakh
ENG0004	1-3 credits taught in Russian or Kazakh
ENG0005	1-3 credits in any medium of instruction

No exceptions to the above table will be considered.

Final Results

Students do not receive a letter grade for Foundation English courses. Instead they receive either a Pass or a Fail. The grade of "I" (incomplete) does not apply to Foundation English. In the event of a Fail, the student must repeat the course. KIMEP's policy on grade appeal applies equally to Foundation English courses.

Foundation English and Academic English in Summer 2

All five levels of Foundation English are offered in Summer 2. However, Academic English courses are not offered in Summer 2. Students whose results in the verification test indicate that they can be exempted from Foundation English should note that it will not be possible to take Academic English until the Fall semester. They may choose to remain in Foundation English Level 5 or to take a General Education course in Summer 2.

ADVISING OFFICE

In line with its commitment to strong support for students and their success as learners, the Language Center has an Advising Office to which students are encouraged to turn for help in any of the following areas:

- understanding of course or program requirements
- communication issues
- study or learning problems
- study skills
- difficulties in meeting course requirements
- adapting to KIMEP and an international curriculum
- understanding the meaning of learning hours, as opposed to class contact hours
- developing a good self-study program
- taking responsibility for learning
- becoming an independent learner
- applications for credit transfers (from Kazakhstan and international universities)
- applications for exemptions and waivers
- the dates of verification and placement tests

The Language Center's team of advisers will provide support for students themselves or refer students to the appropriate unit at KIMEP, such as the Language Center's own Study and Writing Center or another department at KIMEP. Students will be guided in making the right choice.

Students are always welcome to approach the Language Center Advising Coordinator or her team. The Language Center Advising Office is in the Language Center in Dostyk Building. The e-mail address is: lcadvising@kimep.kz

STUDY AND WRITING CENTER

The Study and Writing Center was established by the Language Center in order to help students to improve their language skills and to achieve better results in all courses and programs offered at KIMEP. It is open to all students, from Foundation English to master's and doctoral level.

The Study and Writing Center is a place where students can find many multi-media resources and materials to help them improve all aspects of their language learning and other studies. The Center works very closely with Language Center instructors and supports

students by making language materials and resources available. Nowadays all listening materials are installed on the computers and this makes it possible to listen to lectures or assignments and to take notes at the same time. If students want to improve their listening skills, they can listen to audio files and simultaneously read the transcript to make sure they follow what the readers are saying. Students can work on their writing skills, develop reading skills, revise grammar, increase vocabulary, improve pronunciation and record their speeches in English or other languages using software programs or tape-recorders.

In addition to scheduled class hours per week, KIMEP students can take advantage of the consultation service and study facilities to work on their English skills outside of the classroom. Students receive an orientation to their self-study and are encouraged to improve their English reading, writing, listening and comprehension skills. The consultation service is provided by well-qualified instructors of English and is intended for students in all programs who want to practice and improve their language skills by using English books as well as magazines, newspapers, videos and audio files. The consultation service also provides regular individual support sessions to enhance students' English language and study skills. The Study and Writing Center works closely with other programs to make it easy for students to study in their degree programs and to meet academic requirements at KIMEP.

A similar support service is offered for Kazakh language studies. Details are available from the Study and Writing Center.

Resources

The Study and Writing Center provides:

- Materials for all languages taught by the Language Center
- Access for students to materials such as listening files, video tapes and DVDs, reference works, grammar books, course books, computer disks, Internet resources and teachers' resource packs and assignments designed especially for students
- Reference works for editing of senior research papers and theses

Master's and Doctoral Students

Students in master's and doctoral programs may seek the assistance of experienced lecturers who are able to offer guidance and support in thesis preparation.

Supervision of content is the responsibility of the college professor. The Study and Writing Center can offer help on language and style, organization and presentation, as well as referencing conventions. Editing of English is not done by the center as it is the responsibility of each student. Nevertheless, the center's resources are available to students who are checking and editing final drafts of their theses, and the center's lecturers can give advice based on extensive experience in academic writing.

Kazakh Language and Culture Courses

The Kazakh Language unit attaches great importance to the courses it offers both because they are a legal requirement and because students see them as an important part of the curriculum. For this reason the Language Center offers not only courses in Kazakh language from beginner level but also courses that offer insights into Kazakh culture, history and traditions.

Because Kazakh is the state language, all undergraduate students are required to take two courses of Kazakh language. Only one language course is permitted per semester. Students will be given a diagnostic test in the first week to determine their level of proficiency and to ensure that they have registered for an appropriate course. Placement is determined by diagnostic tests, interviews and consultations.

Because of differences in curriculum requirements, students who started their studies in Fall 2007, or thereafter, receive three credits for a Kazakh course, but pre-Fall 2007 students receive only two credits per course. The following courses are offered:

Beginning Kazakh, Elementary Kazakh 1 and Elementary Kazakh 2 are intended for students who begin with no knowledge or minimal knowledge of Kazakh.

Intermediate Kazakh 1 and Intermediate Kazakh 2 are intended for students who have an intermediate-level of fluency in spoken Kazakh.

Business Kazakh 1, Business Kazakh 2, Kazakh Language and Culture, Business Correspondence in Kazakh, Public Speaking in Kazakh and Business Writing Skills in Kazakh are intended for students who can speak Kazakh fluently and who wish to develop their Kazakh to a professional level.

Modern Language Courses

The Modern Languages unit offers students an opportunity to learn a varied selection of modern languages. Beginner-level courses establish a sound foundation in these languages, enabling students to understand simple spoken and written forms used in everyday situations and to develop basic communication skills. An academic and critical thinking component is included in these courses, aimed at encouraging research on the countries where these languages are spoken, thereby also promoting cross-cultural understanding and respect. Elementary- to intermediate-level courses are also offered for certain languages. Advanced-level business communication in Russian is also on the schedule.

Students can take one or more of these courses as part of their General Education course requirements or as free electives. Depending on demand, instruction is available in French, Spanish, German, Japanese, Chinese, Korean, Turkish, and Russian. Each of these courses is worth 3 credits.

LANGUAGE CLUBS

English Club

The English Club promotes English as a language of communication and provides the KIMEP community and general public with opportunities to enhance and share English-related interests through various events and programs. The English Club holds its meetings on a regular basis and introduces various topics so that the participants can increase their confidence in using English, make lasting new friendships with English-speaking and local club participants, learn about international cultures, and participate in educational, cultural, and social activities. Students are welcome to join the club at any time and enjoy the activities, meet new people, and practice their English.

Kazakh Club

The Kazakh Club offers various kinds of activities to assist learners of Kazakh in enlarging their vocabulary and practicing their communication skills. The club provides a wide range of information about Kazakh culture, customs and traditions and enables its members to become acquainted with Kazakh literature. The club's regular meetings involve not only class activities, but also trips to different places of interest both in the city and in the countryside. Anyone can

join the Kazakh Club and enjoy the famous Kazakh hospitality and at the same time enhance his/her understanding of the Kazakh language.

Russian Club

The Russian Club is a joint project of two KIMEP units: the Language Center and the International Relations Office. It assists international regular and exchange students as well as international faculty and staff in learning the Russian language through various cultural programs and linguistic activities. The local KIMEP community is also welcome to join the club to help international Russian learners acquire and practice Russian and share their cultural experiences.

German Club

The German Club promotes German customs and culture, and offers opportunities for good fellowship - “Gemutlichkeit”. German club members meet weekly to discuss aspects of German culture, improve language skills, and plan German Club events. The German Club offers informal contacts with other students in German as well as German exchange students on campus through such activities as movies, forums, and social gatherings. KIMEP students and staff are welcome to join the club, enjoy a friendly German atmosphere, meet new people and speak German in an informal setting.

UNDERGRADUATE MINORS

The Language Center offers two academic minors for undergraduate students who would like to extend their studies into areas of language study or the Humanities:

- Literary Studies
- Translation and Interpreting

Each minor requires five three-credit courses (15 credits in total). A choice of electives is available.

LITERARY STUDIES

This Minor program does not follow the conventional pattern of literature programs. It incorporates texts in more than one language, allows students to read texts in Russian (or another language) if available, includes film study, and focuses less on the close reading of texts than on the examination and analysis of issues

as they are treated in literary texts or film. Moreover, the program allows regular opportunities for creative writing, thereby encouraging students to be not merely consumers but also creators.

Courses are, therefore, for the most part thematic, allowing for a change in required readings from one semester to the next. Readings will be chosen for their suitability in encouraging debate and supplying opportunities for research and argumentation.

Courses raise issues related to the disciplines students may be covering in their major programs; hence the inclusion of economics, law and politics. Course themes are deliberately open-ended, even provocative, in line with KIMEP’s commitment to promoting a learning culture that incorporates critical thinking.

Minor in Literary Studies

The Minor in Literary Studies requires the course in Group A, plus any four courses from Group B to complete 15 credits.	
Group A: Required Course for Minor	
LIT 2101	Self, Other and Text: An Introduction to Literary Studies
Group B: Choose any four courses (LIT 2101 is a prerequisite for these courses)	
LIT 3101	From Text to Film
LIT 3201	Literature, Economics and Society
LIT 3202	Individual, Identity and the Construction of Gender
LIT 4101	Colonialism, Imperialism and Literature
LIT 4102	Law and Literature
LIT 4103	Power and Politics in Shakespeare

TRANSLATION AND INTERPRETING

This program comprises one core course, which is a prerequisite for other courses in the Minor and a second course that is required to satisfy the requirements of the Minor. Assessment in all courses will be by a combination of continuous assessment and a final examination.

Graduates of KIMEP are frequently asked by their employers to undertake tasks in translation and

interpreting because of their education through the medium of English. This presents a challenge because they lack training in these skills. The Minor in Translation and Interpreting Studies (Russian - Kazakh - English) is designed to complement academic majors offered at KIMEP and to provide qualified students with skills in translation and interpreting that will be useful for their own work and for their subsequent professional lives.

Students with this Minor will receive instruction in the theory and practice of translation, including:

- Text analysis
- Effective and systematic utilization of available resource materials
- Parallel texts
- Working in teams

If students choose classes in interpreting, they will be introduced to the basic concepts of and practice in consecutive and simultaneous interpreting.

Students begin with TRN 2101 Introduction to Translation, and then take third- and fourth-level courses upon successful completion of the required course. Those who wish to take senior-level courses should consult with the program coordinator on their choices. It is required that they obtain a minimum grade of “B” in TRN 2101 before attempting further translation or interpreting coursework.

Minor in Translation and Interpreting

The Minor in Translation and Interpreting requires the two courses in Group A, plus any three courses from Group B to complete 15 credits.	
Group A: Required Courses for Minor	
TRN 2101	Introduction to Translation
TRN 4103	Senior Project in Translation
Group B: Choose any three courses (TRN 2101 is a prerequisites for these courses)	
TRN 3101	Introduction to Interpreting
TRN 3201	Commercial Translation
TRN 3202	Legal Translation
TRN 3203	Translation from informational Media
TRN 4101	Topics in Translation
TRN 4102	Topics in Interpreting

GRADUATE ENGLISH REQUIREMENTS

English Requirements for Admission

As part of the KIMEP admission process, applicants write the KIMEP English Entrance Test (KEET). Their results in the KEET are used for initial placement. Students with higher proficiency levels in English are admitted directly to their program. (For specific requirements, refer to the sections dealing with particular programs.)

Students who obtain less than 60% in the KEET will be placed into the Foundation Phase. The primary goals of this phase include not merely the development of English language competence to a level that sustains study at master’s level, but also the improvement of study and organizational skills, critical and analytical thinking, and other skills that contribute to successful university study at an advanced level.

Each Graduate Foundation English (GFE) course takes 600 learning hours, including class study, homework, individual and group projects, library and Internet research, self-study and other tasks. GFE courses are available during the summer for students who wish to be able to begin full-time studies in the Fall semester. Courses are defined in learning hours because students are expected to combine classroom interaction and learning with substantial time spent on work and study outside the class.

Students in the Foundation Phase are placed in a Graduate Foundation English course according to their KEET score. Two levels of Graduate Foundation English are offered:

1. Graduate Foundation English Level B – for those with a KEET score of 40-49%
2. Graduate Foundation English Level A – for those with a KEET score of 50-59%

Placement in a GFE level is checked on the first day of classes. A verification test is administered in order to check the accuracy of the placement. It is compulsory for all new students to take this test. The results of the test will lead to one of three possible outcomes:

1. Confirmation of the placement - the student remains in the assigned course.
2. Transfer to a lower level - this decision is mandatory.
3. Transfer to a higher level - this decision is optional and the student may choose to remain in the level to which s/he was originally assigned.

Assessment is based on satisfactory attendance, completion of all course work and an exit test. Students must pass both the course work and the exit test in order to proceed to the next phase. A pass mark in GFE is a “B” or 73%. Students who encounter a serious problem in the last week will be eligible for an “I”. In the event of a fail (i.e. a “B–” or less), the student must repeat the course.

Graduate Foundation English for Programs in the College of Social Sciences, the School of Law and the Language Center

Students with less than 60% in the KEET are placed in the Foundation Phase. They may not take any other courses concurrently with GFE Levels B or A. No exceptions will be considered.

The Foundation English courses are as follows:				
Code	Name of Course	Level of Proficiency	Duration	Prerequisite
ENG5104	Graduate Foundation English B	Elementary to Pre-intermediate A2 on the CEF**	600 learning hours over a full semester	none
ENG5105	Graduate Foundation English A	Pre-intermediate to Intermediate	600 learning hours over a full semester	ENG5104*

* Appropriate KEET score or equivalent course

** Common European Framework

Graduate Foundation English for the Bang College of Business

Students in the MBA follow the same GFE B course as other master’s students if their KEET score is between 40 and 49%. They may not take any other courses concurrently with GFE B. After passing GFE B, MBA students proceed to GFE A (MBA).

The Foundation English courses are as follows:				
Code	Name of Course	Level of Proficiency	Duration	Prerequisite
ENG5104	Graduate Foundation English B	Elementary to Pre-intermediate A2 on the CEF**	600 learning hours over a full semester	none
ENG5205	Graduate Foundation English A (MBA)	Pre-intermediate to Intermediate	300 learning hours over a full semester	ENG5104*

* Appropriate KEET score or equivalent course

** Common European Framework

GRADUATE DEGREE PROGRAM

MASTER OF ARTS IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (MATESOL)

Statement of Purpose

This graduate degree program is a Masters in Teaching English to Speakers of Other Languages. It prepares qualified educators of foreign languages. The program draws ideas from applied or educational linguistics. Students in the program are prepared for teaching more than just the English language because the theoretical basis and practical teaching practices apply to teaching all languages.

Learning Objectives

This set of curriculum objectives is based upon the 2003 TESOL/NCATE Program Standards with some revisions. By the completion of their studies, KIMEP MA in TESOL students will be able to:

1. Describe Language and Language Development - Candidates know, understand, and use concepts, theories, and research related to the nature and acquisition of English and other languages to construct educational settings that support foreign language students.
2. Understand Cultural Influences in Instructional Settings – Candidates understand and apply concepts, principles, theories, and research related to culture and cultural groups to construct learning environments that support students’ home backgrounds, acquisition of written and spoken foreign languages and content-area achievement.
3. Plan, Implement, and Manage Foreign Language Instruction – Candidates know, understand, and use standards-based practices and strategies for planning, implementing, and managing instruction in English and other languages, including classroom organization, teaching strategies for developing and integrating reading and writing, and choosing and adapting classroom resources.
4. Understand Instructional Assessments and Evaluation – Candidates understand issues of assessment and use standards-based assessment measures with foreign language students.
5. Serve as Professional Educators – Candidates demonstrate knowledge of historical approaches to foreign language teaching. They maintain understanding of new instructional techniques, research results, and innovations in the foreign language teaching field, as well as public policy issues. Candidates use such information in collaboration with other colleagues to reflect upon and improve foreign language education and provide support and advocacy for foreign language adult students.

Admission Requirements

To be admitted to the MA in TESOL program, candidates must have:

- At least a bachelor’s degree from a recognized university
- A score on the KIMEP English Entrance Test (KEET) as prescribed by KIMEP for admission to graduate studies
- Demonstrated English reading and writing

Students taking another test such as TOEFL or IELTS require valid scores of at least 213 for computer-based TOEFL or 550 for paper-based TOEFL or 80 for online TOEFL or 6.5 for IELTS.

Degree Requirements

Requirements for the MA in TESOL are as follows:

Program Requirements	24
TESOL Electives	8
Internship / Practicum	3
Research Methods and Thesis	9

Total Required for Graduation 44

Program Requirements

The MA in TESOL program encompasses three major areas. One is theoretical, a second is research-oriented, and the third is practical. Excellence in teaching is based on unity among these three areas. The MA in TESOL program provides the academic background and practical experience for effective use of theory, research and teaching practices.

The MA TESOL program includes the following required and elective courses:

Course Code	Course Title	Credits
TEL5101	Introduction to Linguistics	3
TEL5102	Introduction to Sociolinguistics	3
TEL5201	Language Analysis for Language Instructors: Formal and Functional Grammars	3
TEL5202	Language Analysis for Language Instructors: Grammar in Social, Cultural Contexts	3
TEL5301	Introduction to Second Language Acquisition	3
TEL5302	Second Language Acquisition Research	3
TEL5401	Methods in English as a Second Language	2
TEL5403	Curriculum and Materials Design in TESOL	2
TEL5404	Introduction to Second Language Learning Evaluation and Assessments	2

The following internship is required.

TEL5402	Practicum in English as a Second Language	3
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The following research methods course is required.

TEL5601	Research Methods and Academic Writing for TESOL	3
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The thesis is 6 credits.

TEL5690	Thesis I	3
TEL5691	Thesis II	3

All elective courses are two credits. A total of 8 credits are required.

Requires any four elective courses from below		
TEL5501	English for Specific Purposes	
TEL5502	Educational Technology in Language Classrooms	
TEL5503	Teaching Writing and Reading	
TEL5504	Teaching Listening and Speaking	
TEL5506	Cross-cultural Aspects of Language Teaching	

Program Plan

The following tables are a sample program of study to finish the MA TESOL degree in two years.

1 st Year	Fall Semester		1 st Year	Spring Semester	
TEL5101	Introduction to Linguistics	3	TEL5201	Formal and Functional Grammars	3
TEL 5301	Introduction to SLA	3	TEL5102	Introduction to Sociolinguistics	3
TEL5401	Methods in ESL	2	TEL5404	Evaluation and Assessments	2
TEL 550x	Elective	2	TEL550x	Elective	2
	Total	10		Total	10

One of the following:

1 st or 2 nd Year	Summer Semester (one course)	
TEL5403	Curriculum and Materials Design	2
TEL550x	Elective	2
	Total	2

1 st Year	Fall Semester		1 st Year	Spring Semester	
TEL5202	Grammar in Social, Cultural Contexts	3	TEL 5402	Practicum in ESL	3
TEL5302	SLA Research	3	TEL5691	Thesis II	3
TEL5601	Research Methods and Academic Writing	3	TEL550x	Elective	2
TEL5690	Thesis 1	3	TEL550x	Elective	2
	Total	12		Total	10

Total for program: 44 credits

SCHOOL OF GENERAL EDUCATION

ADMINISTRATION GENERAL INFORMATION UNDEGRADUATE GENERAL EDUCATION COMPONENT

ADMINISTRATION

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General information

Dean's Statement

Our program's greatest gift to KIMEP students is to instill curiosity and inspire passion. Liberal education substantiates disciplined study. Students develop the foundation and context for their specializations, for their university lives, and for the lives beyond graduation. Here they develop critical thinking skills, communication skills, quantitative reasoning skills and values that will allow them to soar in their major studies. To function intelligently inside and outside the university, KIMEP graduates will comprehend the interrelatedness of individual disciplines to the human experience. One area of knowledge clearly affects another. By examining perspectives and paradigms particular to academic disciplines, experiencing processes whereby disciplines generate knowledge, applying discipline-specific knowledge to general human understanding and action KIMEP graduates are not only prepared to work because of their technical skill; they are prepared to lead because of their wisdom.

Mission

General Education develops the foundation skills necessary for functioning in complex local and

global environments. General Education courses foster those skills necessary to acquire knowledge, comprehend complex material, think critically and creatively, formulate ideas, evaluate moral and ethical issues, consider different and sometimes conflicting perspectives, derive solutions to problems and communicate effectively throughout the process.

Profile

We prepare tomorrow's leaders to be informed and educated lifelong learners and world citizens. This is the heart of our endeavor. Through a rigorous and innovative liberal arts education, our students investigate the core questions of human experience, such as ethics, aesthetics, culture, history and epistemology. Our courses teach the important skills of critical thinking, communication, quantitative reasoning and cultural sensitivity. Student knowledge is applied across a variety of contexts to create versatile learners for a world that is constantly changing. To serve our students' interests, we have introduced two new programs of study: a minor in Mathematics and a minor in Environmental Science.

The School of General Education attracts world-renowned faculty. We are committed to creating enthusiasm for learning, as well as bringing the latest research and technology into the classroom. To this effort, the faculty and staff actively support institutional partnerships, outreach programs, experiential learning opportunities, mentoring, and international education.

We foster an open and diverse environment where faculty and students engage in wide-ranging research, artistic creativity, humanistic inquiry, global learning, and community involvement. We invite students to have life-changing experiences and to become lifelong learners who think creatively and critically about the future and contribute to changing society for the better.

Statement of Purpose

The breadth of a rigorous liberal education combined with the depth of specialized study in the student's primary academic discipline(s) is essential to the education of the whole student. In their lives and in their careers, our students must be prepared to grasp complex problems, develop a global perspective on the diversity of human experience and knowledge, respond to changing demands, and articulate innovative

responses and solutions. GE seeks to grow students' creative and intellectual engagement; civic, personal, and social responsibility; and lifelong learning and enable them to thrive in a knowledge-intensive economy and a society where new ideas are essential for progress. The success of today's college students in their communities, workplaces, and across their lifetimes depends upon a complex and transferable set of skills and capacities.

Goals and Objectives

The goals of the General Education program as well as the measurable learning outcomes are driven by the mission of KIMEP. These goals reflect the philosophy of a balanced education that prepares students for decision-making, leadership and lifelong learning. After completing the general education program, a student will be able to:

Goal 1: Demonstrate analytical and quantitative skills

Goal 2: Demonstrate effective problem solving and critical thinking skills

Goal 3: Demonstrate awareness of humanities, art and cultural diversity topics

Goal 4: Demonstrate awareness of ethical and philosophical topics

Goal 5: Demonstrate awareness of topics in social sciences

Goal 6: Demonstrate knowledge and skills in science

Goal 7: Demonstrate knowledge and skills in information technology

UNDEGRADUATE GENERAL EDUCATION COMPONENT

The General Education curriculum is 48 credits and it is divided into three sections combining nine different categories (numbered 0 to 8).

The first section of General Education is classes that must be taken by all KIMEP students. It consists of two categories: one comprising subjects that are required by the Republic of Kazakhstan for all students in all institutions of higher learning and the other one required for all KIMEP students. The courses in the first category include the History of Kazakhstan (3 credits), one year of Kazakh language (6 credits) and Introduction to Environmental Studies (3 credits). International students may substitute Russian or additional English courses for the Kazakh language requirement. Second category represents Academic English courses.

In addition to these credit-bearing courses, students must also take the University Life (GEN1020) course. This course offers an introduction to various aspects of study at KIMEP. This is presented as an intensive part of the orientation program and is mandatory for all undergraduate students.

The second section of the curriculum consists of foundation courses that develop the skills necessary to succeed in other courses. Four categories 1, 2, 3 and 4 constitute the foundation section and include courses in English, Mathematics, Statistics and Information Technology. General Education foundation requirements should be completed in the first year of study. This insures that students are prepared to take on more challenging classes and to do well in those courses. For some categories there are course options that are designed specifically for students in certain fields.

The third section consists of several disciplines that provide students with a broad perspective on human knowledge. Requirements 5 through 8 make up the third section and students are required to take some classes from each category. In order to give students the flexibility to take a class that interests them or is most useful for them, students may select any class offered under a discipline to fulfill the requirement. The area requirements can be taken at any time during one's studies. However after all foundation courses are completed, students are encouraged to make regular progress on the area requirements by taking at least one general education course per semester until all requirements are complete.

The following table summarizes the breakdown of the general education requirements and the number of credits required.

Kazakhstan Required Courses (category 0)

Twelve credits are required in this section:

GEN1000	History of Kazakhstan *)
KAZ1xxx	Kazakh language *) – semester 1
KAZ1xxx	Kazakh language *) – semester 2
GEN1030	Introduction to Environmental Studies *)
GEN1020	Student choices (0 credits) (previously listed as University Life)

*) – required for all students in compliance with the requirement of Ministry of Education & Science of the Republic of Kazakhstan.

Students are strongly recommended to study these courses in their first year at KIMEP. GEN1000 should be taken in the first or second semester. Sections taught in Russian and Kazakh are available, although students are strongly encouraged to take the course in English.

Students (except international students) must study two semesters of Kazakh language. KIMEP's program in Kazakh includes suitable courses at various levels, from beginner to advanced, for students who enter with different levels of Kazakh proficiency. Students should read the course descriptions in order to insure that they choose the right level. Kazakh instructors will offer assistance in the first week of classes in order to confirm the choice of level.

General Education Foundation Requirements (categories 1, 2, 3, 4)

Students must take 21 credits in four foundation areas. Unless otherwise indicated, the courses are worth 3 credits.

1. English (12 credits)

The following four Academic English courses are required:

GEN1100	Academic Speaking
GEN1120	Academic Reading and Writing I
GEN1110	Academic Listening and Note Taking
GEN1121	Academic Reading and Writing II

The four Academic English courses (GEN1100, GEN1120, GEN1110, and GEN1121) form a sequence. GEN1100 and GEN1120 are normally taken in a student's first semester, and GEN1110 and GEN1121 in a student's second semester. Most academic departments expect a student to have taken and passed these four courses before taking content area courses in the major field. Therefore, it is especially important that students complete these courses in the first year.

Students whose English skills are well above average or who have achieved high scores in the KIMEP English Entrance Test (KEET), IELTS, TOEFL or similar proficiency tests should register for courses in Advanced Academic English. Details and pre-requisites are specified in the Language Center section of this catalog.

English Completion

- A student must have fulfilled his/her English requirements by the completion of 30 credits or, if he/she has not completed the required English courses at the 30-credit point, he/she must be enrolled in English concurrent with other courses; and
- A student must have totally completed all English courses by 45 credit hours; and
- If a student has not completed his/her English by 45 credit hours, the student will be limited to taking English language courses only until the English language requirement has been met.

2. MATHEMATICS (3 CREDITS)

Any one of the following courses:

GEN1200	College algebra
GEN1201	Mathematics for Business and Economics
GEN1202	Applied Mathematics for Social Sciences
GEN 1203	Mathematics for Lawyers

Math: All BSc and those CSS students who are in the Economics and Public Administration areas must take GEN1201 Mathematics for Business and Economics. CSS students in the areas of Journalism and Political Science/International Relations may take GEN1202 Applied Mathematics for Social Science or GEN1201 Mathematics for Business and Economics. Students enrolled in law must take GEN 1203.

Minor in Mathematics

The mission of the Minor in Mathematics is to give students a solid knowledge of fundamental mathematics, to develop their ability to think critically and analytically and ability to use their knowledge. Modern financial analysis, economic analysis, operations management and other areas of business administration use a high-level mathematics. Career paths in business such as Finance, Accounting, or Operations Management as well as the opportunities presented in the discipline of Economics all utilize skills developed by this minor. Applied mathematics is becoming the underpinning of the revolutionary changes taking place in all scientific, engineering and technological fields. These areas are vital to the new industries that will dominate the twenty-first century. So a minor in Mathematics will improve preparedness of students and increase their competitiveness for

future jobs and graduate schools anywhere in the world.

Program structure. Minors offered at KIMEP consist of 5 courses (15 credits). Thus, a Minor in Mathematics at KIMEP also consists of 5 courses: all courses from **Group A** (required courses) and any 3 courses from **Group B** (elective courses).

Group A: Required courses	
MATH2001	Linear Algebra
MATH3001	Introduction to Analysis
Group B: Elective courses	
MATH3002	Differential Equations
MATH4001	Discrete Mathematics
MATH4002	Probability Theory and Statistics
MATH4003	Introduction to Complex Analysis
MATH4004	Introduction to Abstract Algebra
MATH 400x	Selected Topics in Mathematics

The list of elective courses may be substantially extended. Please see the faculty.

Who can minor? To be admitted to the Mathematics minor, a student must have a minimum overall GPA of 2.67 and have a grade of B or higher in any of the mathematical courses from the general education requirements.

The learning objectives of the Minor in Mathematics program are to develop:

- critical thinking and analytical skills;
- the ability to make a sound logical inference;
- an understanding of basic mathematical techniques and the ability to use them;
- an understanding of mathematical proofs and the ability to produce a correct mathematical proof;
- knowledge of foundational facts (theorems) of linear algebra, analysis and related subjects.

For BCB and Economics Majors Mathematical Requirements:

- A student must have completed his/her required General Education Mathematics course by 60 credits or, if he/she has not completed the required General Education Mathematics course at the 60-credit point, he/she must be enrolled in Mathematics concurrently with the other courses.
- A student who has not completed the required General Education Mathematics course by 60 credits and desires to take required General Education Mathematics plus additional credits will

be limited to the following courses: any General Education course, and any sophomore level or below (1000 or 2000 level) in either BCB or Economics. Under no circumstances will required General Education Mathematics be waived for any upper-level course in either Economics or BCB (either before or after the 60-credit benchmark).

- A student must have totally completed the required General Education Mathematics course by 70 credit hours.
- If a student has not completed the required General Education Mathematics course by 70 credit hours, the student will be limited to taking Mathematics only until the Mathematics requirement has been met.

For NON BCB and NON Economics Majors Mathematical Requirements:

- A student must have completed his/her required General Education Mathematics course by 60 credits, or if he/she have not completed the required General Education Mathematics course at the 60-credit point, he/she must be enrolled in Mathematics concurrent with other courses;
- A student who has not completed the required General Education Mathematics course by 60 credits and desires to take the required mathematics course plus additional credits may continue to take courses in the majors but must be enrolled in Mathematics simultaneously with the major courses.
- A student must have totally completed the required General Education Mathematics by 90 credit hours; and
- If a student has not completed the required General Education Mathematics requirements by 90 credit hours, the student will be limited to taking Mathematics only until the Mathematics requirement has been met.

College Algebra

GEN1200 College Algebra is a zero (0) credit course for students who need additional development of basic math skills. The course covers the mathematics which is necessary for the credit courses that are required in general education.

A student who feels that he/she needs additional preparation in mathematics may voluntarily elect to take GEN1200 before enrolling in GEN1201 or GEN1202. This increases the likelihood of a desirable grade in the follow-up Math course. A student who receives a failing grade in either GEN1201 or

GEN1202 must enroll in and receive a passing grade in GEN1200 before repeating the failed Math course.

A student who scores less than 60% on the mathematics part of the Unified National Test is required to take GEN1200 before enrolling in GEN1201.

Math Lab

A Math lab is available to provide assistance to students who need help in mathematics. The lab is open to all KIMEP students regardless of the courses in which they are enrolled. The lab has several computers with self-teaching software that can give students practice in solving math problems. Tutors are also available who can provide help in understanding math concepts.

Math Club

The KIMEP Math Club is a club for any student who is interested in mathematics, whether with special mathematical background or just interested in solving particular math problem. Our qualified Math professors hold regular Math Club meetings where they give informal talks on famous mathematical problems, expose students to the interesting facts from math history and problem solving activities assisting the participants to expand their mathematical interest, improve logical thinking and just enjoy elegance and beauty of “the Queen of the Sciences”.

3. Information Technology (3 credits)

Any one of the following courses:

- GEN1300 Introduction to Computers
- GEN2301 Business Computer Applications

These courses cover much of the same materials and if you take one, you are barred from taking the other one. This banning includes taking the other course in the Personal Development or Research and Problem-Solving categories. Please see the Dean of General Education if you have any questions on the suitability of a course for fulfilling the Informational Technology requirement.

4. Research or Problem-Solving Skills (3 credits)

Any of the following options:

GEN2400	Introduction to Statistics
GEN2401	Introduction to Statistical Analysis
GEN2402	Business Statistical Analysis
GEN2410	Calculus

GEN2411	Quantitative Methods for Economics
GEN242x	Any Computer Information Technology course except GEN1300
GEN242Y	Any Computer Information Technology course except GEN1301
GEN2430	Legal Research and Writing I
GEN 2811	Critical Thinking

Some departments may require students to take a specific course as a prerequisite for other program courses.

General Education Area Requirements (categories 5, 6, 7, 8)

Students must take 15 credits in four categories. Unless otherwise indicated, the courses are worth 3 credits.

Law School LL.B. students must select Gen 2430 Legal Research and Writing I.

5. Ethics and Philosophy (3 Credits)

Any one of the following courses:

GEN2500	Introduction to Philosophy
GEN2510	Principles of Ethics

The course selected cannot be a required course in the student’s major field.

6. History, Culture and Arts (6 Credits)

Any of the following courses totaling 6 credits:

GEN2600	History of Civilizations 1
GEN2601	History of Civilizations 2
GEN2602	Western Civilization
GEN1610	Great Traditions and Culture of Kazakhs
GEN1611	Introduction to Cultural Anthropology
GEN1620	Arts History
GEN1621	Introduction to Music
GEN1622	Introduction to Films
GEN1623	Theater
GEN 1722	Theory of State and Law (4 credits)
GEN 1724	History of Political and Legal Studies (2 credits)
GEN265x	Special Topics in History, Culture and Arts

All courses in this section are worth 3 credits. The courses selected cannot be required courses in the student's major field. Other history or culture classes offered may also fulfill the requirement.

Law School: LL.B. students are required to select GEN 1722 History of State and Law and GEN 1724 History of Political and Legal Studies

7. Social Sciences (0 or 3 Credits)

College of Social Sciences students – 0 credits in this area

Bang College of Business students – 3 credits in this area. It is recommended that a Bang College of Business student select one of the following courses: School of Law - 3 credits in this area. Law School LL.B. students must select Gen 2720 Introduction to Law of Kazakhstan.

GEN2700	Fundamentals of Sociology
GEN2701	Introduction to Political Science
GEN2702	Introduction to Geography
GEN2703	Political Geography
GEN2710	Fundamentals of Public Administration
GEN2711	Introduction to International Relations
GEN 2610	Mass Communication and Society
GEN2720	Introduction to Law of Kazakhstan
GEN275x	Special Topics in Social Sciences

8. Personal Development (3 or 6 Credits)

This category allows students to study subjects that have a personal benefit or that will help in their career development. Students are advised to carefully consider their careers objectives when selecting these courses.

College of Social Science students must take 6 credits in this category. Bang College of Business students must take 3 credits. Courses that can be used in this area include the following:

1. Any foreign language course(s). Current options include:

Chinese	Korean
French	Russian
German	Spanish
Japanese	Turkish

2. Any additional course from categories 1 through 6

An additional English course
An additional mathematics course
An additional computer course (CIT)
An additional science course
An additional course in Philosophy or Ethics

3. The following courses can also be used for this requirement.

GEN2800	Public Speaking
GEN2801	English for Special Purposes
GEN2802	Business Communication in Russian
GEN2810	Personal Finance
GEN2620	Introduction to Business
GEN2812	Introduction to Public Relations
GEN2813	Learner Autonomy: Development of Good Learning Skills
GEN1830	Drama
GEN1831	Performing Arts

Additional courses that are currently offered include Sports courses such as Yoga & the Martial Arts as well as, Performing Arts such as Sculpture, Painting or Drawing. The sports courses are one-credit courses but can be repeated three times for credit. For example, a student could register for two or three sections of a sport so they would participate two or three times per week or they could take the same sports course three different semesters. Also, students may register for different sports up to three credits. For example, a student could register for Yoga and Karate either in the same semester or different semesters.

The following table summarizes the General Education requirements. At least one course from every category is offered every semester, so students will always have the opportunity to enroll in courses that are needed for general education.

Kazakhstan required	9 credits total	Credit
	GEN1000 History of Kazakhstan	3 credits
	KAZ1xxx Kazakh language – semester 1	3 credits
	KAZ1xxx Kazakh language – semester 2	3 credits
	GEN1020 University Life	0 credits
	GEN1030 Introduction to Environmental Studies	3 credits
English	12 credits total	
	GEN1100 Academic Speaking	3 credits
	GEN1120 Academic Reading and Writing I	3 credits
	GEN1110 Academic Listening and Note Taking	3 credits
	GEN1121 Academic Reading and Writing II	3 credits
Math	One of three options (program specific)	3 credits
Information Technology	One of two options (program specific)	3 credits
Research/Problem-Solving	One of several options (program specific)	3 credits
Ethics or Philosophy	One of two options	3 credits
History, Culture & Arts	Two of many options	6 credits
Social Sciences	BCB only: One of many options	0 – 3 credits
Personal Development	Many options (BCS 3 credits, CSS 6 credits)	3 – 6 credits
Total General Education Requirements		48 credits

Minor in Environmental Studies

The Mission of the Minor in Environmental Studies is to provide students with thorough understanding of the interaction between human activities and the environment. Every discipline offered at KIMEP can be used in conjunction with this minor to optimize students' career opportunities, their ability to protect their country and heritage and to advance solutions to global environmental problems.

Program structure. Minors offered at KIMEP consist of 5 courses (15 credits). Thus, a Minor in Environmental Studies at KIMEP also consists of 5 courses: all courses from the required courses group and any 3 courses from the elective courses group.

Learning objectives of the minor in Environmental Studies are to develop:

- Demonstrate knowledge and skills in science
- Demonstrate an ability to evaluate environmental issues from scientific and social/political/economic perspectives, and
- Demonstrate an ability to integrate and synthesize knowledge from those and other disciplines in studying complex problems.

Required courses (6 credits)

GEN 2511 Environmental Ethics

GEN 2721 Ecology, Environmental Law & Policy

Environmental Studies Minor program Course Offerings:

Students must complete 3 courses (9 credits) from the following lists:

One of the following courses:

GEN 2311 Energy and the Environment (3 credits)

GEN 2320 Integrated Science (3 Credits)

GEN 2603 World Geography (3 Credits)

Two of the following courses

GEN 2312 Population and the Environment (3 Credits)

PAD 3541 Natural Resource Management (3 Credits)

PAD 4441 Oil and Gas Policy (3 Credits)

PAD 4545 Environmental Governance.

English Language Programs

The required General Education courses are: GED1100 Academic Speaking; GED1120 Academic

Reading and Writing1; GED1110 Academic Listening and Note Taking; GED1121 Academic Reading and Writing2. These first-year English classes develop all four language skills: listening, speaking, reading, and writing. Academic English courses also teach good study habits, develop academic skills and foster critical thinking.

Foreign Language Courses

The Foreign Languages unit offers students an opportunity to learn the basics of a varied selection of modern languages. Beginner-level courses establish a sound foundation in these languages, enabling students to understand simple spoken and written forms used in everyday situations and to develop basic communication skills. An academic and critical thinking component is included in these courses, aimed at encouraging research on the countries where these languages are spoken, thereby also promoting cross-cultural understanding and respect.

Students can take one or more of these courses as part of their General Education course requirements or as free electives. Depending on demand, instruction is available in French, Spanish, German, Japanese, Chinese, Korean, Turkish, and Russian. Each of these courses is worth 3 credits.

BANG COLLEGE OF BUSINESS

www.kimep.kz/academics/bcb

AREAS OF SPECIALIZATION

ADMINISTRATION
AREAS OF SPECIALIZATION
GENERAL INFORMATION
UNDEGRADUATE DEGREE PROGRAM:

BACHELOR OF BUSINESS ADMINISTRATION AND ACCOUNTING (BSC)
GRADUATE DEGREE PROGRAMS:

MASTER OF BUSINESS ADMINISTRATION (MBA)
EXECUTIVE MASTER OF BUSINESS ADMINISTRATION (EXMBA)
DOCTOR OF BUSINESS ADMINISTRATION (DBA)

ADMINISTRATION

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ACCOUNTING
FINANCE
MANAGEMENT
LEADERSHIP
HUMAN RESOURCE MANAGEMENT
MARKETING
TOURISM AND HOSPITALITY
OPERATIONS MANAGEMENT
INFORMATION SYSTEMS
COMPUTER APPLICATIONS
TAXATION
INTERNATIONAL BUSINESS

GENERAL INFORMATION

Dean's Statement

All leaders need innovative thinking. We continue to develop future leaders by providing world-class business education through our cutting-edge B.Sc., MBA, ExMBA, and DBA programs. Further, we are aggressively pursuing our business accreditation to become an internationally renowned business college. In October 2010, the BCB became a member of the most prestigious American accreditation agency, the Association to Advance Collegiate Schools of Business, AACSB International, and we are committed to achieve the accreditation. We have the highest proportion of faculty members with doctoral degrees from American and other foreign universities, who have decades of experience not only in teaching and research, but also in industry and innovation, and will add many more to our existing high-credentialed faculty. Our administrators and faculty strive for continuous improvement in curricula, pedagogy, facilities, community relationship, and shared governance. The BCB plans to have guest lecturers from the real-world in its classes, more internship, and intend to involve students in "Active learning". We have further strengthened our ExMBA program by revising its curriculum to be more application-oriented, and will be offering it in Astana and Atyrau in both the English and the Russian languages.

We respect diversity, not only of ethnicity, but also diversity in thinking, creativity, and approach to

solving problems. The Administration and faculty encourage and support students to communicate their new ideas, leverage their strengths and perspectives, explore diverse projects, work collaboratively towards a common goal, and apply critical analytical thinking and innovation at work. Our program managers and faculty are always willing to advise students pertaining to course and project selection, internship opportunities, and graduation requirements.

The Bang College of Business has the student-centered philosophy of teaching/learning and educates world-class business leaders.

Vision Statement

The Bang College of Business (BCB) vision is to be recognized as a world-class business college that is responsive to the needs of a diverse population of students and demands of the society.

Mission Statement

The Bang College of Business:

- Educates and prepares citizens from Kazakhstan and other countries to become knowledgeable, ethical, and competent business professionals, entrepreneurs, and leaders to work in national and international organizations, assume challenging roles and become lifelong learners.
- Promotes faculty and graduates, with diverse professional and research interests including a Central Asian focus, to contribute to the development and prosperity of Kazakhstan and the global economy.

Values

The Bang College of Business values:

- share governance and transparency;
- decision making based on consensus;
- teamwork and collaboration among faculty, staff, and students;
- the contributions of each individual and our relationships with each other;
- the opportunity and desire for life-long learning;
- innovation and continuous improvement in curriculum and pedagogy ;
- the creation of knowledge and its dissemination to students, businesses and to the community at-large.

Statement of Purpose

The Bang College of Business offers quality business and management programs, prepares students to be committed professional and lifelong learners to contribute to and take leading positions in business and society. Theory and practice are linked together through teaching, scholarship, and service in order to benefit both students and the community.

Profile

The Bang College of Business has grown steadily since its inception in 1992. It currently has more than 2000 undergraduate students, 350 graduate students and 20 doctoral students.

The faculties are a well balanced mix of professors who are academically qualified (AQ) or who are professionally qualified (PQ). A core of highly qualified Kazakhstani faculty, - many with North American and European degrees - is supplemented by more than twenty foreign faculties who bring a wealth of international experience and cross cultural knowledge to the college's learning community. Only a few universities worldwide can match the Bang College of Business in terms of the diversity of the faculty, and opportunities for learning cross cultural exposure.

Degree Programs at BCB

The Bang College of Business offers one undergraduate degree program with specializations in various business disciplines, two graduate Master's degree programs, and a Doctor of Business Administration (DBA). The degree programs are:

- Bachelor of Science in Business Administration and Accounting (BSc)
- Masters of Business Administration (MBA)
- Executive Masters of Business Administration (ExMBA)
- Doctor of Business Administration(DBA)

UNDERGRADUATE DEGREE PROGRAM

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION AND ACCOUNTING (BSc)

Statement of Purpose

The BSc program in Business Administration and Accounting prepares students to meet the diverse needs of the contemporary Kazakhstan and the worldwide employment markets. Upon graduation students will be able to compete with other highly qualified candidates in these markets. Furthermore, they will demonstrate a firm theoretical knowledge in their chosen areas of Finance, Accounting, Management, Human Resource Management, Leadership, Marketing, Tourism and Hospitality. In addition, students can choose minor areas such as Operations Management, Information Systems, Computer Applications, Taxation and International Business. By applying their skills and knowledge, BSc graduates will make significant contributions to the community in which they work, whether in business or in the public sector.

Mission Statement

The program's mission is to equip students with a strong foundation of business skills and knowledge, to develop their ability to apply this knowledge, and to enable them to transfer the knowledge to business and industry.

Program Learning Outcomes

The learning objectives of the BSc program are to develop a level of competency in the following areas:

1. knowledge of core business practices;
2. an understanding of ethical issues and reasoning;
3. good communication skills;
4. critical thinking and analytical skills;
5. global business environment knowledge;
6. multicultural understanding of business environment;
7. familiarity with business information technology.

BSc Curriculum

General Education Requirements	48
Required Business Core	45

Major or Business Electives	18
Internship	3
Minor and/or Free Electives	15
Total Required for Graduation	129

General Education Requirements

Students should choose the General Education courses with the assistance and advice of the academic advisors. The following are some guidelines for students in the BSc program.

English: All four required courses should be completed in the first year of study. Specifically students should enroll in two English courses in each of the first two semesters.

Mathematics: BSc students are encouraged to take GEN1201 Mathematics for Business and Economics. If this course is not taken as GE requirements, students will have to take them under free electives.

Information Technology: and GEN2301 Business Computer Applications. GEN1201 is a prerequisite for some required business core courses. If these courses are not taken as GE requirements, students will have to take them under free electives.

Personal Development: BSc students are encouraged to take GEN2402 Business Statistical Analysis. GEN2402 is a prerequisite for some required business core courses. If a student does not take the course as part of their GE requirement they will have to take it under free electives.

Philosophy and Ethics: BSc students are encouraged to take GEN2510 Principles of Ethics. If a student does not take this course as a GE requirement they will have to take it under free electives.

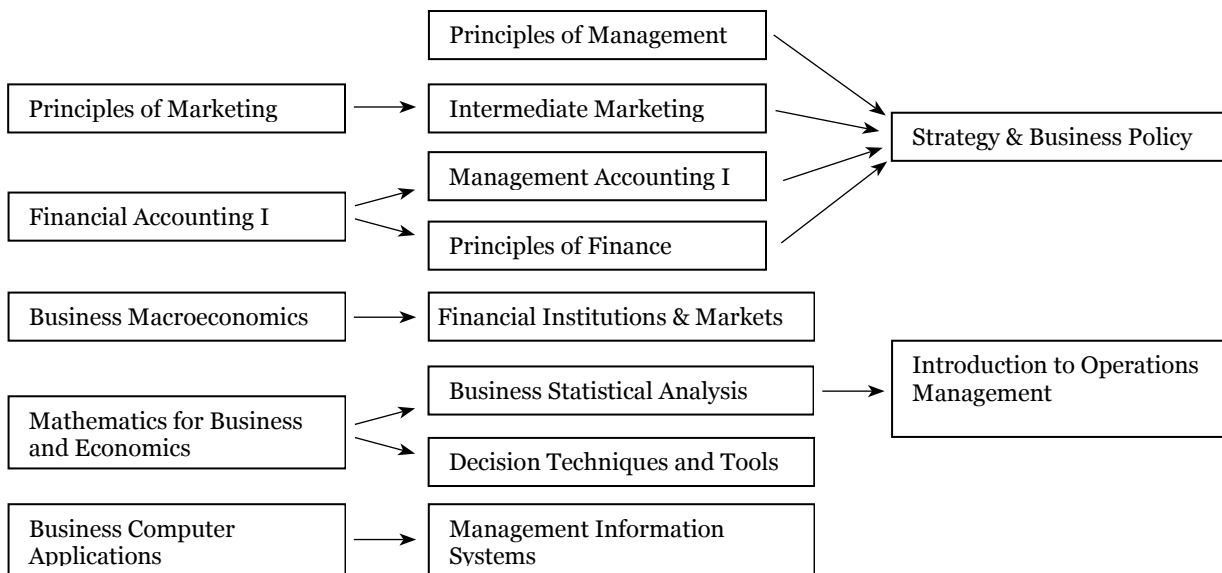
BSc program requirements

The following courses are required by all students in the BSc program. All courses are three credit courses for a total of 45 credits.

Course Code	Course Title
ACC2102	Financial Accounting I
ACC2201	Management Accounting I
FIN2105	Business Microeconomics
FIN2106	Business Macroeconomics
FIN3101	Financial Institutions and Markets
FIN3121	Principles of Finance
MGT3001	Principles of Management

MGT3201	Business Communications
LAW2202	Business Law
MGT4201	Strategy and Business Policy
MKT3130	Principles of Marketing
MKT3140	Intermediate Marketing
IFS 2203	Management Information Systems
OPM3011	Decision Techniques and Tools
OPM3131	Introduction to Operations Management

The following chart indicates the prerequisite sequence for the BSc required courses.



Choosing a Major or Minor

Students usually declare a major (and a minor) in the second or the third year of study. At the time of declaration, students can choose from any major or minor that is being offered. The Bang College of Business is responsive to changes in student interests and there may be additional majors or minors available in the future. On the other hand programs with low demand can also be suspended. Thus when declaring a major or minor, the available options may be different from those stated in the catalog of the year of entry.

The Bang College of Business currently offers majors in seven functional areas of business and twelve minors. Majors are available in Accounting, Finance, Management, and Marketing. Minors are available in those disciplines as well as Computer Applications,

Information Systems, Human Resource Management, Operations Management, Tourism and Hospitality Management, International Business, and Taxation. Minors offered by the College of Social Sciences and School of Law can also be taken by students in the BSc program.

Major and Minor Requirements

Each area sets the requirements for earning a major or minor. In addition to course requirements, some disciplines have Grade Point Average requirements that must be met in order to qualify for the major or minor. The requirements for a major or minor are stated in the sections that list the course requirements for each discipline. In a few instances a course can

be applied to more than one major/minor. A student cannot, however, use the same course in more than one major or minor; an approved substitute must be taken for one of the requirements.

Once a student declares a major or minor and enrolls in one or more of the required courses, KIMEP is committed to allowing the student to complete the program under the stated requirements. If major or minor requirements or course availability change before a student graduates, the program office center can assist in finding substitute courses or in arranging for independent study. As a matter of policy, students have the option of completing the major or minor based on the requirements that are current at the time of graduation. This choice is usually to the student's advantage but is not required.

The major and minor are independent of the General Education requirements and the college core requirements which are based on the requirements in the catalog of the year of entry.

No Major

A BSc student can also take courses across several business disciplines and graduate without a specified major. To graduate without a major a student must earn 18 credits (6 courses) from 3000 and 4000 level courses from any business area excluding the required core courses. There is no exit criterion for graduating without a major other than a minimum overall GPA of 2.00. A student with no major can do an Internship in any functional area.

No Minor

There is no requirement to complete a minor. A BSc student who does not declare a minor can use the 15 credits for free electives.

Internship (or substitute)

All students are required to complete an internship or take an approved substitute course.

BUS4250	Internship
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The Internship requirement gives BSc students the opportunity to gain real world business experience and the chance to apply, in practical business contexts, the knowledge they have acquired during their course work.

To earn internship credit the student must have completed 90 credits of coursework and must register in BUS4250 prior to beginning the internship. It is recommended that the internship be completed during the summer between the third and the fourth years of study. It is, however, possible for students to satisfy this requirement during the fourth year.

The internship program consists of 160 hours of on-the-job learning. To prepare for the internship, students should contact the Career Services Center, which maintains information on firms offering internships. The Center can assist students in arranging their internship. If a sufficient number of internships are not available, a student may take an internship substitute course. The substitute course must be an application-oriented course in the student's major and is subject to program office approval.

A student who has more than one major must do only one Internship (or substitute) in any major.

BSc Program Plan

The first year of the BSc program consists of general education foundation courses. All BSc students must continuously enroll in the English and Mathematics courses until all required courses are completed with a passing grade.

I st Year	Fall Semester	
GEN1120	Academic Reading and Writing I	3
GEN1100	Academic Speaking	3
GEN1000	History of Kazakhstan	3
GEN1201	Mathematics for Business and Economics	3
KAZ	Kazakh	3
	Total	15

I st Year	Spring Semester	
GEN1110	English Listening and Note Taking	3
GEN1121	Academic Reading and Writing II	3
GEN2301	Business Computer Applications	3
GEN2402	Business Statistical Analysis	3
KAZ	Kazakh	3
	Total	15

With the exception of the Accounting courses, second years courses can be taken in any order. Each course can be taken in either fall or spring.

2 nd Year	Fall Semester	
GE	General Education Elective	3
FIN2106	Business Macroeconomics	3
MGT3001	Principles of Management	3
ACC2102	Financial Accounting I	3
OPM3011	Decision Techniques and Tools	3
	Total	15

2 nd Year	Spring Semester	
GEN2510	Principles of Ethics	3
FIN2105	Business Microeconomics	3
MKT3130	Principles of Marketing	3
FIN3121	Principles of Finance	3
ACC2201	Management Accounting I	3
	Total	15

In the third and fourth years the order in which courses are taken is flexible which allows students to shift the sequence of courses depending on their interests. Strategy and Business Policy should be taken

in the last semester but otherwise the remaining core courses can be taken in either semester of the third year or the first semester of the fourth year.

3 rd Year		Fall Semester	
GE	General Education Elective		3
FIN3101	Financial Institutions and Markets		3
MGT3201	Business Communications		3
IFS2203	Management Information Systems		3
	major/minor/elective		3
	major/minor/elective		3
	Total		18

3 rd Year		Spring Semester	
GE	General Education Elective		3
LAW2202	Business Law		3
OPM3131	Introduction to Operations Management		3
	major/minor/elective		3
	major/minor/elective		3
	major/minor/elective		3
	Total		15

Summer Semester (Internship) 3

4 th Year		Fall Semester	
GE	General Education Elective		3
MKT3140	Intermediate Marketing		3
	major/minor/elective		3
	major/minor/elective		3
	major/minor/elective		3
	Total		15

4 th Year		Spring Semester	
GE	General Education Elective		3
MGT4201	Strategy and Business Policy		3
	major/minor/elective		3
	major/minor/elective		3
	major/minor/elective		3
	Total		15

BSc: MAJOR AND MINOR IN ACCOUNTING

The Department of Accounting offers a major and a minor in accounting. The major provides rigorous conceptual and practical foundations in such areas as

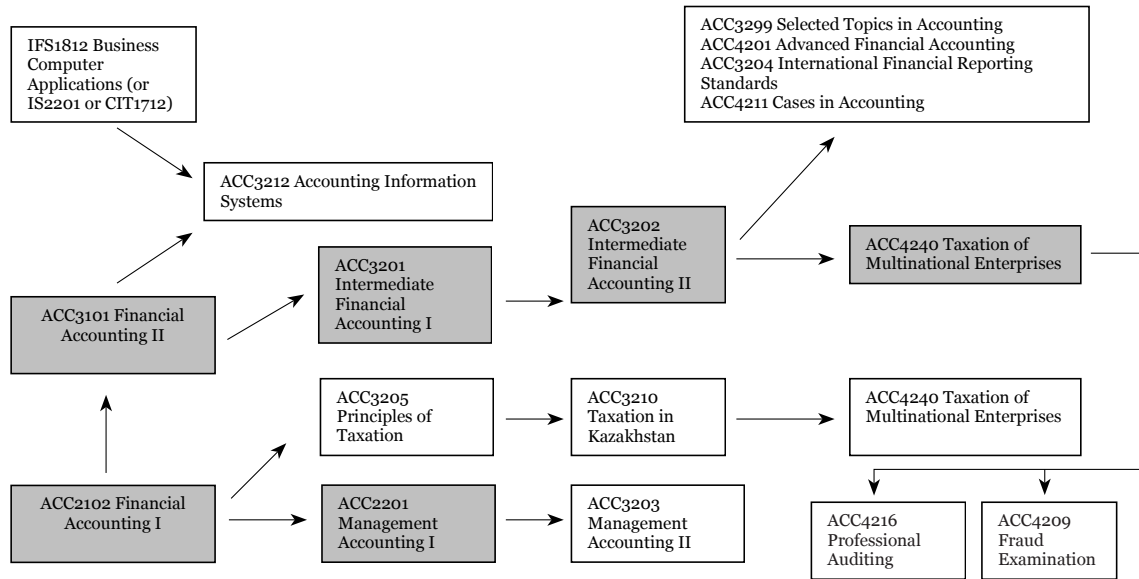
financial accounting and auditing needed for entry level positions with international accounting firms. It requires completion of two core Accounting courses, five required courses and one elective as shown in the table below. In addition, students must complete the College's 3-credit internship requirements. The internship requirement may be satisfied by successfully completing the following experiential based course, ACC4211 Cases in Accounting.

The Department of Accounting also offers a minor. The minor provides a conceptual and practical foundation in financial accounting useful for students proposing to enter business. The minor requires completion of two core Accounting courses, two required courses and one elective as shown in the table below.

Major and Minor in Accounting

Major requires all courses of Groups A and B and 1 elective courses from Group C; Minor requires all courses of Group A	
Group A: Required for major and minor	
ACC3101	Financial Accounting II
ACC3201	Intermediate Financial Accounting I
ACC3202	Intermediate Financial Accounting II
Group B: Additional required for major	
ACC3110	Management Accounting II
ACC4203	Auditing
Group C: Elective courses for major and minor	
ACC3204	International Financial Reporting Standards
ACC3205	Principles of Taxation
ACC3210	Taxation in Kazakhstan
ACC3212	Accounting Information Systems
ACC3299	Selected Topics in Accounting
ACC4201	Advanced Financial Accounting
ACC4208	Advanced Financial Statements Analysis
ACC4209	Fraud Examination
ACC4211	Cases in Accounting
ACC4216	Professional Auditing
ACC4240	Taxation of Multinational Enterprises

Non BSc students must also complete ACC2102 Financial Accounting I and ACC2201 Management Accounting I in order to receive the minor.



The following chart indicates the prerequisite sequence for the Accounting required courses:

Exit Criteria for Accounting Major and Minor

Requirement for Accounting major: To complete a major in accounting, a student, at the time of graduation, must have an overall GPA in accounting courses (GPA of the two college core courses in accounting, the five required accounting courses and the accounting elective) of at least 2.67.

Requirement for Accounting minor: To complete a minor in accounting, a student, at the time of graduation, must have an overall GPA in accounting courses (GPA of the two college core courses in accounting, the two required accounting courses and one accounting elective) of at least 2.67.

**A student who does not meet the exit criteria can graduate without the major (or minor).*

BSc: MAJOR AND MINOR IN FINANCE

The discipline of finance in business education has undergone major changes over the last two to three decades as a result of changing contents and contexts of business finance. Modern finance is just at the corridor of money and capital markets in Kazakhstan. Students learning finance will be in high demand in the local and international markets as it has been happening all over the world.

Finance as an academic discipline is concerned with three interrelated fields:

- Money and Capital Markets that deal with securities

markets and financial institutions;

- Investments which focuses on the decisions of both individual and institutional investors as they choose securities for their investment portfolios; and
- Financial Management or “business finance” which involves the actual management of firms.

Students with a Finance Major can seek career opportunities, either domestically or internationally, in the following areas:

- Financial institutions and markets such as banks and other depository institutions, insurance companies, mutual funds, pension funds and the central bank;
- Small or big corporations, in the Finance Department working with cash, credit, receivables and inventory management, capital budgeting, financial analysis and forecasting, dividend and capital structure policy-making, etc.;
- Investment sectors, working as a sales agent of financial securities, security analyst, portfolios manager, investment advisor, etc.

It is strongly recommended that a student completes all three required courses before taking 4000 level elective courses.

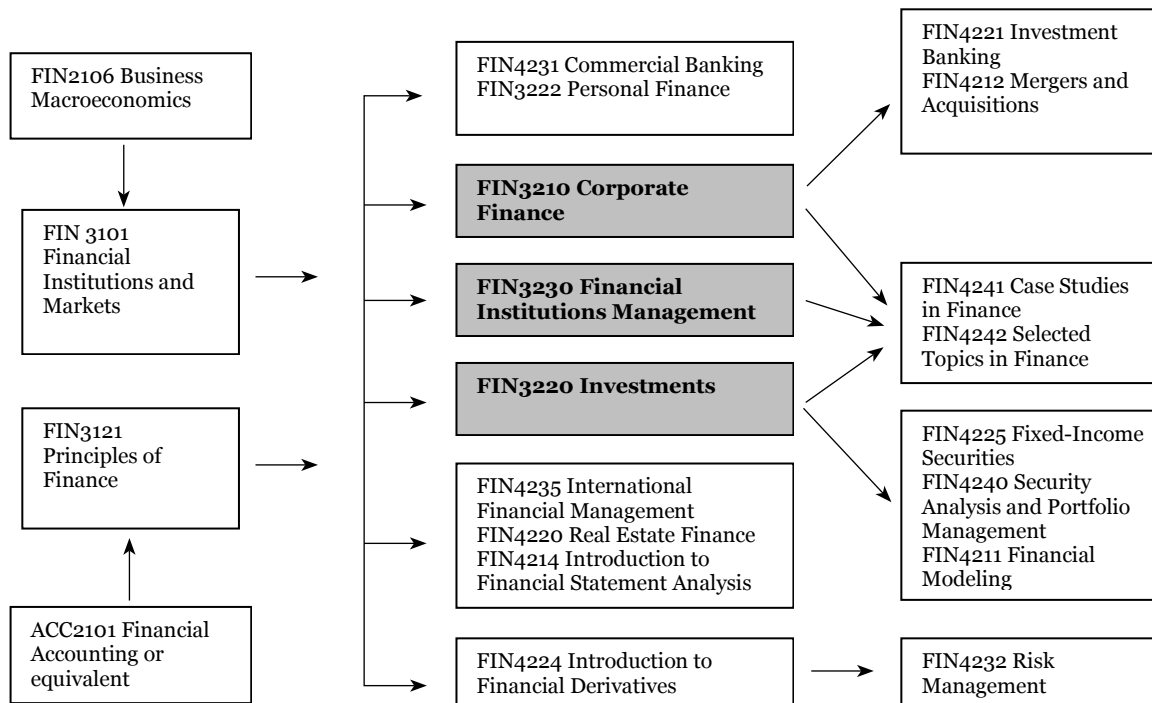
Major and Minor in Finance

Major requires all courses of Group A and 3 electives from Group B	
Minor requires 2 courses from Group A and 1 additional course from either Group	
Group A: Required courses for major	
FIN3210	Corporate Finance
FIN3220	Investments
FIN3230	Financial Institutions Management

Group B: Elective courses for major and minor	
FIN3222	Personal Finance
FIN4211	Financial Modelling
FIN4212	Mergers and Acquisitions
FIN4214	Introduction to Financial Statement Analysis
FIN4220	Real Estate Finance
FIN4221	Investment Banking
FIN4224	Introduction to Financial Derivatives
FIN4225	Fixed-Income Securities
FIN4231	Commercial Banking
FIN4232	Risk Management
FIN4235	International Financial Management
FIN4240	Security Analysis and Portfolio Management
FIN4241	Case Studies in Finance
FIN4242	Selected Topics in Finance
ECN3155	Money and Banking

Non BSc students must also complete FIN3101 Financial Institutions and Markets and FIN3121 Principles of Finance in order to receive the minor.

The following chart indicates the prerequisite sequence for the Finance required courses:



Exit Criteria for Finance Major and Minor

Requirement for Finance Major: To complete a major in Finance, the student, at the time of graduation, must have:

- 1) a minimum GPA of 2.67 in Finance core and Finance required courses
- 2) a minimum GPA of 2.67 in Finance core and all Finance major courses (GPA of two Finance core courses, three Finance required courses, and the three best Finance elective courses).

Requirement for Finance Minor: To complete a minor in Finance, the student, at the time of graduation, must have:

- 1) a minimum GPA of 2.67 in Finance core and two Finance required courses
- 2) a minimum GPA of 2.67 in Finance core and all Finance minor courses (GPA of two Finance core courses, two Finance required courses, and the best Finance elective).

**A student who does not meet the exit criteria can graduate without the major (or minor).*

BSc: MAJOR AND MINOR IN MANAGEMENT

The Management major and minor prepares students for a career as a manager. As Kazakhstan develops, there will be an increasing need for trained entry-level managers and for mid and senior level managers with a record of success. Successful managers:

- Understand performance and the factors that empower people to perform well;
- Are able to organize tasks, to delegate responsibilities, to communicate priorities, and to lead and motivate others;
- Are able to identify and analyze problems and to take corrective action.

Management majors learn how to think strategically and how to work effectively with people in order to fulfill the organization's goals.

Major and Minor in Management

Major requires all courses of Group A and any three courses selected from Group B or Group A of the HRM Minor. Minor requires any three courses selected from Groups A and B

Group A: Required courses for major

MGT3206	Leadership and Motivation
MGT3208	Innovation Management
MGT3212	Organizational Behavior

Group B: Elective courses for major and minor

MGT3202	Principles of Business Ethics
MGT3204	Human Resource Management
MGT3205	Decision Making
MGT3207	Managing Negotiation
MGT3209	International Management
MGT3210	International Business
MGT3211	Small Business Management
MGT3213	Managing Change
MGT3215	Hospitality Management
MGT3216	Leisure and Recreational Management
MGT3299	Selected Topics in Management
MGT4202	Compensation Management
MGT4203	Performance Management
MGT4204	Cases in Management
LDP3201	Leadership: Principles and Best Practices
LDP4201	Leadership: Making Principles Work
OPM3215	Business Time Series Forecasting

Non BSc students must also complete MGT3001 Principles of Management and MGT3201 Business Communications in order to receive the minor.

BSc: MAJOR AND MINOR IN LEADERSHIP

Leadership is one of the most critical functions that constitute the essence of management competence in modern organizations. It takes mainly strong leaders to prepare the organization to go through essential changes and help it effectively resolve all the difficulties on its way to successful transformation.

Successful leaders:

- lead throughout all managerial areas of the organizations
- establish trust and commitment
- understand the present challenges and trends of the industries
- provide effective business solutions
- understand and inspire employees
- understand personal capacities of effective leaders

Leadership majors learn how to understand and apply basic leadership principles in modern organizations in the most effective way.

Major and Minor in Leadership

Major requires all courses in Group A and any three course selected from Group B. Minor requires three courses from Group A

Group A: Required courses for major

LDP3201	Leadership: Principles and Best Practices
LDP4201	Leadership: Making Principles Work
LDP4202	Leadership in Action

Group B: Elective courses for major and minor

MGT3202	Principles of Business Ethics
MGT3204	Human Resource Management
MGT3205	Decision Making
MGT3206	Leadership and Motivation
MGT3207	Managing Negotiation
MGT3209	International Management
MGT3210	International Business
MGT3211	Small Business Management
MGT3213	Managing Change
MGT3215	Hospitality Management
MGT3216	Leisure and Recreational Management
MGT3299	Selected Topics in Management
MGT4202	Compensation Management
MGT4203	Performance Management
MGT4204	Cases in Management
OPM3215	Business Time Series Forecasting

Non BSc students must also complete MGT3001 Principles of Management and 1 elective course from Group B for the major/minor in order to receive the minor.

BSc: MAJOR AND MINOR IN HUMAN RESOURCE MANAGEMENT

More and more companies recognize that the effective management of Human Resources is as important to profitability as is the management of capital, materials, and production facilities. The demand for trained Human Resource Managers is starting to grow and will continue to increase in the near future.

Major and Minor in Human Resource Management

Major requires all courses of Group A and any three courses selected from Group B or Group A of the HRM Minor	
Minor requires any three courses selected from Groups A and B	
Group A: Required courses for major	
MGT3204	Human Resource Management
MGT4202	Compensation Management
MGT4203	Performance Management
Group B: Elective courses for major and minor	
MGT3202	Principles of Business Ethics
MGT3205	Decision Making
MGT3207	Managing Negotiation
MGT3209	International Management
MGT3210	International Business
MGT3211	Small Business Management
MGT3213	Managing Change
MGT3215	Hospitality Management
MGT3299	Selected Topics in Management
MGT4204	Cases in Management
LDP3201	Leadership: Principles and Best Practices
LDP4201	Leadership: Making Principles Work
OPM3215	Business Time Series Forecasting

Non BSc students must also complete MGT3001 Principles of Management and MGT3201 Business Communications in order to receive the minor.

B.Sc.: MAJOR AND MINOR IN MARKETING

For many years it was efficiency in production systems that gave one company an advantage over another. In today's global economy, marketing is what separates the top companies from the average performers. Well managed companies continually do market research to determine customer demands; redesign and improve products to meet customer needs; develop distribution channels to get products to customers quickly and efficiently; and then provide follow-up service after the sale. The field of marketing provides the broadest and most interesting range of career opportunities of any field of business. Marketing majors can have careers in market research, sales, product development, customer service, advertising, and many other varied positions. In marketing courses students are exposed to a blend of theory and practical situations. Courses may require research projects, company profiles, industry analyses, or case studies of marketing situations.

Major and Minor in Marketing

Major requires all courses from group A and three course selected from Group B. Minor requires two courses from group A and one additional course from Group A or B	
Group A: Required courses for major	
MKT3201	Consumer Behavior
MKT3202	Marketing Communications
MKT3214	Brand Management
MKT4203	Marketing Research
Group B: Elective courses for major and minor	
MKT3205	Retailing
MKT3207	Internet Marketing
MKT3210	Services Marketing
MKT3212	Fundamentals of Selling
MKT3213	Public Relations
MKT3220	Tourism Marketing
MKT3222	Cross-Cultural Tourism Marketing
MKT4201	Cases in Marketing
MKT4208	International Marketing
MKT4219	Event Marketing
MKT4299	Selected Topics in Marketing
OPM3202	Logistics and Supply Chain Management
OPM3215	Business Time Series Forecasting

Non B.Sc. students must also complete MKT3130 Principles of Marketing and MKT3140 Intermediate Marketing in order to receive the minor.

B.Sc.: MAJOR AND MINOR IN TOURISM AND HOSPITALITY

Tourism has become a worldwide phenomenon impacting many facets of society, contributing to globalization, and creating employment for millions worldwide.

Kazakhstan puts high emphasis on diversifying its economy and developing non-extractive businesses for its future. Kazakhstan heavily promotes the tourism as an industry and as socio-cultural factor.

The Tourism and Hospitality major and minor prepare students to understand, synthesize and apply practical skills and theoretical concepts to the successful management and marketing in a diverse range of organizations including hotels and other accommodations, airlines, attractions, consulting companies, travel agencies, regional tourism organizations, educational institutions and government.

Major requires all courses of Group A and any three courses from Group B

Minor requires all courses of Group A (under current regulation)

Group A: Required courses for major

MKT3220	Tourism Marketing/ MKT3222 Cross-Cultural Tourism Marketing
MKT3221	Tourism Practices and Principles
MGT3215	Hospitality Management

Group B: Elective courses for major and minor

MKT3207	Internet Marketing
MKT3210	Services marketing
MKT3223	Niche Tourism
MKT4219	Event marketing
MGT3216	Leisure and Recreational Management
IRL2515	Political Geography

Non BSc students must also complete MGT3001 Principles of Management and MKT3130 Principles of Marketing in order to receive the minor.

B.Sc.: MINOR IN BUSINESS ADMINISTRATION AND ACCOUNTING

A Non BSc student of KIMEP can earn a minor in Business Administration and Accounting upon successful completion of the following 5 courses. The minor is not available to BSc students.

Minor in Business Administration and Accounting

Minor requires the 15 credits listed below

ACC2102	Financial Accounting I
ACC2201	Management Accounting I
FIN3121	Principles of Finance
MGT3001	Principles of Management
MKT3130	Principles of Marketing

The exit criterion for the minor is a minimum GPA of 2.0 in these courses.

B.Sc.: MINOR IN TAXATION

The minor in Taxation provides students with both the theoretical background of underlying principles and policy rationales in taxation as well as practical skills of reading, analyzing and interpreting the provisions of tax legislation and applying them to specific business and commercial situations and transactions. Students will develop profound understanding of the domestic tax system of Kazakhstan as well as understanding of the principles applicable to cross-border taxation and their application in Kazakhstan. The minor in Taxation will position students to compete for jobs in consulting and in-house tax departments of both domestic and international companies, possibly (depending on the choice of their electives) also opening the door toward international careers. The minor in Taxation teaches the important skills of using the tax knowledge when making strategic business and investment decisions and also makes them capable to come up with alternative solutions and ideas to optimize tax costs.

Minor in taxation requires two courses from group A and any one course from group B:

Group A: Required for minor:

ACC3205	Principles of Taxation
ACC3210	Taxation in Kazakhstan

Group B: Elective courses for minor:	
ACC4240	Taxation of Multinational Enterprises
LAW5906	International Tax Law
LAW3520	Tax Law of the Republic of Kazakhstan
ACC3299	Selected Topics in Accounting: Subsurface-Use Taxation

Non-Bsc students must also complete ACC2102 Financial Accounting I, LAW2202 Business Law and 1 more elective from Group B in order to receive the minor.

ACC3205 Principles of Taxation and ACC3210 Taxation in Kazakhstan may not be used in the accounting major since the courses are a part of the taxation minor. All courses have prerequisites which must be met.

B.Sc.: MINOR IN OPERATIONS MANAGEMENT

Operations Management deals with the effective and efficient management of all activities related to development, production, and manufacturing of product and services. It is a functional area that covers production, purchasing, materials management, distribution, transportation, forecasting, supply chain management or logistics in manufacturing or service organizations. Operations management can also focus on services and processes within functional units such as human resource operations or marketing operations. With an Operations Management minor you will learn how to identify and evaluate problems with an existing operating system and find a creative solution. You will study how to manage manufacturing processes and the delivery of services to a customer in efficient way.

Minor in Operations Management

Minor requires any three courses from the list below (9 credits)	
OPM3205	Logistics and Supply Chain Management
OPM3207	Total Quality Management
OPM3215	Business Time Series Forecasting
OPM4201	Purchasing & Materials Management
OPM4202	Transportation and Distribution Management

Note: Non-BSc students must also complete OPM3011 Decision Techniques and Tools and OPM3131 Introduction to Operations Management in order to receive the minor.

B.Sc.: MINOR in INFORMATION SYSTEMS

A minor in Information Systems is of interest to students who wish to specialize in business-oriented use of information analysis and data processing. KIMEP curriculum provides an overview of information systems, with special emphasis on its business applications and managerial control.

A sound understanding of how the latest information technology can solve business problems is in intense demand in today's organizations. Managing information systems is important to every organization on middle and top management levels where it can be used to maintain and develop new method not only to manage remarkable amounts of data, but to assist executives in making decisions. Information systems professionals are expected to utilize the computer systems to solve business problems and provide high-technology solutions for problems that need to be addressed, problems such as sales forecasting, optimizing production, installing appropriate technology, analyzing trends, and organizing information in such a way that managers can make use of it.

Minor in Information Systems

Minor requires one course from Group A and any two courses selected from Group B (9 credits)	
Group A: Required course for minor	
IFS3202	Database Management Systems in Business
Group B: Elective courses for minor	
IFS 3208	Data Communication and Networking
IFS 3211	Information Systems Security
IFS 4202	Management of E-business Systems
IFS 4204	Decision Support Systems
ACC3212	Accounting Information Systems

B.Sc.: MINOR IN COMPUTER APPLICATIONS

The minor in Computer Applications provides students with skills in the rapidly expanding area of information technologies. It covers a wide variety of different applications available for solving business problems: object-oriented and web programming

languages; client-side and server-side scripting; data base management systems, web based database access; computer graphical packages; creation, analysis and reports on large volumes of data for business applications with SPSS; computer publishing systems. The Computer Applications minor enhances the career opportunities for students interested in pursuing be professional in their chosen field with IT technologies.

The minor in Computer Applications teaches students about the development and management of business databases, computer networks, web applications, and software systems.

Minor in Computer Applications

Minor requires any three courses from the list below (9 credits)	
CIT2731	Business Graphics
CIT3734	Web Design
CIT 2733	Survey Research with SPSS
CIT 2735	Purchasing & Materials Management Multimedia Graphics for Business Communications (in Flash)
CIT 3724	Advanced Business Computer Applications
CIT2732	Financial Analysis using Computer Technologies

Note: Non-BSc students can count GEN2301 Business Computer Applications or GEN1300 Introduction to Computers as part of the 15 credits and should take one additional CIT course from the list above. Also they can use three credits for both a minor in Computer Applications and to fulfill the Research and Problem Solving category of the general education requirements.

MERIT CERTIFICATES

In order to be eligible for the merit certificates at BSc programs a student must:

- I. Take three courses offered by BSc program in a respective area.
- II. Meet exit criteria of overall GPA 4.00 and above in all courses required for a respective certificate.
- III. All pre-requisites must be met (waive of pre-requisites, concurrent registration, CSS courses as equivalence of BSc courses are NOT allowed).
- IV. Minimum passing grade for a merit certificate is A.

Merit Certificate in Auditing

Merit Certificate in Auditing requires any three courses from the list below (9 credits)	
ACC4203	Auditing
ACC4209	Fraud Examination
ACC4216	Professional Auditing

Merit certificate in Taxation

Merit Certificate in Taxation requires any three courses from the list below (9 credits)	
ACC3205	Principles of Taxation
ACC3210	Taxation in Kazakhstan
ACC4240	Taxation of Multinational Enterprises

Merit certificate in Finance: Risk Management

Merit certificate in Risk Management requires any three courses from the list below (9 credits)	
FIN3230	Financial Institutions Management
FIN4224	Introduction to Financial Derivatives
FIN4232	Risk Management

Merit certificate in Brand Management

Merit certificate in Brand Management requires any three courses from the list below (9 credits)	
MKT3202	Marketing Communications
MKT3201	Consumer Behavior
MKT3214	Brand Management

Merit certificate in Tourism and Hospitality

Merit certificate in Tourism and Hospitality requires any three courses from the list below (9 credits)	
MKT3221	Tourism Practices and Principles
MGT3215	Hospitality Management
MKT3220 or MKT3222	Tourism Marketing/ or Cross-Cultural Tourism Marketing

Merit certificate in Logistics

Merit certificate in Logistics requires any three courses from the list below (9 credits)	
OPM3205	Logistics and Supply Chain Management
OPM4201	Purchasing and Material Management
OPM4202	Transportation and Distribution Management

GRADUATE DEGREE PROGRAMS

MASTER OF BUSINESS ADMINISTRATION (MBA)

Statement of Purpose

The Master of Business Administration (MBA) program at KIMEP is dedicated to training leaders who can effectively manage and successfully transform organizations both in Kazakhstan and internationally.

Mission

The mission of the program is to prepare high-quality decision-makers and business leaders capable of solving contemporary business problems in a dynamic and competitive global marketplace, in a socially responsible manner.

Program Learning Outcomes

MBA graduates will demonstrate:

1. Analytical thinking and problem solving skills
2. Communication and leadership skills
3. A strong knowledge of the business environment including economic, ethical and international issues
4. Competence in the core business disciplines of Accounting, Finance, Marketing, Management, Operations Management, and Information Systems
5. Advanced specialized knowledge in one or more areas of business foundations
6. Integrative business knowledge
7. The ability to apply of theoretical knowledge to practice and research

Admission Requirements

To be admitted to the Master of Business Administration program, students must satisfy the graduate English entrance requirement (KEET) and must have an acceptable score on the KIMEP Graduate Entrance Exam (KGET). Equivalent scores on similar tests can be substituted according to program policy.

Students with KEET Score of 60% or higher are not required to take Graduate Foundation English or Academic English courses. However students are strongly encouraged to take Academic English Courses to improve their English proficiency. The Language Center (LC) welcomes inquiries related to such opportunities.

Students with 50 to 59 % in KEET will be required to start with Graduate Foundation English Level A (MBA). At the end of this 90-contact hour course (300 learning hours), there will be an exit test. A “B” (73%) is the minimum grade for a pass. Students may take up to two MBA program courses, which should be primarily quantitative in focus, and/or a course in business communication concurrently with Graduate Foundation English Level A (MBA).

Students with 40 to 49% in KEET will initially take Graduate Foundation English Level B. At the end of this 180-contact hour course (600 learning hours), students who receive a “B” (73%) or higher in the course work and on the exit test will then be required to successfully complete Graduate Foundation English Level A with a minimum grade of “B” in both the course work and the exit test.

Students are placed in a Graduate Foundation English level according to their KEET score. This placement will be confirmed by means of a verification test at the outset of the course. If deemed necessary, a student may be required to move to the lower level.

Degree Requirements

Requirements for the MBA degree are as follows:

Required Foundation Core ^{1,3}	0 - 24
Required Advanced Core ^{2,3}	3 - 12
Required Integrative Core ^{2,3}	6
BCB Electives ⁴	12
Internship/Business Research Project / Substitute course ⁵	3
Thesis	3
Total Required for Graduation	36 - 60

- 1 Some or all of the credits can be waived based on previous academic work. Approval of MBA Program Committee/Associate Dean is required.
- 2 Except Strategic Management, some or all of the other courses can be waived based on previous academic work. However, waived credits must be made up by undertaking additional electives.
- 3 Total waiver of courses can exceed 24 credit hours. However, any credit waived in excess of 24 credit hours must be made up by undertaking additional courses. Approval of MBA Program Committee/ Associate Dean is required.
- 4 Some business-related courses from outside of the

College of Business can be used as MBA elective courses. Approval of MBA Program Committee/Associate Dean is required.

- BRP or substitute course is allowed based on the rules of the Ministry of Education of KZ. Approval of MBA Program Committee/Associate Dean is required.

Required Foundation Core (All are 3 credit courses for a total of 24 credits)

Course Code	Course Title
ACC5201	Financial Accounting for Managers
FIN5200	Managerial Economics
FIN5201	Managerial Finance
MGT5200	Business Communications
MGT5202	Organizational Behavior and Leadership Ethics
MKT5201	Marketing Management
OPM5201	Quantitative Methods for Decision Making
IFS5201	Management Information Systems

Required Advanced Core (All are 3 credit courses for a total of 12 credits)

Course Code	Course Title
ACC5202	Managerial Accounting
FIN5202	Advanced Corporate Finance
MKT5202	Advanced Marketing Management
OPM5202	Operations Management
MGT5202	Organizational Behavior and Leadership Ethics

Required Integrative Core (Both are 3 credit courses for a total of 6 credits)

Course Code	Course Title
MGT5250	Strategic Management
MGT5211	International Business

Internship & Thesis (Both are 3 credit courses for a total of 6 credits)

An Internship and Thesis related to the major is required. Students without a major will undertake Internship and Thesis in general business or in any major/minor area.

Course Code	Course Title
BUS5270	Internship
BUS5275	MBA Thesis

MAJORS AND MINORS

MBA students may acquire specialized knowledge by choosing major(s) and/or minor(s) in the following areas:

Major	Minor
<ul style="list-style-type: none"> Accounting Finance Management Leadership and Organizational Development Marketing 	<ul style="list-style-type: none"> Accounting Finance Management Leadership and Organizational Development Marketing International Business Tourism & Hospitality Law Information Systems Operations Management

However, students may receive an MBA without a major or a minor.

Requirements For Major And Minor

<p style="text-align: center;">Major</p> <p>Each major consists of a minimum of 4 courses, beyond core courses and including the thesis, for a total of 12 credits.</p>
<p style="text-align: center;">Minor</p> <p>Each minor consists of 2 courses or 6 credits drawn, beyond core courses, from the courses for the major. However, a minor in International Business requires 3 courses (9 credits) and a minor in Law requires 4 courses (12 credits), beyond core courses.</p>
<p style="text-align: center;">General MBA</p> <p>This option allows students to take a variety of courses across all disciplines of business. Students can choose electives to match their career objectives.</p>
<p style="text-align: center;">A course cannot be counted towards both the Major and the Minor</p>

Program Plan for a Student without Any Waiver of Credits

Students may take courses in any order they wish as long as courses meet all prerequisites. The following schedule is suggested to ensure that students make orderly progress towards degree completion, by taking prerequisites before the courses that require prerequisites.

A Suggested Schedule Assuming Fall Entry and No Course Waiver
(August 2011 – December 2012 = 17 Months)

Fall		15 credits
ACC5201	Financial Accounting for Managers	
FIN5200	Managerial Economics	
MGT5200	Business Communications	
OPM5201	Quantitative Methods for Decision Making	
IFS5201	Management Information Systems	

Summer I & II		12 credits
FIN5202	Advanced Corporate Finance	
MKT5202	Advanced Marketing Management	
MGT5211	International Business	
BUS5270	Internship	

Spring		15 credits
ACC5202	Managerial Accounting	
FIN5201	Managerial Finance	
MKT5201	Marketing Management	
OPM5202	Operations Management	
MGT5201	Organizational Behavior and Leadership Ethics	

Fall		18 credits
Elective	Major/Minor	
Elective	Major/Minor	
Elective	Major/Minor	
Elective	Major/Minor	
BUS5275	Thesis	
MGT5250	Strategic Management	

FAST-TRACK MBA

The purpose of the fast-track MBA is to allow graduates of some KIMEP undergraduate programs to earn a MBA degree within a shorter period of time. Graduates from other reputable academic institutions may also qualify for this opportunity.

Required Credits and Credit Calculations:

1. Students under Fast-Track enrollment are eligible for a maximum waiver of 24 credits (8 courses). Total waiver of courses can exceed 24 credit hours. However, any credit waived in excess of 24 credit hours must be made up by undertaking additional courses. Approval of MBA Program Committee/ Associate Dean is required.
2. Students under Fast-Track enrollment must take

minimally 3 credits of Strategic Management, 3 credits of Internship/Business Research Project/ Substitute Course, and 30 additional credits in core and/or elective courses (including MBA Thesis) as other MBA's.

3. Course credit waivers will be considered using the eligibility criteria set by the MBA Program Committee / MBA Program Administration. Approval of MBA Program Committee/Associate Dean is required.
4. Waived course grades will not be used on transcript to compute overall MBA GPA.
5. Students should discuss waivers, eligibility and transfer of credits with their academic advisor and/or administrators of the MBA Program.

Program Plan for a Student on FAST-TRACK MBA

Students may take courses in any order they wish as long as courses meet all prerequisites. The following schedule is suggested to ensure that students make orderly progress towards degree completion, by taking prerequisites before the courses that require prerequisites.

A Suggested Schedule Assuming Fall Entry and Waiver of All Foundation Core Courses
(August 2011 – July 2012 = 12 Months)

Fall		15 credits
ACC5202	Managerial Accounting or Sub.*	
OPM5202	Operations Management or Sub.*	
MGT5222	Advanced Corporate Finance or Sub.*	
MKT5202	Advanced Marketing Management or Sub.*	
MGT5211	International Business or Sub.*	

Summer I		6 credits
BUS5270	Internship	
BUS5275	Thesis	

Spring		15 credits
Elective	Major/Minor	
Elective	Major/Minor	
Elective	Major/Minor	
Elective	Major/Minor	
MGT5250	Strategic Management	

** If an advanced core course is waived, the substitute course can be any elective course. However, if the waived course represents student's chosen area of Major or Minor, the substitute course must be in the same area.*

MBA: ACCOUNTING MAJOR and MINOR

Accounting involves the measurement, recording and reporting of financial information that is critical for management decision-making in organizations. Managers need to understand how accounting information may be used to make decisions, control processes and people, and motivate employees. In addition to use this information effectively, managers need to be familiar with the manner in which Annual Financial Statements, Budgets and Variance Reports, etc. are constructed. Crucially also, managers need to understand their personal and legal responsibilities for internal control and for reporting financial information. The MBA program offers a 4-course Major (including the MBA Thesis course) in “Accounting” that addresses the broad range of issues described above. The major prepares students both for careers as managers, and for careers in accounting, auditing, controllership, treasury functions and budgeting. The MBA program also offers a 2-course Minor. Both the Accounting major and minor will help prepare students to sit for such professional exams as the CPA, CMA, ACCA, etc.

Accounting Major and Minor: Requirements

Major requires both courses from Group A and 1 course selected from Group B. Minor requires 2 courses selected from. Group A and Group B	
Group A: Required courses for major	
ACC5209	Advanced Accounting
ACC5212	Financial Statements Analysis
Group B: Elective courses for major and minor	
ACC5206	Auditing
ACC5207	International Financial Reporting Standards
ACC5210	Taxation in Kazakhstan
ACC5211	Principles of Taxation
ACC5216	Professional Auditing
ACC5217	Fraud Examination
ACC5260	Selected Topics in Accounting

Entry and Exit Criteria for Accounting Major and Minor

Entry criteria for Major and Minor: To be admitted to the Accounting major and minor, a student must be in good academic standing.

Exit criteria for Major: At the time of graduation,

a student will be required to have a minimum overall GPA of 3.00 in Accounting courses (GPA of the two core Accounting courses and the four courses for Major in Accounting, including Thesis).

Exit criteria for Minor: At the time of graduation, a student will be required to have a minimum overall GPA of 3.00 in Accounting courses (GPA of the two core Accounting courses and the two courses for minor in Accounting).

MBA: FINANCE MAJOR and MINOR

The discipline of Finance in business education has undergone major changes over the last two to three decades as a result of changing contents and contexts of business finance. Modern finance is just at the corridor of money and capital markets in Kazakhstan. Students learning finance will be in high demand in the local and international markets as it has been happening all over the world.

Finance as an academic discipline is concerned with three interrelated fields:

- Money and Capital Markets that deal with securities markets and financial institutions;
- Investments which focuses on the decisions of both individual and institutional investors as they choose securities for their investment portfolios; and
- Financial Management or “business finance” which involves the actual management of firms.

Students with a Major in Finance can seek career opportunities, either domestically or internationally, in the following areas:

- Financial institutions and markets such as banks and other depository institutions, insurance companies, mutual funds, pension funds and the central bank;
- Small or big corporations, typically within the treasury functions of these firms that involve cash, credit, receivables and inventory management, capital budgeting, financial analysis and forecasting, dividend and capital structure policy-making, etc.;
- Investment sectors, typically, working as sales agent of financial securities, security analyst, portfolios manager, investment advisor, etc.

Finance Major and Minor: Requirements

Major requires the course from Group A and 2 courses selected from Group B	
Minor requires the course from Group A and 1 course selected from Group B	
Group A: Required courses for major	
FIN5206	Investment Management
Group B: Elective courses for major and minor	
FIN5204	Financial Institutions Management
FIN5209	International Finance
FIN5210	Financial Derivatives
FIN5211	Bank Management
FIN5213	Credit and Market Risk Management
FIN5214	Risk Management and Insurance
FIN5215	Investment Banking
FIN5260	Selected Topics in Finance

Entry and Exit Criteria for Finance Major and Minors

Entry criterion for Major and Minor: To be admitted to the Finance Major and Minor, a student will have to meet a minimum overall GPA requirement of 2.67 (to be set annually), and also receive a minimum of a B-(minus) in FIN5201 Managerial Finance.

Exit criterion for Major and Minor: At the time of graduation, a student will have to have a minimum overall GPA of 3.00 in Finance courses (GPA of Finance courses including the two core courses and four Finance courses for Major, including Thesis).

MBA: MANAGEMENT MAJOR and MINOR

The Management major and minor prepares students for a career as a manager. As Kazakhstan develops, the need for trained and capable managers in the area of international and cross-cultural management will continue to grow. This will create a need for managers who are able to work effectively with ideas and with people through strategic decisions, negotiations, projects, and human resources management. This major program intends to fully develop the capability of Managers to understand and make decisions regarding the globalization of business. After completing this program, participants will

- Have the ability to visualize and understand the organization, the factors critical for its success, and the processes that can empower people to

reach their objectives;

- Be able to organize tasks, delegate responsibilities, communicate priorities, and to lead and motivate others to work together to accomplish shared goals;
- Be capable of identifying and analyzing problems, taking corrective actions, and rewarding performance.

Management Major and Minor: Requirements

Major requires both courses from Group A and 1 course selected from Group B	
Minor requires 2 courses selected from Group A and Group B	
Group A: Required courses for major	
MGT5206	Leadership and Motivation
MGT5212	Decision Making
Group B: Elective courses for major and minor	
MGT5207	Human Resources Management
MGT5227	Change Management
MGT5229	Competitive Advantage Strategy
MGT5230	Innovation Management
MGT5260	Selected Topics in Management

MBA: LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT MAJOR and MINOR

Leadership and organizational development major and minor prepares students to assume executive leadership positions in future. As Kazakhstani economy evolves, leadership and organizational development will become the area where more capable and competent leaders will be in high demand. This will create a need for strong leaders to prepare organizations to go through strategic changes and effectively manage those.

After completing this program, participants will be able to:

- Provide strategic vision to their organizations
- Understand and promote ethical values
- Analyze the trends of the industries
- Design effective organizations and effectively manage changes
- Lead their organizations towards achieving superior performance

Leadership and Organizational Development Major and Minor: Requirements

Major requires both courses from Group A and 1 course selected from Group B. Minor requires 2 courses selected from Group A and Group B	
Group A: Required courses for major	
MGT5232	Leadership and Corporate Governance
MGT5233	Leadership and Organizational Design
Group B: Elective courses for major and minor	
MGT5206	Leadership and Motivation
MGT5207	Human Resources Management
MGT5227	Change Management
MGT5229	Competitive Advantage Strategy
MGT5230	Innovation Management

MBA: MARKETING MAJOR and MINOR

Marketing is a complex and multi-faceted function that demands the practitioner be competent across a wide range of knowledge and skills. As a marketing executive, the young entrant may be asked to carry out many different functions. Marketing management is responsible to employers, shareholders, stakeholders, and fellow employees. A marketing manager requires an ability to absorb information quickly and to be able to use analytical, interpretative, and decision-making skills. In the Marketing Minor courses, students learn practical skills by analyzing Kazakhstani and international company's activities through market research projects and promotional campaigns. The Marketing major and minor prepare students for careers in a challenging, fast-paced, dynamic, and constantly changing organizational environment.

Marketing Major and Minor: Requirements

Major requires both courses from Group A and any 1 course from Group B. Minor requires any 2 courses from Group A and Group B	
Group A: Required courses for major	
MKT5203	Consumer Behavior and Marketing Strategy
MKT5206	Marketing Research
Group B: Elective courses for major and minor	
MGT5225	Hospitality Management
MKT5204	Integrated Marketing Communications

MKT5210	International Marketing
MKT5213	Event Marketing
MKT5214	Strategic Brand Management
MKT5221	Tourism Marketing
MKT5260	Selected Topics in Marketing

MBA: INTERNATIONAL BUSINESS (IB) MINOR

The International Business minor gives students an opportunity to obtain an education in the context of the globalized business environment. The primary objective of this Minor is to provide an interdisciplinary curriculum for students interested in careers in international business. With increased liberalization of goods and capital markets, the rise of multinational corporations, and a growing trend of globalization, there is a keen demand for business graduates with skills in international business. This is particularly relevant for Kazakhstan, a transition economy characterized by growing international trade and foreign direct investment. The International Business Minor is intended to meet that demand.

International Business (Ib) Minor: Requirements

Minor requires all 3 courses from the following list	
FIN5209	International Finance
LAW5204	International Commercial Law
MKT5210	International Marketing

MBA: TOURISM and HOSPITALITY MINOR

Kazakhstan's public and private entities, recognizing the vital and growing importance of Tourism and Hospitality, is promoting heavily the sector as an industry and a socio-cultural factor. The Tourism and Hospitality minor prepares students to understand synthesize and apply theoretical concepts and practical skills to successful management and marketing of various services and organizations involved in this industry.

Tourism and Hospitality Minor: Requirements

Minor requires any 3 courses from the following list	
MGT5225	Hospitality Management
MKT5221	Tourism Marketing
MKT5205	Services Marketing
MKT5213	Event Marketing

MBA: MINOR IN BUSINESS LAW

An MBA minor in law is a concentration that a graduate student selects to obtain a specialized knowledge of law. A student must complete a total of 12 credit hours within the Minor of Law Program. The School of Law offers two tracks in the Minor of Law Program: Public Law and Private Law

Minor in Business Law: Requirements

Minor in Business Law requires both courses from Group A and 2 courses selected from Group B	
Group A: Required courses for minor	
LAW5204	International Commercial Law
LAW5701	Company Law
Group B: Elective courses for minor	
LAW5205	Private International Law
LAW5206	International Commercial Arbitration
LAW5705	Intellectual Property Law
LAW5706	International Banking Law
LAW5801	Corporate Finance
LAW5802	International Taxation Law
LAW5803	International Investment Disputes
LAW5804	Mergers and Acquisitions

MBA: MINOR in INFORMATION SYSTEMS

A minor in Information Systems is of interest to students who wish to specialize in business-oriented use of information analysis and data processing. KIMEP curriculum provides an overview of information systems, with special emphasis on its business applications and managerial control.

Information Systems Minor: Requirements

Minor requires any 3 courses with the IFS code except for core course

MBA: MINOR IN OPERATIONS MANAGEMENT

Operations Management is a broad field that covers production, purchasing, materials handling, distribution and transportation. Operations management can also focus on services and processes within functional units such as human resource operations or marketing operations.

Minor in Operations Management Requirements

Minor requires any 3 courses with the OPM code except for core course

MERIT CERTIFICATES

In order to be eligible for a merit certificate in a specific area, a MBA student must:

- I. Take all three courses offered in the respective area (Taxation, Risk Management, Brand Management and Auditing).
- II. Meet exit criteria of overall GPA of 3.67 in three courses required for merit certificate.
- III. Minimum course passing grade for a merit certificate is B+.

Merit Certificate in Auditing

Merit Certificate in Auditing requires all three courses from the list below (9 credits)	
ACC5206	Auditing
ACC5217	Fraud Examination
ACC5216	Professional Auditing

Merit Certificate in Taxation

Merit Certificate in Taxation requires all three courses from the list below (9 credits)	
ACC5210	Taxation in Kazakhstan
ACC5211	Principles of Taxation
ACC5260.1	Selected Topics in Accounting: Taxation of Multinational Enterprises

Merit Certificate in Finance: Risk Management

Merit certificate in Risk Management requires all three courses from the list below (9 credits)	
FIN5204	Financial Institutions Management
FIN5210	Financial Derivatives
FIN5213	Credit and Market Risk Management

Merit Certificate in Brand Management

Merit certificate in Brand Management requires all three courses from the list below (9 credits)	
MKT5203	Consumer Behavior and Marketing Strategy
MKT5204	Integrated Marketing Communications
MKT5214	Strategic Brand Management

LL.M. – M.B.A. DUAL DEGREES PROGRAM

The School of Law and the Bang College of Business cooperate in offering an LL.M.-M.B.A. dual degrees program. Information about this program can be found in the Dual Degrees portion of the catalogue.

EXECUTIVE MASTER OF BUSINESS ADMINISTRATION (EXMBA)

Statement of Purpose

The Executive Master of Business Administration program is targeted towards high-potential, middle and senior managers. The program, based on the North American model, is designed to equip participants with the skill-sets to broaden their strategic and global perspectives of business, and to develop a wider range of leadership and management skills. Participants will develop the strategic thinking necessary in today's world of business to gain increased understanding of the total organization and achieve and maintain a competitive advantage. The program is offered in both English and Russian languages, via flexible learning model that allows for active continuous full-time employment while simultaneously achieving the Executive MBA. KIMEP's Executive MBA is a transformational experience, both personally and professionally.

The Program equips with the skills, knowledge and networks to propel ones career. The program allows a balance of a demanding career and personal commitments with an up 18-month period of intensive study and professional development. Study on alternate Fridays and Saturdays during the foundation classes, and then specialize through electives. Taught by world-renowned faculty, you benefit from the diverse perspectives of peers from a wide variety of nationalities, job functions and industry sectors.

Mission

The mission of the Executive MBA program (ExMBA) is to provide business enterprises and government agencies with strategic competitive advantages by building on the existing capacities of the next generation of senior managers and executives to allow them to become effective leaders. The program enables working professionals to gain a comprehensive understanding of business and earn a Master of Business Administration degree without interrupting their career.

Program Learning Outcomes

Through the course of the program, successful candidates will:

1. Knowledge of Business Functional Areas. Gain a comprehensive understanding of business and general management.
2. Demonstrate Effective Communication and Leadership Skills. Be prepared to lead within any part of an organization or to lead across departments.
3. Recognize Local and Global Business Environment. Broaden their perspective of business, developing a strategic and global perspective.
4. Learn theory and strategies for improving business and how to apply them to practice. Apply Problem solving skills and Abilities.
5. Utilize Information Technology Proficiency.
6. Analyze and Apply the Impact of Workforce and Customer Diversity. Enhance the contribution they make to their organizations and to their career prospects.
7. Analyze and Apply the Impact of External forces

Admission Criteria

KIMEP seeks to admit students who have demonstrated the potential to succeed in business and government and have shown evidence of their managerial and leadership capability at the supervisory, tactical and strategic levels. Criteria for admission include such qualities as demonstrated management and leadership performance, competency in English,

work/real life business experience and achievements combined with leadership and creativity.

Candidate entering the program are expected to have:

- At least a bachelor’s degree from a recognized university
- Overall experience not less than 7 years including Evidence of experience in a supervisory/leadership position within business or government of at least 5 years
- User of IT software and programs.
- Stated commitment to the program

Degree Requirements

The Executive MBA is offered via a venue that is consistent with area business and government needs. Class meetings are scheduled on alternate weekends in intensive sessions. In the future, a customized meeting schedule may be developed to accommodate the specific needs of prospective candidates. In either model, the requisite 45-hours of contact time with student and faculty per each 3-credit course will be achieved.

The schedule or order of course delivery is at the discretion of the Executive MBA Committee. While the program curriculum is fixed, the order that courses are delivered may vary from cohort to cohort.

11 courses x 3 credits	33
Original research in report form	3
Total Required for Graduation	36
Cumulative GPA (at or above)	3.00

Program Requirements

The program courses are as follows:

Course Code	Course Title	Area
EBA 5254	Organizational Behavior and Development	Foundation Courses
EBA 5231	Applied Managerial Economics	
EBA 5206	Finance & Accounting: Theory and Applications	
EBA 5281	Business Intelligence Applications	Management Core Concepts
EBA 5221	Management Control Systems	
EBA 5242	Strategic Marketing	

EBA 5216	Financing & Investment Decision Making	Leadership Development
EBA 5257	Leadership and Ethics	
EBA 5273	Global Logistics & Supply Chain Management	
EBA 5255	Global Business, Innovation and Risk Management	Decision Making
EBA 5251	Strategic Management and Business Policy	
The research project is completed in the 3 credit course:		
EBA 5292	Integrated Business Research Project	Integrative Approach

Prerequisite coursework

Prerequisites to all Executive MBA courses shall be determined at the discretion of the Executive MBA Committee. In general, the business or government management/leadership experience prescribed in the admissions criteria is sufficient. However, if a particular skill-set or background knowledge is missing, a prerequisite course can be required. The program encompasses the business skills and knowledge needed to act in a leadership capacity in a small to large organization.

Transfer Credit

The transfer of course work from other institutions of equivalent or higher standing can be considered. No transfer of credit for life or business experience will be observed:

1. A maximum of 9 credit hours of graduate work may be transferred from an equivalent program.
2. The Executive MBA Committee will consider course credit on a case-by-case basis.
3. Credit transfer does not affect the tuition fee for the program. Candidates are required to pay the full tuition cost in effect at the time of enrollment regardless of credit transfer.

Time Limits

All students admitted to the program are admitted as full time students

1. The program is delivered such that students are expected to complete all degree requirements within an 18-month period.
2. The maximum duration of the program is 36 months. Under exceptional circumstances the Executive MBA Committee may extend this period.

Tuition and Refund Policies

There is one fee for the program, set for each cohort

group. Information on tuition fee, discounts, payments options and refund policy are available from program office.

Suspension of Studies

The program recognizes that unforeseen circumstances may result in a student being unable to attend one or more courses. In such cases, the student may request a temporary suspension of their studies. This does not mean a withdrawal from the program itself. Requests to suspend studies must be made in writing to the Executive MBA Program Director. Courses missed during the period of suspension may be taken by joining another Executive MBA cohort. In the event that the course is not offered by the Executive MBA Program, or if the student is unable to attend the course that is offered, the student may be required to take a similar course (approved by the Executive MBA Program) in KIMEP's regular MBA program. Alternatively, the student may make a special request to the Executive MBA Program Director to complete the course requirement via self-study. Normally, a maximum of one self-study course will be permitted in the program. At the discretion of the program additional requests may be considered in exceptional circumstances.

In the cases of courses taken by joining another Executive MBA cohort, or taken with the regular MBA program, there will be no additional charge to the student provided the request for suspension of studies was received prior to the start of the course. In the case of self-study the student will be required to pay half the (Executive MBA) full credit value for the course.

A suspension of studies does not alter the time allowed to complete the Executive MBA degree. It is the student's responsibility to complete the degree requirements with the time articulated in the 'Degree Requirements' section of the Program Overview and/or KIMEP catalogue.

Retaking of Courses

Students retaking courses for reasons other than those described above will be required to pay a tuition fee based on the per-credit fee in effect for the Executive MBA class that he/she joins. The tuition fee will be calculated as 'total credits in the program / full tuition fee for the program' * 'credit value of the course'.

DOCTOR OF BUSINESS ADMINISTRATION (DBA)

Mission

The main mission of the program is to train scholars, academics and professionals in the design and development of original business research. The program involves a combination of course and research work over a period of approximately six years. This degree will build the graduate's capacity in the areas of teaching and professional business research, and ensures that graduates are placed in the leading positions in academia and businesses. The main objective of the program is to strategically affect all business and economics education in Central Asia, and foster international business techniques to assist in the development of the Kazakhstan economy and educational system. With a team of internationally renowned professors and researchers, and extensive partnership with some of the top business schools in the world, we are well prepared to deliver a quality DBA program unrivalled in the entire region.

Learning Goals and Objectives:

The DBA program at BCB aims at achieving the following goals:

- Create scholars who can advance business theory and practice,
- Develop effective business educators,
- Encourage analytical thinking, critical analysis and innovative problem solving.

In consideration of the program mission and goals the DBA program has established a set of learning objectives. Upon completion of the program the DBA graduate should be capable of:

- Making significant intellectual contributions to the body of knowledge in their chosen field.
- Applying relevant theoretical knowledge to contemporary business problems.
- Applying a range of qualitative and quantitative research methods.
- Critically evaluating business research studies.
- Demonstrating superior oral and written communication skills.
- Gain expertise in respective areas such as management, finance and accounting

Admissions

Admission to the DBA program is highly competitive. Admission is granted to candidates deemed most likely to complete and benefit from the program. The final decision on admission is based on a comprehensive assessment of the applicant's overall qualifications and commitment to the program.

Requirements for admission to the DBA program include:

- A) A master's degree or equivalent from a nationally attested or internationally recognized university
- B) Official GMAT score of at least 600 or equivalent
- C) Official TOEFL score of at least 600 or equivalent²
- D) At least three years of experience in a corporate, government, academia or non-profit organization.
- E) At least two professional letters of recommendation.
- F) A typed statement of purpose (500 words or less) that states the applicant's academic and professional interests; how the applicant will benefit from the DBA program professionally and personally; the applicant's strengths and qualities that will enable him/her to complete a rigorous doctoral program; and the specific reasons for choosing KIMEP.
- G) A professional resume.
- H) An Admissions Interview.

Degree Requirements

The DBA program has five major components:

1. Coursework (30 credit hours),
2. Comprehensive Examinations (3 credit hours),
3. Dissertation Proposal Defense (6 credit hours),
4. Complete 2 Research Papers
5. Dissertation Defense.

Each component requires a different set of analytical, writing and research skills that are required for a doctoral degree. Although the coursework is designed to prepare the student for their qualifying exam and dissertation successful completion of the coursework therefore does not assure passing the comprehensive examinations, and passing the comprehensive examinations does not assure completing the dissertation.

1. Course work (30 credit hours)

Research Methodology and Econometrics: 3 courses	9
Major area courses: 5 courses	15
Elective courses: 2 courses	6
Total	30

**Students without sufficient business education background are required to undertake additional coursework as previously mentioned.*

Grade Point Average

A student must maintain a cumulative 3.33 GPA throughout the program. Courses in which grades below "B-" are received but are not accepted for the DBA degree. Grades received in courses transferred from another institution are not included in calculation of the grade point average. If a grade of "C+" or lower is received, the student should repeat the course. More than one retake should acquire an approval from the Council. When the GPA is calculated, the grade for the repeated course will substitute for the original grade. Grades of "I" turn to "AW" if work is not completed within one year

2. Qualifying/Comprehensive Examinations (3 credit hours) Before admission to candidacy, a doctoral student must pass a comprehensive examination in the field of concentration. The examination may be oral, written, or both, and will test the student's mastery of a broad field of knowledge. To take the comprehensive exam, a student must complete the coursework listed on his/her degree plan, and earn at least four semesters of residence. A student is eligible to take the written comprehensive examination after completing all coursework in with a GPA of 3.33 or better.

3. Dissertation proposal Defense (6 credit hours)

4. Complete 2 Research Papers DBA Students are required to produce two papers in their major area that are suitable for publication or presentation at an international conference.

5. Dissertation (21 credit hours) The Committee must consist of five members of which at least one, and no more than two, may be outside member(s). The role of the outside member of a doctoral dissertation committee "is to bring in a different perspective on the subject than that offered by the BCB faculties. The outside member should be Academically Qualified and fulfill the requirements endorsed by the research committee and should be in a field related to the dissertation s area. The student will present an oral defense of their dissertation in front of the members of the dissertation committee and in a public forum. Any members of the KIMEP faculty will be eligible to attend. Invitations will be sent to the KIMEP faculty at large.

SPECIALIZATIONS

- Accounting
- Finance
- Management

DBA CURRICULUM 2011-2012

Doctoral Requirements for all DBA students

1. Research Methodology and Econometrics (9 credit hours):

BUS 6301 Research Methods I
 BUS 6302 Research Methods II
 BUS 6303 Econometrics

2. Major Area Courses (15 credit hours):

Accounting	ACC 6301 Accounting Research ACC6302 Accounting Related Capital Markets Research ACC6303 Management Accounting Research ACC6304 Judgment and Decision Making in Accounting ACC 6305 Special Topics in Accounting
Finance	FIN 6301 Finance Theory FIN 6302 Research in Finance FIN 6303 Corporate Finance FIN 6304 Financial Markets and Institutions FIN 6305 Special Topics in Finance
Management	MGT 6301 Business and Entrepreneurship MGT 6302 Management and Organization Theory MGT 6303 Organizational Behavior and Leadership Theories MGT 6304 Strategic Management and Competitive Analysis MGT 6305 Special Topics in Management
3. Elective courses (6 credit hours) the minor area, chosen by the student in consultation with the Associate Dean and can be chosen from any areas outside of the major 4. Comprehensive Exams in Major field (3 credit hours) 5. Defense of the dissertation proposal (6 credit hours) 6. Complete 2 Research Papers 7. Formal Defense of the candidate's dissertation (21 credit hours), students must register for a minimum of 21 credit hours for the dissertation a minimum of 60 credit hours to complete the coursework and dissertation	

DBA PROGRAM ACADEMIC POLICIES

In general academic policies on registration, course load, class attendance, withdrawal, etc. apply to doctoral students the same as to other graduate students. In other cases there may be a separate policy for doctoral students which take precedence over general academic policy.

Independent Study Policy

An Independent Study is a course in which the instructor will direct student(s) in a non-classroom environment to replace a regular (traditional) course when the regular course cannot be offered by the program for the current semester due to various reasons. The purpose of an Independent Study course is to help the student complete their course requirements in a timely manner. Any course in the curriculum can be taken as an independent study if there is consent from the instructor who offers the course and approval from the DBA Council. The Independent Study workload should be equivalent to a

regular DBA course. Students must submit an Approval for Independent Study Form (Appendix A) to ODPR. A DBA Student may take a maximum of 9 credits as independent study.

Transfer of Credit

Unless coursework has been transferred, students must take a minimum of 60 credits to satisfy the requirements of the DBA program. A transfer of credit may be given for a post graduate level course completed by the student especially if taken as part of an official exchange program. A maximum of nine credits of coursework may be transferred upon petition to the DBA Council. Transfer credits are allowed only for courses from accredited institutions with a grade of B or higher. A doctoral student must successfully complete one semester in residency at BCB before the coursework is eligible for transfer. The transfer of credit must be approved by DBA council.

Financial Support

Students will be awarded a tuition waiver and monthly stipend in exchange for a teaching assistantship (TA) or research assistantship (RA) position during both semesters of the academic year. Teaching assignments and research fellowships are also available during summer semester.

There is no separate financial assistance application form. All applicants who submit a complete application for admission by the application deadline are considered for financial assistance.

COLLEGE OF SOCIAL SCIENCE

ADMINISTRATION
GENERAL INFORMATION
DEPARTMENT OF
ECONOMICS
DEPARTMENT OF
JOURNALISM AND MASS
COMMUNICATION
DEPARTMENT OF POLITICAL
SCIENCE AND REGIONAL
STUDIES
DEPARTMENT OF PUBLIC
ADMINISTRATION

UNDERGRADUATE DEGREE PROGRAMS:

BACHELOR OF ARTS IN
ECONOMICS (BAE)
BACHELOR OF ARTS
IN INTERNATIONAL
JOURNALISM (BAIJ)
BACHELOR OF SOCIAL
SCIENCE IN PUBLIC

ADMINISTRATION (BSS IN PA)
BACHELOR OF SOCIAL
SCIENCE IN INTERNATIONAL
RELATIONS (BSS IN IR)

GRADUATE DEGREE PROGRAMS:

MASTER OF ARTS IN
ECONOMICS (MAE)
MASTER OF ARTS IN
INTERNATIONAL
JOURNALISM AND MASS
COMMUNICATION (MAIJMC)
MASTER OF PUBLIC
ADMINISTRATION (MPA)
MASTER OF INTERNATIONAL
RELATIONS (MIR)
DOCTOR OF PHILOSOPHY IN
SOCIAL SCIENCE (PHD)

ADMINISTRATION

Dean

John Dixon, Ph.D., AcSS

Associate Dean

Golam Mostafa, PhD

Director of Research & Development

Jiri Melich, PhD

Director of Student Learning and Program Outcomes

Dennis Soltys, PhD

Director of Student Recruiting and Retention

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www.kimep.kz/academics/css

GENERAL INFORMATION

Statement of Purpose

The College promotes understanding about society, its structure, its relationship to both the state and the marketplace, and the means by which information is disseminated throughout society. The College accomplishes its purpose by:

- developing graduates who are independent and highly qualified critical thinkers, who are well prepared for graduate social sciences study in English, and who can become the future leaders of the public and private sectors, including news media, in a new Kazakhstan;
- conducting and disseminating applied and academic research for the betterment of Kazakhstan and Central Asia more generally; and
- contributing, through our graduates, to the securing of the foundations for democratic government, strong civil society, good laws and fair law enforcement in the region.

Mission Statement

The goal of the College is to aid in the building of civil society in Kazakhstan and, through our graduates who move beyond its borders, in Central Asia and elsewhere. The College strives to play a significant role in promoting societal and political liberalization throughout the region, thereby contributing to the quality of people's lives both materially and culturally. The Strategy for achieving the mission is to develop and disseminate knowledge of diversified human economic, social and political experience relevant to Central Asia. We recognize that life is complex and that not all the situations our graduates will face will be easily understood. That's why we prepare them to think analytically and critically about past and present human experience at the individual, group national and global level. That is also why we provide our students with the values, the basic analytical knowledge and techniques, and the employment-relevant and problem-solving skills they needed to be able to address both the anticipated and the unknown challenges that lie ahead in the twenty-first century. Our students are prepared for a wide variety of graduate programs in the social sciences and for career opportunities in business, journalism, government, social services and education.

We want all our students to experience a vibrant academic community, one in which they have opportunities:

- to mix with foreign exchange and visiting field-work students;

- to learn from, and to be mentored by, visiting professors and our well qualified and experienced foreign and local faculty;
- to study abroad for credits at one of our world-class partner universities; and
- to be paid teaching and research assistance working with faculty committed to delivering high quality teaching and learning, and research.

Profile

The College is a union of four disciplines that range from classical social science theory to professionally-oriented curricula. The faculty is a mix of both foreign faculty and Kazakhstani faculty. Not only are the faculty academically qualified but they possess a wealth of professional experience which is important in developing and mentoring the professionals of the future.

To provide a focus for College's research and scholarship activities, there are four academic research centers:

- The Central Asian Studies Center
- The European Studies Center
- Central Asian Center for Media and Society
- The Socio-legal Justice Center

More than 1000 students are enrolled in the College of Social Sciences degree programs at the undergraduate and graduate levels.

Degree Programs

The College is administratively divided into four departments: Economics, Journalism, Political Science and International relations and Public Administration. Each department currently has an undergraduate degree program and a graduate degree program.

DEPARTMENT OF ECONOMICS

Office № 222 (Valikhanov building)
Tel.: +7 (727) 270-42-63(ext: 3043, 3041)
e-mail: economics@kimep.kz

Mission Statement

The Department trains students in economic thinking – that is, the learning experience which is not intended to be simply that of acquiring a body of knowledge, but rather developing a way of thinking. Economics has long been the subject of choice for stu-

dents seeking careers in government, financial institutions, private and public management. This is in part due to the importance of economics. The basic idea of economics is to know: how markets work and how a business can prosper in its market environment, how economic factors shape people's livelihoods and the role of government intervention at times of economic crisis. But the real, practical skills gained from an Economics degree go beyond the understanding of economics itself. KIMEP Economics students gain important skills that are widely applicable in Kazakhstan. They gain experience in logical and philosophical reasoning, and develop their communication abilities. This allows them to pursue postgraduate studies at top British, European, and American universities. Few other degree subjects at KIMEP provide this full complement of skills, from the quantitative to the philosophical.

Administration

Department Chair
Aloysius Ajab AMIN, PhD

Degree Programs

The Department of Economics offers a Bachelors of Economics and Management at the undergraduate level and a Master of Arts in Economics for post graduate students.

DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION

Office № 418 (Valikhanov building)
Tel.: +7 (727) 270-42-96 (ext. 3110),
e-mail: jmc-asst@kimep.kz

Mission Statement

The Department of Journalism and Mass Communication provides a path for obtaining practical online, broadcast and print journalism skills. The Department has a well-equipped media laboratory for developing specific skills, such as computer design, news writing and editing, television news production, and strategic public relations campaign creation. The media laboratory also has access to BBC World and CNN, which provide models for discussion and development of broadcast skills. We are the only school of journalism in Kazakhstan to offer these kinds of opportunities to developing media professionals. The Department has strong ties with leaders in international media organizations – The International Center for Jour-

nalists (ICFJ) in Washington, BBC World, Friedrich Ebert Foundation, Germany, and Eurasia Foundation, USA. The Department established a special project Annual Summer School for regional journalists of Kazakhstan, which is supported by the U.S. Embassy in Kazakhstan, USAID, British Council in Kazakhstan, OSCE Center in Almaty, and Soros -Kazakhstan Foundation. The Department also has contacts with The Kazakhstani Congress of Journalists, the Eurasian Media Forum, and the Kazakhstan Press Club, among others. And it maintains excellent industry relationships, facilitating second-to-none internship and career opportunities. Among organizations that have hired KIMEP JMC graduates are the 31 Channel Media Holding, the Almaty Herald Newspaper, KTK TV Channel, Khabar TV Agency, Exclusive magazine, the Eurasia Foundation Central Asia, and UNICEF Kazakhstan.

Administration

Department Chair
John Cooper, Ph.D.

Degree Programs

The Department of Journalism and Mass Communication offers a Bachelor of Arts in International Journalism and a Master of Arts in International Journalism and Mass Communication.

DEPARTMENT OF PUBLIC ADMINISTRATION

Office № 306 (Valikhanov building)
Tel.: +7 (727) 270-42-66 (ext. 3049),
e-mail: dpmngr@kimep.kz

Mission Statement

The mission of the Department of Public Administration is to deliver international-standard education and research in public policy, administration, and management relevant to Kazakhstan and the Central Asian region.

The department's operational goals are:

- to educate Kazakhstani and Central Asian professionals for future leadership in government, business, and the NGO sector;
- to provide students with the analytical and practical skills needed for them to be successful researchers, policymakers, and managers; and
- to foster within students an ethos of public service and active citizenship.

The Department realizes its goals through a diverse and highly qualified local and foreign faculty and support staff. It offers an interdisciplinary range of courses in areas such as financial management, public administration, environment, health, and education, while encouraging students in a broad range of research endeavors of their own choice. Its program is rounded out through a Public Administration Internship which places candidates in their choice of public, private, and non-government organizations, including the Parliament of Kazakhstan. Graduates of the Department of Public Administration are accepted into top Western universities. The Department is an institutional member of various organizations, such as the National Association of Schools of Public Affairs and Administration (NASPAA), the Network of Asia-Pacific Schools and Institutes of Public Administration and Governance (NAPSIPAG), and the Network of Institutes and Schools of Public Administration in Central and Eastern Europe (NISPAcee). The membership in NISPAcee qualifies the Department to apply for accreditation of its programs by the European Association for Public Administration Accreditation (EAPAA).

Administration

Department Chair
Shahjahan Bhuiyan, Ph.D.

Degree Programs

The Department of Public Administration offers a Bachelor of Social Sciences in Public Administration for undergraduate students and a Master in Public Administration for post graduate students.

DEPARTMENT OF INTERNATIONAL RELATIONS AND REGIONAL STUDIES

Office № 108 (Valikhanov building)
Tel: +7 (727) 270-42-79/88 (ext. 3001/3050);
e-mail: psdep@kimep.kz

Mission Statement

The Department of International Relations and Regional Studies is designed to produce graduates capable of taking on leadership roles in the challenging arena of world affairs, including positions within the diplomatic corps, multinational corporations, education and non-governmental organizations. Our multidisciplinary program provides a cutting-edge, well-rounded education, modeled on and

delivered according to the highest international standards. Our program of study has received international recognition from top programs such the Internal Masters in Russian, Central and Eastern European Studies program in Glasgow University, UK, which now offers a joint degree with our Master of International Relations program. By closely cooperating with two new KIMEP-based research institutes, the Central Asian Studies Center and the European Studies Center, the Department is establishing itself as an internationally-recognized base of excellence in research and the training of future scholars.

The objectives of the Department are:

1. to train professionals capable of taking on challenging jobs and playing leadership roles in the international arena, as diplomats, consular agents, communications officers, international affairs analysts and advertising specialists; and
2. to provide a solid foundation for future scholars who want to pursue graduate study and research in international relations and related fields in the social sciences and humanities.
3. To foster students' critical and analytical thinking and to expand their linguistic, technical, research and communication skills.
4. To analyze the core fields and sub-fields in the discipline through innovative teaching
5. To develop student/faculty collaboration that allows students to attain the political literacy necessary for good citizenship.
6. To help students understand the concepts, theories and methodologies used in the disciplines so that students can integrate theoretical knowledge and practical experience.

Administration

Department Chair
Boris Stremlin, Ph.D.

Degree Programs

The Department of International Relations offers a Bachelor of Social Sciences in International Relations (BSSIR) degree and a Master of International Relations (MIR) degree.

UNDERGRADUATE DEGREE PROGRAMS

To earn a degree from the College of Social Sciences, a student must fulfill the following requirements:

1. Fulfill all KIMEP degree requirements, which include the completion of all General Education Requirements and completion of a minimum of 129 credits.
2. Completion of 12 credits of Social Science foundation courses. The required courses are:

ECN2103	Microeconomics or
ECN1101	Introduction to Economics
JMC2611	Introduction to International Journalism
POL2511 IRL2512	Fundamentals of Political Science or Fundamentals of International Relations
PAD2111	Fundamentals of Public Administration

3. Completion of an internship, research project or an approved substitute (6 credits) as specified by the program requirements.
4. Completion of the requirements of a degree program offered by the College of Social Sciences.

The College of Social Sciences offers the following undergraduate degree programs:

- Bachelor of Arts in Economics (BAE)
- Bachelor of Arts in International Journalism (BAIJ)
- Bachelor of Social Sciences in International Relations (BSS in IR)
- Bachelor of Social Sciences in Public Administration (BSS in PA)

The following table illustrates the general structure of the degree programs in the College of Social Sciences. The exact details are given under each degree program.

General Education Requirements	48
College Foundation Courses	12
Program Requirements	24
Major	24
Internship	6
Free Electives or Minor	15
Total Required for Graduation	129

BACHELOR OF ARTS IN ECONOMICS (BAE)

Statement of Purpose

The BAE program teaches students how to analyze social and economic systems. This gives them flexibil-

ity in thinking and in choice of career. The program emphasizes intuition and simple estimation. Students will learn where and why inflation occurs but probably not how to predict the rate of inflation. The latter skill is developed in our graduate program.

Goals, Means and Assessment in BAE Program

Our goal is to enable students to pose and answer economic questions by applying economic analysis. Our means of achieving this goal are: Directed discussion in the classroom of case studies; and student papers that pose and analyze intriguing questions. We assess the student's progress by grading discussions and several drafts of each paper.

BAE Curriculum

To earn a Bachelor of Arts in Economics a student must complete 129 credits.

General Education Requirements	48
College Foundation Courses	12
Program Requirements	24
Major	24
Internship	6
Free Electives or Minor	15
Total Required for Graduation	129

General Education Requirements

Students should choose the General Education courses with the assistance and advice of the academic advisors. The following are some guidelines for students in the BAE program. For details, see Undergraduate General Education requirements

Math: BAE students must take GEN 1201 Mathematics for Business and Economics

Research or Problem Solving: BAE students should consider GEN 2410 Calculus for this requirement. Calculus is especially recommended for students who plan to continue the study of Economics beyond the Bachelor's level.

College of Social Science Requirements

ECN2103 Microeconomics, which is a core Economics course, is taken as a college requirement. For details, see the College of Social Science Requirements

Admissions

See the Enrollment Management Section; Admission Criteria

BAE program requirements

The following courses are required by all students in the BAE program. All courses are three credit courses for a total of 24 credits.

Course Code	Course Title
ECN2102	Macroeconomics
ECN2083	Introduction to Statistics
ECN3081	Intermediate Microeconomics
ECN3082	Intermediate Macroeconomics
ECN3103	Quantitative Methods for Economics
ECN3184	Econometric Methods
ECN3189	Economy of Kazakhstan
ECN4104	Research Methods and Methodology

Internship requirements

All BAE students are required to complete a 6-credit internship. Students may select from the following three options:

OPTION A: Introductory Internships			
CSS3001.1: Introductory Course	Introductory (Kazakhstan Parliament)	Internship Foundation	3 credits
CSS3001.2: Introductory Course	Introductory (Kazakhstan Parliament)	Internship: Kazakhstan Parliament	3 credits
OR			
CSS3002.1: Introductory Course	Introductory (Ministry of Economic Development and Trade)	Internship Foundation	3 credits
CSS3002.2: Introductory Course	Introductory (Ministry of Economic Development and Trade)	Internship: Ministry of Economic Development and Trade	3 credits
OPTION B: Professional Internships			
ECN 3888	Professional Internship in Economics I		3 credits
ECN 3888_1	Professional Internship in Economics II		3 credits
OPTION C Applied Research Project			
ECN 3888	Professional Internship in Economics I		3 credits

Major requirements

The BAE program offers two majors: Business Economics and International Economics. Students who want a flexible curriculum may choose to graduate without a major. Business Economics prepares students for business and finance. In this major, the student may concentrate on financial economics, if he/she wishes. Such specialists may become financial analysts, risk-performance analysts, investment bankers, investment brokers, and financial consultants. International Economics prepares

students to work with the international economic organizations, IMF, World Bank, WTO, multinational organizations, international law firms, financial institutions, government agencies, such as ministry of commerce and trade and research organizations. Students may graduate with or without a major. To graduate without a major, a student must complete 24 credits in Economics courses.

Major in International Economics

Major requires all courses of Group A and 3 elective courses from Group B and any 3 additional upper level ECN courses

Group A: Required courses for major

ECN4111	International Finance
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ECN4112	International Trade
---------	---------------------

Group B: Additional courses for major

ECN3350	Financial Economics I
---------	-----------------------

ECN4121	Public Economics I
---------	--------------------

ECN4122	Labor Economics
---------	-----------------

ECN4153	Law and Economics
---------	-------------------

ECN4154	Government and Business
---------	-------------------------

ECN4169	Economics of Less Developed Countries
---------	---------------------------------------

ECN4351	Foreign Exchange Markets
---------	--------------------------

FIN4235	International Financial Management
---------	------------------------------------

MGT3210	International Business
---------	------------------------

IRL 3523	International Political Economy
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Major in Business Economics

Major requires 5 elective courses from the list below and any 3 additional upper level ECN courses

ECN2360	Introduction to Personal Finance
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ECN3151	Managerial Economics
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ECN3155	Money and Banking
---------	-------------------

ECN3193	Project Appraisal
---------	-------------------

ECN3350	Financial Economics I
---------	-----------------------

ECN4111	International Finance
---------	-----------------------

ECN4112	International Trade
---------	---------------------

ECN4152	Industrial Organization
---------	-------------------------

ECN4153	Law and Economics
---------	-------------------

ECN4154	Government and Business
---------	-------------------------

ECN4351	Foreign Exchange Markets
---------	--------------------------

FIN3230	Financial Institution Management
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FIN4231	Commercial Banking
---------	--------------------

Prerequisites

The following chart illustrates which Economics courses have prerequisites. All required English courses must be completed before taking Microeconomics or Macroeconomics

Program Plan

The following table is a sample program of study to finish the BAE degree in four years.

1st Year			1st Year		
Fall Semester			Spring Semester		
GEN1120	Academic Reading and Writing I	3	GEN1110	Academic Listening and Note Taking	3
GEN1100	English Speaking	3	GEN1121	Academic Reading and Writing 2	3
GEN1000	History of Kazakhstan	3	GEN1300	Introduction to Computers	3
GEN1201	Math for Business and Social Sciences	3	GEN2410	Calculus	3
KAZ	Kazakh	3	KAZ	Kazakh	3
		Total			Total
		15			15
2nd year			2nd year		
Fall Semester			Spring Semester		
GEN	General Education Elective	3	GEN	General Education Elective	3
ECN2103	Microeconomics or Introduction to Economics	3	ECN3081	Intermediate Microeconomics	3
ECN 1101	Macroeconomics	3	ECN3082	Intermediate Macroeconomics	3
ECN3103	Quantitative Methods for Economics	3	ECN2083	Introduction to Statistics	3
JMC2611	Introduction to International Journalism	3	POL2511	Fundamentals of Political Science or	3
		Total			Total
		15			15
3rd year			3rd year		
Fall Semester			Spring Semester		
GEN	General Education Elective	3	GEN	General Education Elective	3
ECN3189	Economy of Kazakhstan	3	ECN3184	Econometric Methods	3
PAD2111	Fundamentals of Public Administration	3	ECN	Major course	3
ECN	Major course	3	ECN	Major course	3
ECN	Major course	3		Elective course	3
	Elective course	3		Elective course	3
		Total			Total
		18			18
Summer Semester (Internship)		3			
4th year			4th year		
Fall Semester			Spring Semester		
GEN	General Education Elective	3	GEN	General Education Elective	3
ECN4104	Research Methods in Economics	3	ECN	Major course	3
ECN	Major course	3	ECN	Major course	3
ECN	Major course	3		Elective course	3
	Internship	3		Elective course	3
		Total			Total
		15			15

BACHELOR OF ARTS IN INTERNATIONAL JOURNALISM (BAIJ)

Statement of Purpose

The department prepares well-trained communicators, providing them the practical, technical and language skills necessary to develop Kazakhstan's media environment.

The Bachelor of Arts in International Journalism (BAIJ) is a four-year program that primarily enrolls recent high school graduates who want to pursue careers in mass media and mass communication.

Mission

The goal of the BAIJ program is to provide students

with a clear understanding of the fields of journalism and mass communication and with practical training that will allow them to compete for employment in these or related areas.

Learning Objectives

Students graduating with a BAIJ degree will be prepared to enter employment in journalism, public relations, broadcasting, or another field of mass communication. This preparation is based on the development of knowledge and practical skills including the ability to:

1. understand the role of journalism and mass media in society;
2. understand the principals underpinning the practice of journalism and mass communication;
3. understand and apply major ethical standards related to the practice of journalism and mass

communication;

4. understand and apply legal issues related to the practice of journalism and mass communication in Kazakhstan;
5. understand the impact of new information technologies on the practice of journalism;
6. understand historical and contemporary journalism practices in CIS and Kazakhstan and in other regions of the world, as well as major social, economic, and political issues affecting those practices;
7. develop the analytical skills necessary to critically evaluate professional communication;
8. develop the analytical skills necessary to conceive, report, and produce news for print and other journalistic media;
9. develop the language and other skills necessary to communicate effectively as a professional communicator;
10. develop the skills and understanding necessary to conduct research using a variety of methods (interviews, documentary research, etc.);
11. develop the technical skills necessary to communicate effectively in a multimedia environment; and
12. experience a minimum of one semester working in journalism or a related field.

BAIJ Curriculum

To earn a Bachelor of Arts in International Journalism, a student must complete 129 credits.

General Education Requirements	48
College Foundation Courses	12
Program Requirements	27
Major	21
Internship	6
Free Electives or Minor	15
Total Required for Graduation	129

General Education Requirements

See Undergraduate General Education requirements

College of Social Science Requirements

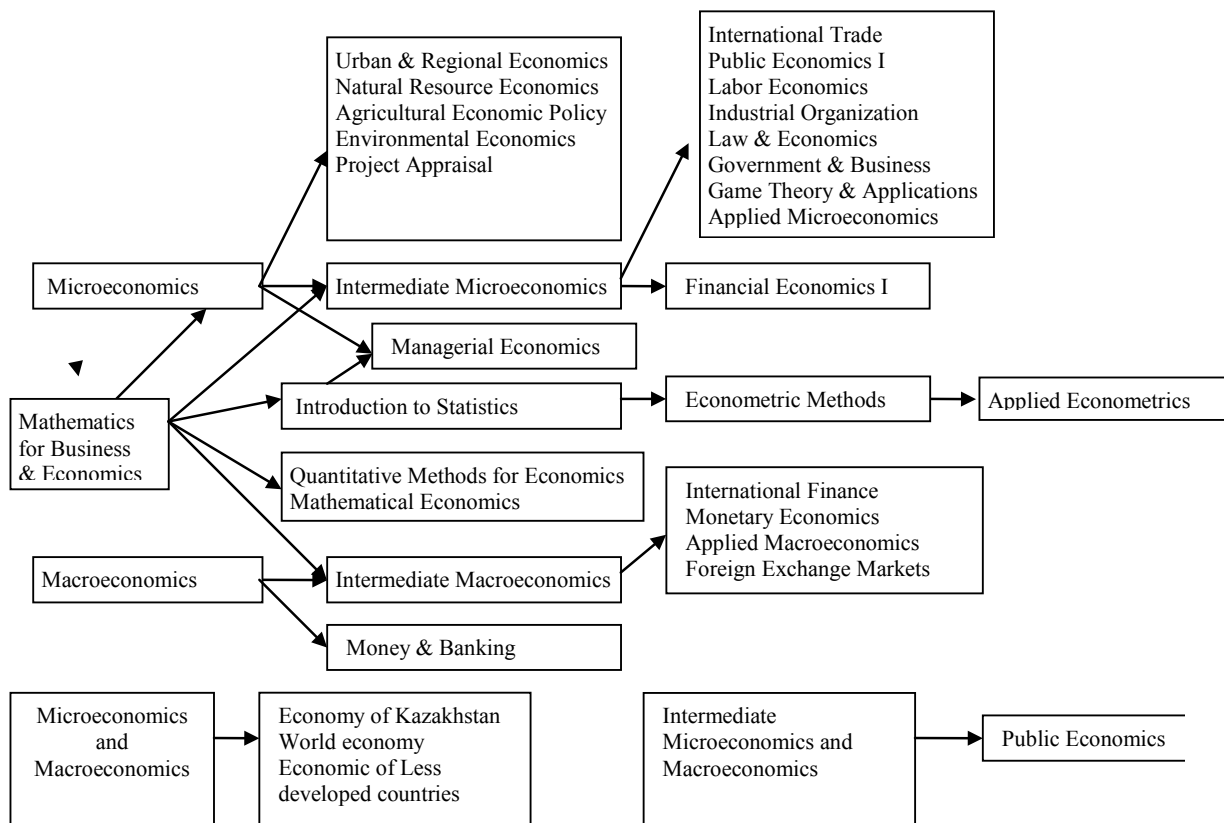
See College of Social Science Requirements

Admissions

See the Enrollment Management Section; Admission Criteria

BAIJ program requirements

The following courses are required by all students in the BAIJ program. All courses are three credit courses for a total of 27 credits.



Course Code	
JMC2612	New Information Technologies
JMC2607	Ethics in Journalism
JMC3606	Press Law in Kazakhstan
JMC3608	Journalism of Kazakhstan and CIS
JMC3201	News writing
JMC3211	Editing
JMC3622	Print Journalism
JMC3623	Broadcast Journalism
JMC4612	Online Journalism

Internship requirements

All students are required to complete two internships. Students in the BAIJ program register for

JMC3611	Internship
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JMC3611 may be completed twice for credit as long as the content of the two internships varies.

Major requirements

The **BAIJ program** offers two majors: Media Management and Public Relations. Students who want a flexible curriculum may choose to graduate without a major. In such cases, students should complete 21 credits in BAIJ elective courses.

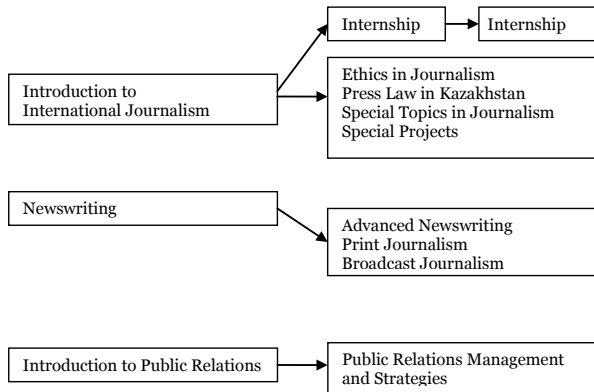
Media Management is designed for students who want to manage news organizations. To work successfully on the management side of media, students need to understand the various information businesses, such as newspapers, magazines, radio, television and online. In addition, students need to have a foundation in management economics and business administration to work effectively in this field.

Public Relations teach students how to serve as intermediaries between organizations and those organizations' publics. They will learn communication skills needed to advise management, set policies, and plan and execute strategic campaigns. The program includes business administration and management courses.

Major in Media Management

Major requires all courses of Group A, one course from group B, one from Group C, and any two additional JMC courses	
Group A: Required courses for major	
JMC3609	Principles of Media Management
JMC4601	Advertising and Media Sales

MGT1201	Introduction to Business
Group B: Additional courses for major	
JMC4201	Advanced News Writing
JMC4630	Public Relations Writing
Group C: Additional courses for major	
JMC3605	Political Communication



Major in Public Relations

Major requires all courses of Group A, one course from group B and any two additional JMC courses

Group A: Required courses for major	
JMC2608	Introduction to Public Relations
JMC4209	Public Relations Management and Strategies
JMC4601	Advertising and Media Sales
JMC4630	Public Relations Writing
Group B: Additional courses for major	
JMC3605	Political Communication

Prerequisites

The following chart illustrates which Journalism courses have prerequisites. Journalism courses not listed on the chart do not have any prerequisites.

MINORS OFFERED BY THE DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION

The Department of Journalism and Mass Communication offers minors in Journalism and in Public Relations. Public Relations is an important skill for students in Public Administration as well as students in Business Administration. The minor requires 15 credits.

Minor in Journalism

Minor requires all courses of Group A, two courses from group B, one additional JMC course

Group A: Required courses for major

JMC1601	Introduction to International Journalism
JMC3201	News Writing
Group B: Additional courses for major	
JMC3622	Print Journalism
JMC3623	Broadcast Journalism
JMC3602	Online Journalism

Minor in Public Relations

Minor requires the following courses and one additional JMC course

JMC3605	Political Communication
JMC4209	Public Relations Management and Strategies
JMC4630	Public Relations Writing
JMC4630	Public Relations Writing

BACHELOR OF SOCIAL SCIENCES in PUBLIC ADMINISTRATION (BSS in PA)

Statement of Purpose

The purpose of the Bachelor of Social Sciences (BSS) in Public Administration at KIMEP is to prepare professionals for careers in the public, non-profit, and private sectors through an intellectual and practical interdisciplinary approach. The program aims to prepare prospective managers with skills that enable them to adapt to changing demands within different sectors.

Learning objectives

In order to equip students who graduate from the BSS in PA program with the essential knowledge and skills they need to gain employment in professional, managerial, and, ultimately, executive positions in the public, non-profit and private sectors, the program's learning objectives are to ensure that undergraduates have a satisfactory level of knowledge of:

1. the concepts and theories that have informed the development of public administration, public policy and public management;
2. the nature of the public sector and its relationship to government, civil society and the marketplace, and how it can be institutionally arranged and reformed;

3. the concepts and theories of public finance (taxation and expenditure), governmental budgeting and financial management;
4. the nature of public organizations and impact of their structure and culture on organizational performance;
5. the concepts and theories of motivation, leadership, job design and organizational change that can be applied to improve the performance of public organizations; and
6. one or more areas of public policy specialization (including natural resources, urban development, social policy, environmental policy, and health policy).

The undergraduates also acquire the necessary cognitive, inter-personal and self-management skills to:

- 1) undertake research involving the synthesizing, integrating and applying of theoretical constructs to define, analyze and address issues in the fields of public administration, public policy and public management;
- 2) communicate ideas and information clearly and effectively oral and written English;
- 3) make appropriate use of information technology for the retrieval, analysis and presentation of information; and
- 4) work effectively with others in the pursuit of common objectives.

BSS in PA Curriculum

To earn a Bachelor of Social Science in Public Administration a student must complete 129 credits.

General Education Requirements	48
College Foundation Courses	12
Program Requirements	21
Major	24
Internship or Research	6
Free Electives or Minor	18
Total Required for Graduation	129

General Education Requirements

See Undergraduate General Education requirements

College of Social Science Requirements

See College of Social Science requirements

Admissions

See the Enrollment Management Section; Admission Criteria

Program Requirements (21 credits)

The following courses are required by ALL students in the BSS program. All courses are three credit courses for a total of 21 credits.

Program Plan

The following table is a sample program of study to finish the degree in four years.

1st Year			1st Year		
Fall Semester			Spring Semester		
GEN1120	Academic Reading and Writing I	3	GEN1110	Academic English Listening and Note Taking	3
GEN1100	Academic Speaking	3	GEN1121	Academic Reading and Writing II	3
GEN1000	History of Kazakhstan	3	GEN1201	Math for the Social Sciences	3
GEN1300	Introduction to Computers	3	GEN	General Education Elective	3
KAZ	Kazakh	3	KAZ		15
	Total	15		Total	15
2nd year			2nd year		
Fall Semester			Spring Semester		
GEN	General Education Elective	3	GEN	General Education Elective	3
ECN2103	Microeconomics or	3	JMC2605	Mass Media and Society	3
ECN1101	Introduction to Economics	3	PAD2111	Fundamentals of Public Administration	3
POL2511	Fundamentals of Political Science or	3	JMC2612	New Information Technologies	3
IRL2512	Fundamentals of International Relations	3	JMC2607	Ethics in Journalism	3
JMC2611	Introduction to International Journalism	3			
JMC	Elective course	15			
	Total	15		Total	15

3rd year			3rd year		
Fall Semester			Spring Semester		
GEN	General Education Elective	3	GEN	General Education Elective	3
JMC3201	News writing	3	JMC3615	Writing for Russian Language Media	3
JMC3211	Editing	3	JMC3622	Print Journalism	3
JMC	Major course	3	JMC	Major course	3
JMC	Major course	3	JMC	Major course	3
JMC	Elective course	3	JMC	Elective course	18
	Total	18		Total	18
Summer Semester (Internship)		3			
4th year			4th year		
Fall Semester			Spring Semester		
GEN	General Education Elective	3	GEN	General Education Elective	3
JMC3653	Broadcast Journalism	3	JMC3608	Journalism in Kazakhstan and CIS	3
JMC3606	Press Law in Kazakhstan	3	JMC	Major course	3
JMC	Major course	3	JMC	Major course	3
JMC	Elective course	3	JMC	Elective course	3
	Total	15		Total	15

Course Code	Course Title
PAD3113	Quantitative Data Analysis
PAD3116	Methods of Social Research
PAF3531	Public Finance
PAD3533	Organization Theory and Design for Public Organizations
PAD3536	Organization Behavior for Public Organizations
PAD3541	Natural Resource Management
PAD3542	Public Policy Analysis

Research/Internship requirements (6 credits)

All students are required to complete 6 credits of introductory internships (see below) or 6 credits of professional internship, or 6 credits for senior research project:

CSS3001.1	Introductory Internship (Kazakhstan Parliament) Foundation Course (3 credits)
CSS3001.2	
Or	Introductory Internship (Ministry of Economics) Foundation Course (3 credits)
CSS3002.1	
CSS3002.2	Introductory Internship (Ministry of Economics) (3 credits)
PAD3115	Professional Internship in Public Administration (6 credits)
PAD4556	Senior Research Project (6 credits)

Major requirements

The Department of Public Administration offers the following two specializations to students: BSS in Public Policy and Administration, and BSS in Financial Management.

Public Policy and Administration is for students interested in policy issues, politics, public administration, and related areas. It gives students the foundational skills and knowledge needed for understanding the policy process, and provides students with the analytical skills and training necessary for careers in government agencies, business, consulting, and non-profit organizations.

Financial Management provides an opportunity to acquire more of the knowledge and skills that are required to make policy and manage effectively in public and management organizations. It is designed to prepare students to pursue careers as financial analysts in the public, non-profit, and private sectors. The coursework in this track will have an analytical, problem solving orientation, and focus

on effective management of programs and resources.

Major in Public Policy and Administration

Major requires 6 electives from the following list and 2 additional courses offered by Public Administration

PAD3522	Decision Making
PAD3523	Human Resource Management
PAD3524	Leadership and Management
PAD3543	Urban Development
PAD3546	Comparative Educational Policy and System Design
PAD4441	Oil and Gas Policy
PAD4442	Comparative Public Administration
PAD4443	Public Management
PAD4520	Program Evaluation
PAD4541	Gender and Public Policy
PAD4542	Current Issues in Public Policy and Administration
PAD4553	Local Government
PAD4556	Senior Research Project

PAD4542 Current Issues in Public Policy and Administration can be repeated for credit with different topics.

Major in Financial Management

Major requires 6 electives from the following list and 2 additional courses offered by Public Administration

PAF3511	Fundamentals of Public Financial Management
PAF3534	Taxation and Spending in Selected Countries
PAF4531	Investment Management
PAF4532	Current Topics in Financial Management
PAF4533	Financial Management in the Public Sector
PAF4534	Public Budgeting
PAF4535	Public Sector Auditing
PAF4536	Project Appraisal and Management

Prerequisites

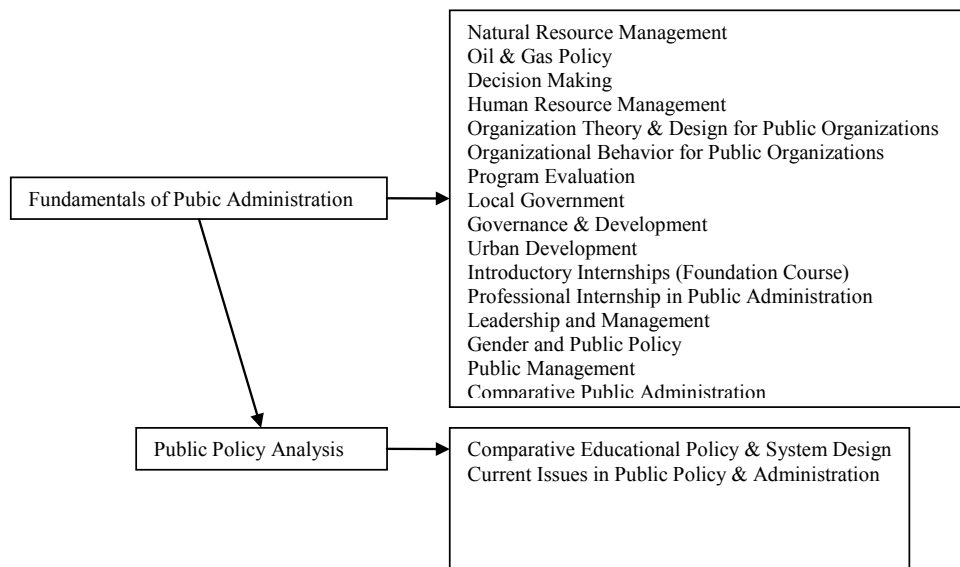
The following chart illustrates which courses have prerequisites. In general, students must complete PAD2111 Fundamentals of Public Administration before taking other public administration courses.

Program Plan

The following table is a sample program of study to finish the degree in four years.

Ist Year	Fall Semester	Ist Year	Spring Semester		
GEN1120	Academic Reading and Writing I	3	GEN1110	Academic English Listening and Note Taking	3
GEN1100	Academic Speaking	3	GEN1121	Academic Reading and Writing II	3
GEN1000	History of Kazakhstan	3	GEN1201	Math for the Social Sciences	3
GEN1300	Introduction to Computers	3	GEN	General Education Elective Kazakh	3
KAZ	Kazakh	3	KAZ		
	Total	15	Total		15
2nd year	Fall Semester	2nd year	Spring Semester		
GEN	General Education Elective	3	GEN	General Education Elective	3
ECN2103	Microeconomics or		PAD2502	Methods of Social Research	3
ECN1101	Introduction to Economics	3	PAD3542	Public Policy Analysis (or PAF3531)	3
PAD2111	Fundamentals of Public Administration	3	PAD2113	Quantitative Data Analysis	3
POL2511	Fundamentals of Political Science or		PAD3115	Professional Internship in Public Administration*	6
IRL2512	Fundamentals of International Relations	3			
JMC2611	Introduction to International Journalism	3			
	Total	15	Total		18
3rd year	Fall Semester	3rd year	Spring Semester		
GEN	General Education Elective	3	GEN	General Education Elective	3
PAF3531	Public Finance (or PAD3542)	3	PAD3541	Natural Resource Management	3
PAD3533	Organizational Theory for Public Orgs	3	PAD3536	Organizational Behavior	3
	Major course	3		Major course	3
	Major course	3		Major course	3
	Elective course	3		Elective course	3
	Total	18	Total		18
CSS3001.2	Summer Semester (Introductory Internship)	3			
4th year	Fall Semester	4th year	Spring Semester		
GEN	General Education Elective	3	GEN	General Education Elective	3
	Major course	3		Major course	3
	Major course	3		Major course	3
	Elective course	3		Elective course	3
	Elective course	3		Elective course	3
	Total	15	Total		15

Note: *All students are required to complete 6 credits of internship by choosing one of the following options: Option A: Introductory Internships (CSS3001.1 and CSS 3001.2 OR CSS3002.1 and CSS3002.2), Option B: PAD3115, and Option C: PAD4556.



MINORS OFFERED BY THE DEPARTMENT OF PUBLIC ADMINISTRATION

A minor is a body of study that is taken outside of the major area. Each program within the College of Social Sciences offers one or more minors that are available to students from other programs within CSS and to students from the Bang College of Business. Some interdisciplinary minors are also available. All minors from the College of Social Sciences require 15 credits of coursework. Students must carefully select General Education and elective courses to ensure that prerequisites are met for required courses in some minors. The Public Administration department offers a minor in Public Financial Management, a minor in Public Policy and Administration and a minor in Public Management. In order to familiarize the minors offer by the Department of Political Science and International Relations, the Department of Economics, and the Department of Journalism and Mass Communication, please visit the relevant pages in this catalog.

For Students outside the Department

Public Financial Management

Minor requires the following two courses and additional courses in Financial Management to complete 15 credits

PAD2111	Fundamentals of Public Administration
PAF3531	Fundamentals of Public Financial Management

Public Policy and Administration

Minor requires the following two courses and additional courses in Public Policy and Administration to complete 15 credits

PAD2111	Fundamentals of Public Administration
PAD3542	Public Policy Analysis

Public Management

Minor requires the following two courses and additional courses in Public Policy and Administration to complete 15 credits

PAD2111	Fundamentals of Public Administration
PAD3542	Public Policy Analysis

Elective courses (9 credits)	
PAD3536	Organization Behavior for Public Organizations
PAD3524	Leadership and Management
PAD3522	Decision Making
PAD3523	Human Resource Management
PAD4520	Program Evaluation
PAD4443	Public Management
PAD4521	Current Issues in Public Management

For Students within the Department

Public Financial Management

Minor requires the following course and additional courses in Financial Management to complete 15 credits

PAD2111	Fundamentals of Public Financial Management Plus 12 credits of PAF electives
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Public Policy and Administration

Minor requires the following course and additional courses in Public Policy and Administration to complete 15 credits

	12 credits of PAD electives
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Public Management

Minor requires the following two required courses and additional elective courses in Public Management to complete 15 credits

PAD3533	Organization Theory and Design for Public Organizations
PAD3536	Organization Behavior for Public Organizations

Public Management

Elective courses (9 credits)

PAD3524	Leadership and Management
PAD3522	Decision Making
PAD3523	Human Resource Management
PAD4520	Program Evaluation
PAD4443	Public Management
PAD4521	Current Issues in Public Management

BACHELOR OF SOCIAL SCIENCES IN INTERNATIONAL RELATIONS (BSS IR)

Statement of Purpose

The BSS Program in International Relations is designed to produce graduates capable of taking on leadership roles in the challenging arena of world affairs, including positions within the diplomatic corps, multinational corporations, education and non-governmental organizations. It seeks to offer an integrated multidisciplinary curriculum program that compares favorably in standards and quality to comparable programs in Western universities.

Mission

Our mission is to prepare leading professionals and scholars in the fields of International Relations while providing students with solid training in the social sciences and liberal arts. After completion of the program, students are expected to be familiar with all aspects of international and comparative politics.

Program-assessed Learning objectives

At the completion of this Program, students will have demonstrated the knowledge and skills necessary to:

1. describe and articulate the key concepts, major paradigms and theoretical perspectives within the discipline;
2. appraise the impact of cultural, historical, geographic, and economic factors on the formation of different states, regions and civilizations within the international system;
3. analyze the structure and dynamics shaping the contemporary international system and regional structures such as the European Union, NATO, the Eurasian Economic Union, the Shanghai Cooperation Organization, the Asia Pacific Economic Conference, and others;
4. explain the behavior and interactions of the primary actors within the international system and regional subsystems, so as to be able to explain their impact on state-level policy decision-making, risk assessment and conflict resolution;
5. appraise the structure of political systems and the impact of social classes, ethnic groups, social/political movements and interest groups on the formation of foreign and domestic policy in various states;

6. evaluate the role of global institutions, international law, and fundamental values or ethical considerations in the formulation of foreign and domestic policy;
7. assess the impact of major threats to the global order, including the breakdown of the global financial system, economic and social polarization, geopolitical rivalry, resource scarcity, environmental degradation, terrorism and nuclear proliferation;
8. utilize the skills and knowledge noted above to frame the policies of Kazakhstan and other Central Asian states in a global context;
9. implement basic social scientific research skills, critical thinking models and effective communication techniques in the preparation of original compositions in the field of international relations and regional studies; and
10. work effectively with others in the pursuit of common objectives.

BSS in IR Curriculum

To earn a Bachelor of Social Science in International Relations a student must complete 129 credits.

General Education Requirements	48
College Foundation Courses	12
Program Requirements	18
Major	24
Internship	6
Free Electives or Minor	21
Total Required for Graduation	129

General Education Requirements

See Undergraduate General Education requirements

College of Social Science Requirements

See College of Social Science Requirements

Admissions

See the Enrollment Management Section; Admission Criteria

Program Requirements

All students in the BSSIR program are required to take the following classes **(18 credits)**:

IRL2512	Fundamentals of International Relations
POL 3512	Comparative Politics

IRL 3521	Theories of International Relations
POL 3534	Social and Political Theory
IRL 3523	International Political Economy
IRL 4590 or POL 4590	Undergraduate Seminar in International Relations or Undergraduate Seminar in Comparative Politics

Note: all International Relations majors are required to take POL2511 as a College Required course, and IRL2512 as a Program Required course. Both must be completed prior to admission into other program required classes.

Research/Internship requirements (6 credits)

All BSSIR students are required to complete an internship. Students may select from the four following options:

Option A:

CSS 3001.1	Introductory Internship: Foundation Course (Kazakhstani Parliament) (3 credits)
CSS 3001.2	Introductory Internship: Kazakhstan Parliament (3 credits)

Option B:

CSS 3002.1	Introductory Internship: Foundation Course (Ministry of Economy) (3 credits)
CSS 3002.2	Introductory Internship: Economic Ministry (3 credits)

Students with a special interest in political economy may want to consider this option.

Option C:

IRL 4597 or POL 4597	Professional Internship in International Relations or Comparative Politics (6 credits)
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Option D:

IRL 4597 or POL 4597	Professional Internship in International Relations or Comparative Politics (3 credits)
IRL 4597 or POL 4597	Professional Internship in International Relations or Comparative Politics (3 credits)

If choosing option C, two three-credit professional internships must be taken at two different institutions.

Major electives

The Department of International Relations program offers three distinct major tracks. The major in International Relations focuses on the study of foreign policy, diplomacy, international security and the structures, dynamics and interrelationships of the interstate system as a whole. The major in Comparative Politics and Society trains students in the comparative study of political systems and regional structures, and emphasizes the interplay of political, economic, social and cultural factors in shaping the formation and evolution of such systems. The major track in Central Asian Studies, operating in conjunction with KIMEP's Center of Central Asian Studies, concentrates specifically on the study such structures within the Central Asian region and the role of this region in world affairs.

Major in International Relations

Major requires 8 electives chosen from the following list

IRL 3516	Terrorism and Security
IRL 3520	Foreign Policy of Kazakhstan
IRL 3522	History of US Foreign Policy
IRL 3525	Understanding Global Crisis
IRL 3536	The Cold War
IRL 3537	Russian Foreign Policy
IRL3538	Chinese Foreign Policy
IRL3539	History of Diplomacy 1648 to 1815
IRL3540	History of Diplomacy 1815 to 1945
IRL3544	Diplomatic and Consular Service
IRL 3545	Diplomatic Protocol and Documents
IRL 3546	Selected Topics in International Relations
IRL 4521	Petropolitics
IRL 4522	Central Asia-United States Relations
IRL4524	Russia-United States Relations
IRL 4525	Asian Security: Theory and Practice
IRL4526	Comparative Foreign Policy
IRL4527	Ethics in International Affairs
IRL 4528	Central Asia-Russia Relations
IRL/POL 3515	Political Geography
POL 4512	Central Asia in Global Politics
POL 4530	Middle East Politics
POL 4534	Government and Politics in Europe
LAW 3511	Public International Law

IRL 3546 Selected Topics in International Relations can be repeated for credit with different topics. Upper-level POL electives have POL 2511 as a prerequisite.

Major in Comparative Politics and Society

Major requires 8 electives selected from the following list	
HIST 3537	Central Asian History
IRL/POL 3515	Political Geography
POL 3520	Asian Politics
POL 3532	Government and Politics in Central Asia
POL 2533	Political Sociology
POL 3546	Selected Topics in Regional Studies
IRL 4512	Central Asia in Global Politics
POL 4520	Domestic Politics and Foreign Policy of the Post-communist World
POL 4530	Middle East Politics
POL 4534	Government and Politics of Europe
POL 4541	Government and Politics in the Russian Federation
LAW 3513	Comparative Law
LAW 4515	Law of the European Union

POL 3546 Selected Topics in Regional Studies can be repeated for credit with different topics.

Upper-level POL electives have POL 2511 as a prerequisite.

Program Plan

The following table is a sample program of study to finish the degree in four years.

Ist Year	Fall Semester		Ist Year	Spring Semester	
GEN1120	Academic Reading and Writing I	3	GEN1110	Academic English Listening and Note Taking	3
GEN1100	Academic Speaking	3	GEN1121	Academic Reading and Writing II	3
GEN1000	History of Kazakhstan	3	GEN	General Education Elective	3
GEN1300	Introduction to Computers	3	GEN	General Education Elective	3
KAZ	Kazakh	3	KAZ	Kazakh	3
		Total 15			Total 15
2nd year	Fall Semester		2nd year	Spring Semester	
GEN	General Education Elective	3	GEN	General Education Elective	3
ECN2103	Microeconomics or		JMC2611	Introduction to International Journalism	3
ECN1101	Introduction to Economics	3	PAD2111	Fundamentals of Public Administration	3
POL2511	Fundamentals of Political Science	3	POL3512	Comparative Politics	3
IRL2512	Fundamentals of International Relations	3	IRL/POL	Elective course	3
GEN	General Education elective	3			Total 15
		Total 15			Total 15
3rd year	Fall Semester		3rd year	Spring Semester	

GEN	General Education Elective	3	GEN	General Education Elective	3
IRL3523	International Political Economy	3	IRL3521	Theories of International Relations	3
IRL/POL	Major course	3	IRL/POL	Major course	3
IRL/POL	Major course	3	IRL/POL	Major course	3
IRL/POL	Major Course	3	IRL/POL	Elective course	3
			IRL/POL	Elective course	3
		Total			Total
		15			18
Summer Semester (Internship)			6		
4th year	Fall Semester		4th year	Spring Semester	
GEN	General Education Elective	3	GEN	General Education Elective	3
POL3534	Social and Political Theory	3	IRL/POL	Major course	3
IRL/POL	Major course	3	IRL/	Seminar in IRL or POL	3
IRL/POL	Major course	3	POL4590		
IRL/POL	Elective course	3	IRL/POL	Elective course	3
		Total	IRL/POL	Elective course	3
		15			Total
					15

Major in Central Asian Studies

Major requires 8 electives selected from the following list	
HIST 3537	Central Asian History
IRL 3520	Foreign Policy of Kazakhstan
POL 3532	Government and Politics in Central Asia
POL 3546	Selected Topics in Regional Studies
POL 4512	Central Asia in Global Politics
POL 4520	Domestic Politics and Foreign Policy of the Post-communist World
IRL 4521	Petropolitics
IRL 4522	Central Asia – United States Relations
IRL 4528	Central Asia – Russia Relations
ECN 3189	Economy of Kazakhstan
JMC 3608	Journalism in Kazakhstan and CIS

POL 3546 Selected Issues in Regional Studies can be repeated for credit with different topics.

Upper-level POL electives have POL 2511 as a prerequisite.

MINORS OFFERED BY THE DEPARTMENT OF INTERNATIONAL RELATIONS AND REGIONAL STUDIES

The Department of International Relations and Regional Studies offers a minor in International

Relations, a minor in European Studies and a Minor in Global Politics and Business.

Minor in International Relations

Minor requires the following courses and three additional courses in International Relations to complete 15 credits	
IRL2512	Introduction to International Relations
IRL3521	Theories of International Relations

Minor in European Studies

Minor requires POL 3512 – Comparative Politics, as well as four additional courses from the list below to complete 15 credits	
IRL 3539	History of Diplomacy 1648-1815
IRL 3540	History of Diplomacy 1815 - 1945
POL4520	Domestic Politics and Foreign Policy of the Post-communist world
POL4534	Government and Politics of Europe
POL4541	Government and Politics of the Russian Federation
LAW4515	Law of the European Union

POL2511 Fundamentals of Political Science is a prerequisite for all of the required courses for the European Studies minor. Bang College of Business students can use POL2511 as part of the 15 credits for the minor. Students in the College of Social Sciences take the course as a college requirement.

Minor in Global Politics and Business

Minor requires all courses of Group A, two courses from Group B, and one course from Group C to complete 15 credits

Group A: Required courses for minor	
IRL2512	Fundamentals of International Relations
IRL3523	International Political Economy
Group B: Departmental courses for minor	
IRL3525	Understanding Global Crisis
IRL4521	Petropolitics
Group C:	
LAW3516	International Trade Law
MGT3210	International Business
ECN3101	World Economy
ECN4111	International Finance
ECN4112	International Trade

GRADUATE DEGREE PROGRAMS

College of Social Science currently offers four Master's degree programs and a newly created Doctor of Philosophy program, that has been submitted to Ministry of education and science for licensing.

The Master's programs are:

- Master of Arts in Economics (MAE)
- Master of International Relations (MIR)
- Master of Arts in International Journalism and Mass Communication (MAIJMC)
- Master of Public Administration (MPA)

MASTER OF ARTS IN ECONOMICS (MAE)

Statement of Purpose

The Master of Arts in Economics is a western-style graduate program in economics and prepares graduates to understand the complex interplay of economic activities in businesses, policy making and other analytical functions related to the performance evaluation of a business enterprise, a government project, or to the forecasting of various economic and business scenarios.

Mission

The Master of Arts in Economics provides its graduates with a strong foundation in economic knowledge, both theoretical and applied, that is required to advance their professional careers or to continue their studies in doctoral programs in economics or in related disciplines. Graduates possess the analytic skills that are necessary in the workplace whether as managers or as economic analysts for business, government, and nonprofit organizations.

Learning objectives

At the completion of MAE degree program graduates will have demonstrated

1. an understanding of how a free market economy organizes production and exchanges among competing entities.
 - a) Apply supply and demand analysis
 - b) Derive the differing measures of costs, revenues and profits
 - c) Explain the pricing and quantity implications of market conditions (perfect competition, monopolistic competition, oligopoly and monopoly)
2. an understanding how the national economy works and how its performance is measured.
 - a) Describe measures of inflation, unemployment and GDP
 - b) Describe gains to trade
 - c) Describe trade and currency barriers and their impacts
3. an ability to value macroeconomic policies.
 - a) Distinguish between fiscal and monetary policies, their goals and their controlling authorities
 - b) Describe the nature of money and the tasks and tools of the Central Bank
 - c) Describe and apply the major theories of growth and trade
 - d) Compare competing analyses of economic policies
4. analytical reasoning skills
 - a) Interpret and present data
 - b) Use appropriate statistical analysis tools
 - c) Use appropriate mathematical modeling tools
 - d) Use appropriate econometric analysis tools
 - e) Be able to use various analytical reasoning tools to model and evaluate research questions
5. effective problem solving skills
 - a) Provide identification and formulation of the problem
 - b) Develop appropriate problem solution techniques
 - c) Interpret solution results

6. an ability to learn the main economic issues of Kazakhstan and Central Asia.
 - a) Describe and analyze issues in the labor market.
 - b) Describe and analyze issues in international trade and finance
 - c) Describe and analyze issues in macroeconomic adjustment.

Admission Requirements

1. A bachelor's degree or equivalent from any recognized university. A KIMEP graduate with an overall grade point average of at least B- (2.67 on the KIMEP grade point average scale), or graduate of an equivalent English-language Bachelor's program may be admitted to the MIR program.
2. Proficiency in English (a minimum score of 40 on the KIMEP English Entry Test (KEET) or other equivalent tests).

To apply for admission a candidate should submit:

1. Completed application form;
2. Certified copy of all academic degrees and transcripts or Spravka from the university certifying that an applicant has graduated or is soon graduating, and a copy of transcripts verified at the university;
3. KEET test score and, if available, TOEFL/IELTS scores;
4. Two Letters of reference;

Each eligible applicant will be interviewed in-person or by telephone, if necessary.

Foundation English

With the exception of students with a KEET score of 60 or above, MAE students must complete Foundation English courses according to the following matrix. A TOEFL score of 570 or an IELTS score band 5 or above is equivalent to a KEET score of 60.

Score between 50-59	ENG5005 "Foundation English A" with grade of B in course and on exit test
Score between 40-49	ENG5004 "Foundation English B" with grade of B in course and on exit test, and ENG5005 "Foundation English A" with grade of B in course and on exit test

Degree Requirements

The MAE program comprises 36 credits, made up of 33 required course credits and 3 elective course credits for those students with adequate background.

Program-specific Prerequisite Coursework

MAE students must complete the following prerequisite courses or have completed equivalent coursework before taking any graduate-level courses (with the exception of CSS 5000 Critical Thinking and Writing and ECN 5801 Research Methods and Methodology (Thesis I). The prerequisites may be waived at the discretion of the departmental Curriculum Committee if completed during the course of undergraduate study.

Code	Name of Course
ECN3081	Intermediate Microeconomics
ECN3082	Intermediate Macroeconomics
ECN3103	Quantitative Methods for Economics

Requirements for the MA in Economics are as follows

Program Requirements	21
Economics Electives	3
Research Methods and Methodology (Thesis I)	3
Thesis II & III	6
Internship or Applied Research project in Economics	3
Total Required for Graduation	36

Required Courses

The following courses are required for a total of 21 credits.

Course Code	Course Title	Credits
CSS 5000	Critical Thinking and Writing	3
ECN5012	Econometrics I	3
ECN5013	Econometrics II	3
ECN5021	Microeconomics I	3
ECN5031	Macroeconomics I	3
ECN5022	Microeconomics II	3
ECN5032	Macroeconomics II	3

Program Electives

Students must complete 3 credits in graduate Economics electives. With permission of the chair some FIN graduate courses can be used as elective credits. Graduate Economic elective courses include:

ECN5051	Money and Banking
ECN5142	International Trade
ECN5143	International Finance
ECN5226	Industrial Organization
ECN5261	Public Economics I
ECN5296	Labor Economics
ECN5334	Monetary Economics
ECN5354	Financial Economics
ECN5890	Selected Issues in Economics

Course Waiver Policy and Procedures

Students with undergraduate coursework in Economics may have up to 4 courses requirements waived based on their undergraduate academic record. Any students may qualify for a waiver of required courses and Internship (on the bases of current or past employment), but additional electives must be substituted. Waivers can only be granted by departmental admissions committee. Often students with a grades of “B+” or equivalent will have an opportunity to be considered for a waiver. Thus, the credit waiver policy is applied on a case-by-case basis by the Department of Economics. The maximum number of credits that can be waived for any student in the MAE program is 12 credits.

Program Plan

The following table is a sample program of study to finish the MAE degree in three semesters or one calendar year, an indicative study program for full-time fast-track students.

1st Year	Fall Semester	
CSS 5000	Critical Thinking and Writing	3
ECN5021	Microeconomics I	3
ECN5031	Macroeconomics I	3
ECN5012	Econometric I	3
ECN5801	Research Methods and Methodology (Thesis I)	3
	Total	15

1st Year	Spring Semester	
ECN5022	Microeconomics II	3
ECN5032	Macroeconomics II	3
ECN5990	Thesis II	3
ECN5013	Econometric II	3
	Total	12

2nd year	Fall Semester	
ECN5991	Thesis III	3
ECN	Economics Elective	3
ECN 5888	Internship or Applied Research Project	3
	Total	9

MASTER OF ARTS IN INTERNATIONAL JOURNALISM AND MASS COMMUNICATION (MAIJMC)

Statement of Purpose

Independent press and communication is essential to the development and maintenance of civil society. Media diversity and transparency are also vital. This program aims to prepare communication specialists sensitive to the changing nature and demands of Kazakhstan and other Central Asian countries as they continue to transform their economic and political structures.

Mission

The Master of Arts in Journalism and Mass Communications (MAIJ) is designed for individuals pursuing careers in journalism, broadcasting, media management, public relations and other mass media-related fields in the communications marketplace of Kazakhstan and Central Asia. This 36-credit professional oriented program is designed to appeal to media employees seeking further career development, and to recent recipients of undergraduate degrees in communication arts or other fields seeking to advance their vocational knowledge, competitiveness and communication skills.

The goals of this Graduate Program are:

- to provide graduate - level education in the discipline of communications as consistent with the mission statement of KIMEP; and

- to produce competent professionals who demonstrate a thorough knowledge of the theory and practice of print journalism, broadcasting and/or new media, media management, public relations and advertising

Learning Objectives

The MAIJ program has the following objectives:

1. to enable students to understand and be able to put into practice the major principles of quality journalism, media management, and professional PR;
2. to provide the knowledge and communication skills necessary to make them competitive employment prospects in different areas of mass communication;
3. to develop the technical skills to allow them to compete in journalism and mass communication industries;
4. to develop the critical thinking skills to allow them to analyze trends and issues in journalism and mass communication;
5. to develop the professional skills required to enter the workplace in a variety of communications-related industries, as well as in research, consulting, education, and in the communications, policy and regulatory agencies of government, and
6. to pursue doctoral studies in journalism and mass communication or other related disciplines.

Upon completion of the required courses, MAIJ graduates will have demonstrated the ability:

1. to grasp the substantial, theoretical and empirical dimensions of the structure of Kazakhstani media systems;
2. to develop a research proposal; employ in-depth research methods in an area of scholarly interest;
3. to develop communication, team work, decision-making, analytical, and other professional skills; and
4. to write summaries, various types of essays and reports in English, and to appropriately present in-text and post-text references.

At the completion of the MAIJ with a Major in Journalism and Media Management, students will have accomplished all or some of the following learning outcomes:

1. conceive, plan and execute relevant, publishable

- articles or other materials that demonstrate professional values, standards and ethics;
2. find information and evaluate, organize and present it efficiently and clearly, with fairness and balance;
3. apply advanced reporting/writing techniques in print, broadcast and online journalism;
4. gather information using methods relevant to the discipline and the topic;
5. investigate local civic issues through original research and analysis of official and public materials;
6. understand and respond to the operational needs of media organizations;
7. identify and analyze strategic and operational opportunities and problems;
8. implement plans that are accepted by organizations, to transform vision into reality considering attitude, personality, learning, perception, culture, values, and human psychology, sociology and the behavior and influence of work groups;
9. plan and execute activities for public relations, advertising and other communication on behalf of a range of media organizations;
10. gather and apply knowledge about consumer behavior to create a marketing plan using traditional and new direct marketing techniques; and
11. understand how managers use strategic planning to understand where their organizations are currently and determine where they want to go in the future; manage or consult for media companies and organizations, and the communication departments of general companies.

At the completion of the MAIJ with a Major in Public Relations and Advertising students will have accomplished all or some of the following outcomes:

1. write a comprehensive public relations plan and effective press releases for timely information about corporation or company's activities;
2. apply with advanced reporting/writing techniques in broadcasting and online journalism;
3. design and implement effective public relations strategies and evaluate their results for the development of a positive image of a corporation or business;
4. apply different strategies for providing effective communications in a time of crisis;
5. identify specific target markets for PR; write in a

- clear, lively, visual and concise style so that media audiences are stimulated, engaged and responsive; define and develop company's marketing communications strategy based on corporate attitudes and values;
6. identify and select cost-effective media and methods to reach selected targets through advertising and sales promotion;
 7. use a broad range of copywriting, design techniques and skills essential to PR and advertising practices;
 8. develop a professional integrated marketing communications plan;
 9. design, compile, and produce a professional-quality marketing plan using traditional and new direct marketing techniques; formulate a cost-effective marketing communications budget, operate in the complex and dynamic marketing environment;
 - 10 obtain and apply knowledge into consumer behavior and create a direct marketing plan using traditional and new direct marketing techniques.

ADMISSION

Entry Requirements

- A Bachelor degree or equivalent from any recognized university.
- A minimum KEET score of 40.
- A score of 80 points (or higher) out of 100 on an admission essay.
- Foundation English courses with the following requirements.

Foundation English

With the exception of students with a KEET score of 60 or above, MAIJ students must complete Foundation English courses according to the following matrix. A TOEFL score of 570 or an IELTS score band 5 or above is equivalent to a KEET score of 60.

Score between 50-59	ENG5005 "Foundation English A" with grade of B in course and on exit test
Score between 40-49	ENG5004 "Foundation English B" with grade of B in course and on exit test, and ENG5005 "Foundation English A" with grade of B in course and on exit test

To apply for admission, a candidate should submit:

1. a completed application form;
2. a certified copy of all academic degrees and transcripts or Spravka from the university certifying that an applicant is a graduating/last year student, with a copy of transcripts verified at the university;
3. the KEET test score and, if available, TOEFL/IELTS scores;
4. two Letters of reference; and
5. current resume or Curriculum Vitae.

MAIJ candidates must demonstrate proficiency in English that meets KIMEP graduate guidelines. In most cases this means achieving the minimum score of the KIMEP Entrance English Test (KEET). The primary basis for selection is academic merit; however, consideration will also be given to the quality of the entrance essay to assess the applicant's eligibility.

Credit and Course Waiver Policy and Procedures

1. Students with at least 6 month of professional experience, or concurrently working in the field of specialization, can receive up to 6 credits for Internship
2. All students can have credit earned from graduate courses taken in any recognized university transferred to the MAIJ program, but the number of MAIJ credits transferred or waived cannot exceed 9.
3. Course transfers and course credit waivers are granted at the discretion of the Department of J&MC and will be evaluated on a case-by-case basis.

Degree Requirements

Program Requirements	21
Major Electives	15
Total Required for Graduation	36

Students must complete 36 credits to receive their degrees: 21 credits in Required Courses, 15 credits in Elective Courses. Students with at least six month of professional experience, or concurrently working in the field of specialization can be waived up to 6 credits for Internship.

Foundation English courses. Students may be required to complete one or more Foundation English

courses before beginning graduate-level coursework. Foundation English courses ensure that students have a sufficient level of English to successfully complete university level coursework. Foundation courses are graded on a Pass/Fail basis. In the event of a fail, the student must repeat the course.

Course Code	Course Title	Credits
CSS5000	Critical Thinking and Writing	3
JMC5666	Introduction to Kazakhstani Media Market	3
JMC5661	Thesis I and Specialized Writing	3
JMC5662	Thesis II	3
JMC5663	Thesis III	3
JMC 5621/1	Internship I*	3
JMC 5621/2	Internship II*	3

Internship credit for previous relevant work experience may be granted for students who can demonstrate that they have had professional full-time industry employment for a minimum period of six (6) months.

Electives courses: 15 credits

Journalism and Media Management Major

Student must take five major courses as follows:

All students in this major will complete:
JMC 5612 Advanced News writing 3 credits

In addition, students will complete four of the following courses. At least two of these courses must be journalism core courses, marked in the following list with an *.

JMC 5657	Online Journalism	3 credits*
JMC 5656	Broadcast Journalism Practicum	3 credits*
JMC 5610	Advanced News Editing	3 credits*
JMC 5611	Principles of Media Management	3 credits*
JMC 5619	Advertising and Media Sales	3 credits
JMC 5655	Crisis Communication	3 credits
JMC 5628	Special Topic in Mass Communication	3 credits **

JMC 5623	Writing for Russian Language Media	3 credits*
JMC 5624	Broadcasting in Russian	3 credits*
MKT 5201	Marketing Management	3 credits
MGT 5201	Organizational Behavior	3 credits
MGT 5203	Strategic Planning	3 credits

**Journalism core courses.*

*** This course may include such topics as: Covering of Cultural and Entertainment News; Feature Writing in Environmental Issues; Infographics and Visual Communication Design; Writing for News Information Agencies; Precision Reporting on Business and Entrepreneurship, and so on. Depending upon the topic, this course may or may not be counted as a journalism core course.*

Public Relations and Advertising Major

Student must choose five courses as follows:

All students will complete:
JMC 4630 PR Writing 3 credits

In addition, students will select four courses from the following selection. At least two of these four must be PR/Advertising core courses, indicated below with an *.

JMC 5656	Broadcast Journalism Practicum	3 credits
JMC 5657	Online Journalism	3 credits
JMC 5653	PR Management and Strategies	3 credits*
JMC 5655	Crisis Communication	3 credits
JMC 5627	Public Relations Campaigns	3 credits*
JMC 5619	Advertising and Media Sales	3 credits
JMC 5622	Advertising Writing, Lay-out and Strategies	3 credits*
JMC 5628/29	Special Topic in Mass Communication	3 credits
JMC 5623	Writing for Russian Language Media	3 credits
JMC 5624	Broadcasting in Russian	3 credits
MKT 5201	Marketing Management	3 credits
MKT 5204	Integrated Marketing Communications	3 credits
MKT 5203	Consumer Behaviour and Marketing Strategy	3 credits

** PR/Advertising core courses.*

Students who have previously completed the core courses in their chosen major, or who have substantial work experience that replaces the content of core courses may, with the approval of the graduate supervisor, replace core courses with other relevant electives.

Indicative Program Plan

The following table is a sample program of study to finish the MAIJ degree in 12 months.

First Semester		
CSS5000	Critical Thinking and Writing	3
JMC5666	Introduction to Kazakhstan Media Market	3
JMC5661	Thesis I and Specialized Writing	3
	Major elective	3
	Total	12

Second Semester		
JMC5662	Thesis 2	3
	Major elective	3
	Major elective	3
	Major elective	3
	Major elective	3
	Total	15

Third Semester*		
JMC5663	Thesis III	3
JMC5621.1	Internship I	3
JMC5621.2	Internship II	3
	Total	9

*Third Semester can be completed in Summer 1 and Summer 2

MAIJ Thesis

MAIJ students are free to choose a depth reporting series, design, multimedia, video or documentary photography project, or applied research on a mass communication topic. Project proposals, prepared with the support of the adviser, are presented to the MA Thesis committee. This committee is composed of five members, including the Chair, the student's supervisor, one faculty and two outside the Journalism and Mass Communication Department members, i.e. representatives from Journalism or PR fields. A MAIJ student must have submitted his or her 4-5 pages project proposal for the departmental approval at the end of the Thesis and Specialized Writing course.

The proposal should consist of the following sections:

1. A clear and concise identification of the topic, central purpose and goal of the project;
2. A description of the form in which the project will be

executed: a series of print or broadcast reporting pieces focused on one topic, a set of PR campaign materials, or applied research on a mass communication topic;

3. A description of the methods used for realization of the project;
4. A provisional schedule for completion of parts of the project and its defense.

A proposed MAIJ Thesis should include the following:

- The Thesis, in its final form presented as printed pages, a CD, audiotapes or videotapes, or printed materials;
- A literature review (about 15 pages) and a reference list written according to a recognized style guide (APA or Chicago); and a
- thoughtful essay (15 -20 pages) reflecting the process of executing the project. This section helps students consider the project in the context of learning and career goals.

The oral defense of the MAIJ Thesis should be scheduled during the final examination period.

Internship (6 credits)

In any career, experience is a crucial factor in employment. While selecting a candidate for a job, the employer will look for professional practical experience which an internship provides. Moreover, it's a chance to get a job right after completion of internship. An internship also adds to a student's resume and portfolio.

This course aims to provide students with an opportunity to work in real-world organizations (media outlets, PR and marketing and advertising companies, production and film studios, corporate media, government agencies, embassies, etc.) and acquire marketable skills in the areas of their specialization.

Internships are available in the fall, spring, and summer semesters in the following areas:

- Communication
- Broadcasting
- Public relations
- Marketing
- Advertising,
- Journalism,
- Media management

Two internships must be taken, however. They can be taken concurrently during the same semester.

MASTER OF PUBLIC ADMINISTRATION (MPA)

Statement of purpose

The MPA Program's purpose is to prepare graduates for careers, leadership positions, and ethical service in public, non-profit, and business organizations. It seeks to demonstrate to Kazakhstan and the Central Asian region the value of high-quality, research-informed teaching of public administration, policy, and management. The MPA program started in 1994 shortly after the inception of KIMEP. Since then, over 275 MPAs have graduated, contributing skills, knowledge and abilities to public, non-profit service at the national as well as the international level. We are currently working to internationalize the student body to bring people together to share ideas from across the world, and particularly China and South Asia, as well as former Soviet republics.

The program:

- Promotes excellence in public, non-governmental, and private management and policy-making through the building and strengthening of the analytical and leadership capacity of graduate students;
- Provides graduate students with the generic and specialized management and policy knowledge and skills needed for successful careers in the public, non-governmental, and private sectors; and
- Educates graduate students for ethical service to their society and the broader regional and international community.

The MPA degree requires 36 credits of coursework for students with significant experience in public administration/public policy/public management and/or a bachelor degree in public administration or any related discipline from a recognized university, including KIMEP. Students new to the field need to complete an additional 12 credits of prerequisite/bridging courses. In other words, for the latter cohort of students, they have to complete 48 credits of coursework to complete the MPA degree.

The courses taught for MPA students are conducted in a number of ways: as advanced lecture courses, as seminars in which faculty and students present critical studies of selected problems within the subject field, as independent study or reading courses, or as research projects conducted under faculty supervision. It is important to note that all graduate courses are offered during evening time to ensure that our students keep their full-time jobs at KIMEP or outside of KIMEP.

Graduate studies imply developing scientific curiosity and acquiring special skills to be able to do the research. Nurturing a research culture among MPA students is one of our very first priorities. Under the guidance of a faculty member, all MPA students are expected to write a thesis (9 credits). A thesis should make a genuine contribution to the understanding and analysis of public policy issues, management and administration in Kazakhstan.

Learning objectives

In order to equip students who graduate from the MPA program with the essential knowledge and skills required by professionals seeking managerial and executive positions in the public, non-profit and private sectors, the program's learning objectives are to ensure that graduates have:

1. a satisfactory knowledge of the nature of the public sector and its relationship to government, civil society, and the marketplace, and how it can be institutionally arranged;
2. a satisfactory knowledge of economic perspectives on government and public policy, governmental budgeting, and public financial management;
3. a satisfactory knowledge of ethics as they apply to the public sector;
4. a satisfactory knowledge of public organizations and their management and leadership, and the impact of organizational structure, culture, and leadership on organizational change and performance;
5. a satisfactory knowledge of project appraisal and management, and the necessary cognitive, self-management, and interpersonal skills;
6. a satisfactory knowledge of the concepts and theories of public policy and analysis;
7. a satisfactory capacity to undertake supervised independent research, involving the synthesis and application of theoretical constructs to topics in the fields of public administration, policy, and management
8. a satisfactory capacity to communicate ideas and information clearly and effectively in written and oral English;
9. a satisfactory capacity to use information technology for the retrieval, analysis and presentation of information; and
10. a satisfactory capacity to work effectively with others in the pursuit of common objectives.

Admission Requirements

To be considered for admission to the Master of Public Administration Program a candidate must meet the

requirements for graduate study at KIMEP. These requirements include a Bachelor degree or equivalent and proficiency in English (an acceptable score on the KIMEP English Entrance Test (KEET) or other equivalent test). Candidates are selected by an admission committee after an interview with the candidate.

To apply for admission a candidate should submit:

5. A completed application form;
6. A certified copy of all academic degrees and transcripts, or Spravka from the granting university certifying that an applicant is a graduating/final-year student, and a copy of transcripts verified at the university;
7. A minimum score of 40 on KEET test and, if available, TOEFL/IELTS scores;
8. Two letters of reference;
9. A current resume;
10. A Statement of Purpose (2-3 pages).

Each eligible applicant will be interviewed in-person or by telephone, if necessary.

Foundation English

With the exception of students with a KEET score of 60 or above, MPA students must complete Foundation English courses according to the following matrix. A TOEFL score of 570 or an IELTS score band 5 or above is equivalent to a KEET score of 60.

Score between 50-59	ENG5005 “Foundation English A” with grade of B in course and on exit test
Score between 40-49	ENG5004 “Foundation English B” with grade of B in course and on exit test, and ENG5005 “Foundation English A” with grade of B in course and on exit test

Degree Requirements

Requirements for the MPA are as follows:

Program Requirements	42
Major Electives	6
Total Required for Graduation	48

Program Requirements

The following 14 courses are required for a total of 42 credits.

Course Code	Course Title	
CSS 5000	Critical Thinking and Writing	3
PAD5114	Essentials of Public Administration and Management*	3
PAD5117	Public Policy Analysis*	3
PAD5123	Economic Perspectives on Government	3
PAD5214	Fiscal Governance*	3
PAD5113	Research Methods and Statistics*	3
PAD5216	Public Management and Leadership	3
PAD5122	Administrative and Management Ethics	3
PAD5218	Project Evaluation and Management in Public Sector	3
PAD5131	Thesis I	3
PAD5231.1	Thesis II : Thesis Proposal	3
PAD5231.2	Thesis III : Thesis Defense	3
PAD5230	Internship in Public Administration and Management* or Applied	3
PAD5231.1	Research Project in Public Administration and Management	3
PAD5260	Selected Issues in Public Administration and Management	3

Notes:

*May be waived for the students with experience and/or education in public administration. PAD5230 Internship in Public Administration course may also be waived for students new to the program who can demonstrate that they have had full-time employment for a minimum period of six-month.

Major requirements

Students must complete two of the following elective courses, unless granted a credit waiver or transfer:

PAD5213	Local Government	3
PAD5219	Public Sector Reform	3
PAD5222	Social Policy	3
PAD5223	Public Sector Economics	3

Notes:

Previous coursework application submitted for a transfer or waiver of credit will be evaluated on a case-by-case basis to determine MPA graduation requirements. Credits can be transferred or waived for both required and elective courses. Every course submitted for a transfer or waiver of credit must have an overall grade point average of at least B- (2.67 on the KIMEP grade point average scale).

Program Plan

The following table is a sample program of study to finish the MPA degree in two years. Students who need to complete English and/or prerequisite courses would need another one or two semesters to complete the program. An indicative study program for full-time ordinary students without any experience and/or education in public administration be:

Ist Year	Fall Semester I	
CSS5000	Critical Thinking and Writing	3
PAD5114	Essentials of Public Administration and Management	3
PAD5123	Economic Perspective on Government	3
PAD5131	Thesis I	3
	Sub-total	12
Ist Year	Spring Semester II	
PAD5260	Selected Issues in Public Administration and Management	3
PAD5218	Project Evaluation	3
PAD5122	Administrative Ethics	3
PAD5117	Public Policy Analysis	3
PAD5113	Research Methods and Statistics	3
	Sub-total	15
2nd year	Fall Semester III	
PAD5231.1	Thesis II	3
PAD5216	Public Management and Leadership	3
PAD5212	Fiscal Governance	3
PAD52xx	Elective	3
	Sub-total	12
2nd year	Spring Semester IV	
PAD5231.2	Thesis III	3
PAD52xx	Elective	3
PAD5230	Internship in Public Administration and Management or	3
PAD5230.1	Applied Research Project in Public Administration and Management	3
	Sub-total	9
TOTAL 48		

MASTER OF INTERNATIONAL RELATIONS (MIR)

Statement of purpose

The Master's Program in International Relations (MIR) was launched in 2002. It is designed to build up a new cadre of scholars/officials capable of taking on leadership roles in the challenging arena of world affairs, including positions within the diplomatic

corps, multinational corporations, education and non-governmental organizations.

Mission

The aim of the Master's Degree in International Relations is to train experts and young professionals capable of taking on challenging jobs and playing leadership roles in the international arena. Unique in Central Asia, the MIR program is comparable in standards and quality to masters' programs in Western Universities, such as Glasgow University, which offers its students in the Russian, Central and Eastern European Studies program an opportunity to earn a dual degree program by studying alongside MIR students at KIMEP. The objectives of this program are:

1. to train professionals capable of taking on challenging jobs and playing leadership roles in the international arena, as diplomats, consular agents, communications officers, international affairs analysts and advertising specialists; and
2. to provide a solid foundation for scholars who want to pursue doctoral study and research in international relations.

Program-assessed Learning objectives

At the completion of this Program, students will have demonstrated the knowledge and skills necessary to:

1. identify and analyze the structure and fundamental dynamic processes of the international system;
2. describe and articulate the major paradigms and theoretical perspectives within the discipline;
3. explain the behavior and interactions of the primary actors within the international system, so as to be able to construct basic models of policy decision-making;
4. discuss and appraise the impact of culture, history, geography, and power and wealth differentials on the formulation of foreign policies of different states;
5. appraise the impact of social classes, ethnic groups, social/political movements and interest groups on the formation of foreign policy in various states;
6. evaluate the role of global institutions, international law, and fundamental values or ethical considerations in the formulation of foreign policy;
7. utilize the skills and knowledge noted above to frame the policies of Kazakhstan and other Central Asian states in a global context; and
8. conduct original research and develop the capacity

to communicate that knowledge via written and oral presentations at a satisfactory level in English.

Admission Requirements

Entry Requirements

1. A bachelor's degree or equivalent from any recognized university. A KIMEP graduate with an overall grade point average of at least B- (2.67 on the KIMEP grade point average scale), or graduate of an equivalent English-language Bachelor's program may be admitted to the MIR program.
2. Proficiency in English; at least 40 in the KIMEP English Entry Test (KEET) or other equivalent tests.

Admissions Policy and Procedures

To apply for admission a candidate should submit:

11. Completed application form;
12. Certified copy of all academic degrees and transcripts or Spravka from the university certifying that an applicant has graduated or is soon graduating, and a copy of transcripts verified at the university;
13. KEET test score and, if available, TOEFL/IELTS scores;
14. Two Letters of reference;
15. An essay devoted to the applicant's interest in a KIMEP education; and
16. Statement of purpose

Each eligible applicant will be interviewed in-person or by telephone, if necessary.

Course Transfer Policy

Entrants can gain credit for the prerequisites on the basis of their undergraduate study.

At the discretion of the Department of Politics and International Relations, courses taken in other graduate programs may be recognized as equivalent to required coursework in the MIR program, but a suitable elective course must then be substituted for the required course in order to meet the minimum number of total credits explicitly required to be taken in the MIR program. Such a possibility will be evaluated on a case-by-case basis.

Program Structure

Program Requirements	27 credits
Electives	9 credits
Total:	36 credits

Prerequisites: Foundation English Courses

Students may be required to complete one or more Foundation English courses before beginning graduate-level coursework. Foundation English courses ensure that students have a sufficient level of English to successfully complete university level coursework.

Students scoring between 40 and 49 on the KEET will be required to take ENG5004 (Foundation English 4) and ENG5005 (Foundation English 5), while students scoring between 50 and 59 will be required to take ENG5005 prior to being admitted to credit-bearing graduate courses in MIR. Students scoring 60 or higher on the KEET will be exempted from foundation English courses.

Foundation English

With the exception of students with a KEET score of 60 or above, MIR students must complete Foundation English courses according to the following matrix. A TOEFL score of 570 or an IELTS score band 5 or above is equivalent to a KEET score of 60.

Score between 50-59	ENG5005 "Foundation English A" with grade of B in course and on exit test
Score between 40-49	ENG5004 "Foundation English B" with grade of B in course and on exit test, and ENG5005 "Foundation English A" with grade of B in course and on exit test

Program-specific Prerequisite Coursework

MIR students must complete the following prerequisite courses or have completed equivalent coursework before taking any graduate-level courses (with the exception of IRL5512 and CSS5000). The prerequisites may be waived at the discretion of the departmental Curriculum Committee if completed during the course of undergraduate study.

Code	Name of Course
POL2511	Fundamentals of Political Science
IRL2512	Fundamentals of International Relations

Degree Requirements

MIR students must fulfill the following courses:

Program Requirements

The following courses are required for a total of 21 credits.

Course Code	Course Title	Credits
CSS5000	Critical Thinking and Writing	3
IRL5512	Research Methods/Thesis I	3
IRL5513	Theories of International Relations	3
IRL5515	International Political Economy	3
IRL5521	Central Asia in Global Politics	3
IRL5533	Developmental Studies	3
IRL5525	Thesis II	3
IRL5526	Thesis III	3
IRL5534 or IRL5535	Internship in International Relations* or Applied Research Project in International Relations	3
IRL	Elective	3
IRL	Elective	3
IRL	Elective	3
Subtotal:		36

*Note - May be waived for students who can demonstrate that they have had full-time employment for a minimum period of six (6) months). In such cases 6 additional elective credits must be substituted.

Electives

For their elective courses, students may select any departmental courses from the 5000 level. A KIMEP graduate student may not repeat for graduate credit a similarly-titled 4000 level course taken as an undergraduate.

Degree Structure Chart

Fall Semester I		
CSS5000	Critical Thinking and Writing	3
IRL5512	Research Methods/Thesis 1	3
IRL5515	International Political Economy	3
IRL5533	Developmental Studies	3
IRL	Elective	3
Subtotal		15
Spring Semester II		

IRL5513	Theories of International Relations	3
IRL5521	Central Asia in Global Politics	3
IRL5525	Thesis II	3
IRL	Elective	3
Subtotal		12
Fall Semester III		
IRL	Elective	3
IRL5534/ IRL5535	Internship in International Relations or Applied Research Project in IR	3
IRL5526	Thesis III	3
Subtotal		9
TOTAL 36		

DOCTOR OF PHILOSOPHY IN SOCIAL SCIENCE (PhD)

The College of Social Sciences has applied to Ministry of Education and Science for an experimental license to offer a PhD program in English in the social sciences, embracing economics, international relations, public affairs, and media and society. It focuses on providing opportunities for doctoral-level learning through individual study and research, and a European internship.

THE SCHOOL OF LAW

ADMINISTRATION

GENERAL INFORMATION

UNDERGRADUATE DEGREE PROGRAM:

BACHELOR OF LAW (LLB)

MINORS IN LAW

GRADUATE DEGREE PROGRAM:

MASTER OF INTERNATIONAL LAW (LLM)

MINOR IN TAX LAW

MINOR IN BUSINESS LAW

ADMINISTRATION

Dean

Terence Blackburn, Ju.Dr.

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E-mail: lawcoord@kimep.kz, law-assist@kimep.kz

GENERAL INFORMATION

Statement of Purpose

The School of Law provides graduate and undergraduate education in law to prepare students to take leadership and management roles in the development of the business economy, legal practice community and civil society in Kazakhstan, Central Asia and the rest of the world.

Mission

The mission of the School of Law is to provide students with a deep understanding of substantive Kazakhstani and international law, and of the role that national and international law plays in the development of orderly and successful societies. In addition, the School will provide students with the skills necessary to apply that law to solve business, individual and societal problems. The fundamental principle guiding the School of Law and the courses in its curriculum is the Rule of Law. The School seeks to produce the next generation of leaders in legal practice, government, and international organizations. Accomplishing this mission necessitates a re-construction of how law is taught and applied in Kazakhstan and Central Asia. The School of Law has developed four-step plan to implement that policy.

Program building:

- Create novel programs within our existing structure such as Programs in Tax Law, Energy Law, Environment and Taxation; International Corporate Law; Intellectual Property Law; and Law and Finance in Global Markets;
- Promote the development of Joint Degree programs with the Bang College of Business and the College of Social Sciences to maximize synergies in education throughout KIMEP;
- Provide minors in law to students in other colleges of KIMEP to enable students to understand the

intersection of law with other disciplines;

- Promote cross-listing of courses, multi-disciplinary programs and options of specialization;
- Build an undergraduate degree program in law based on Western standards and Kazakhstani content - an LL.B prototype which would be the first of its kind in Central Asia.

Creation of a research facility and knowledge data-base:

- Create research centers to serve as commercial arms of the School of Law, in order to establish strong links with Kazakhstan government, the external local environment and foreign institutions; the “Central Asia Tax Research Center” is the first of these centers
- Develop a text book series in the English language to enable teaching of Kazakhstan law to students who wish to practice law in Kazakhstan;
- Publish a Law Journal to promote an understanding of the legal issues that predominate in Kazakhstan and Central Asia

Alliance building, effective use of multiple languages, and creation of a multicultural environment:

- Build alliances, including the creation of dual degree programs with leading Faculties of Law in universities in Europe, Russia, Central Asia, China, USA, and Latin America;
- Recruit foreign faculty and students drawn from around the world to achieve a goal of global legal education
- Use multiple languages in course assignments.

Reform legal education in Kazakhstan and Central Asia:

- Implement teaching methodologies used in the most prestigious and advanced law schools in the world;
- Merge theory with practical skills so that graduates are prepared to use their knowledge in the professional environment, the courts, and dispute settlement systems;
- Create a mandate for students to “Think Outside the Box”;
- Assure that every graduate possesses the ability to produce written legal submissions of quality equal to those produced by the best students in world-class legal institutions and assure that every

- graduate possesses effective rhetorical skills;
- Establish the School as the preeminent institution providing legal education in Central Asia to serve the region's needs and to clarify, simplify, and unify existing national and regional law.

Profile

The School of Law incorporates best academic practices in teaching and scholarship adopted by leading law schools throughout the world. The School stresses innovative courses and teaching methodology, legal research and publication, and education in non-legal disciplines to deepen understanding of the law. The School's objective is to create the foremost School of Law in Central Asia. The School of Law comprises an undergraduate and post-graduate program. The undergraduate program provides law courses to students in the Bang College of Business and the College of Social Sciences. In addition, the School of Law offers four Minors in Law to undergraduate students at KIMEP. The undergraduate courses cover business, international, and Kazakhstani law. The School has applied for a license from the Ministry of Education and Science to offer a Bachelor of Laws degree (LL.B.) and plans to accept its first entry class in academic year 2011-12. The post-graduate program is the Master in International Law (LL.M). The LL.M program courses are built on the pillars of international commercial law and public international law, and provide specific courses in areas such as company law, taxation, and natural resources law. The School of Law teaches by transmitting knowledge required to understand each field, instilling in students critical thinking skills, and developing practical skills to apply law to solve legal and social problems.

Degree Programs

The School of Law offers several undergraduate minors in law to students enrolled in other Colleges of KIMEP, and has applied for a license to offer an undergraduate Bachelor of Law degree (LL.B.). It also offers one graduate degree program, the Master of International Law (LL.M.), and within that degree program a Minor in Tax Law and an LL.M.-M.B.A. Dual degree program in cooperation with the Bang College of Business. In addition it offers a Minor in Business Law to MBA students.

UNDERGRADUATE DEGREE PROGRAM

BACHELOR OF LAW (LLB)

The Law School has applied to the Ministry of Education and Science for a license to offer a Bachelor of Laws (LL.B.) degree program for undergraduate students, and expects to receive that license in time to admit students for the 2011-12 academic year. This degree program is designed to provide the young people of Kazakhstan with an education in law that will enable them to acquire both the knowledge and the skills necessary to become effective practice-ready lawyers by the time that they graduate. In accordance with current international best practices, the KIMEP LL.B. degree will integrate the study of substantive Kazakhstan law and international law with critical thinking and problem solving skills, and with drafting, negotiating and advocacy skills. As a result, students who earn the KIMEP LL.B. degree will be well-trained, highly effective lawyers and business people, who are well-prepared to practice law by the time that they graduate.

The LL.B. program as proposed to the Ministry requires that students complete 146 credits of education. The program can be completed in eight regular winter and spring semesters, plus two summer semesters. Details about the program requirements will be provided in a Supplement to this Catalogue once the license is granted by the Ministry.

The KIMEP LL.B. degree will be taught primarily in English. However, KIMEP law students will also study the substantive laws of Kazakhstan in Russian, so that they are able to understand the technical terms and to use the law in advising clients and representing them in judicial proceedings under Kazakh law. They will then analyze and apply the laws in English, in the same way that they will do when they enter the practice of law and business in the international business community in Kazakhstan. Because of their unique training that integrates theory and the practice of law, graduates of the KIMEP School of Law will have a competitive advantage when they work for internationally recognized law firms, consulting firms, accounting firms or multinational corporations as well as for smaller law firms and individual clients.

MINORS IN LAW FOR UNDERGRADUATES

A minor in law is a concentration that an undergraduate student selects to obtain a specialized knowledge in law. A student must complete the prerequisite course (GEN2720 Introduction to Law of Kazakhstan) and 12 credit hours within the Minor in Law Program for a total of 15 credit hours.

In order to complete a general Minor in Law, the student may select any four elective courses offered by the School of Law. Students are recommended to consult faculty members on the choice of courses in order to assure a coherent understanding of the law. Alternatively, for the students who want to receive deeper knowledge in particular branch of law, the School of Law offers three specialized tracks in the Minor in Law program:

- Public Law
- Private Law and
- International Law

In order to receive a specialized Minor in Law the student must complete the prerequisite course (GEN2720 Law in Kazakhstan), 3 mandatory courses and 1 elective course from the chosen track. With the approval of the Dean of the School of Law, students completing a Minor in Law may take courses from LLM program.

Minor in Law for Undergraduates in Tabular Format

Prerequisite for all Minors in Law:

GEN2720	Law in Kazakhstan	3
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Minor in Law		
Any 4 Electives from the undergraduate program in law		

Minor in Public Law		
Mandatory Courses		
LAW4512	Administrative Law of RK	3
LAW4514	Constitutional Law of RK	3
LAW3511	Public International Law	3
Elective Courses		
Any 3 credits of elective courses offered by the undergraduate program in law		
Total		12

Minor in Private Law		
Mandatory Courses		
LAW2202	Business Law	3
LAW3517	Civil Law of RK General Part	3
LAW3516	International Trade Law	3
Elective Courses		
Any 3 credits of elective courses offered by the undergraduate program in law		
Total		12

Minor in International Law		
Mandatory Courses		
LAW3511	Public International Law	3
LAW3516	International Trade Law	3
LAW 4515	Law of the European Union	3
Elective Courses		
Any 3 credits of elective courses offered by the undergraduate program in law		
Total		12

GRADUATE DEGREE PROGRAM

MASTER OF INTERNATIONAL LAW (LLM)

Statement of Purpose and Mission

The LLM in International Law is a one-year degree program providing specialized knowledge of international law for legal and business practitioners engaged in cross-border legal transactions. The LLM program offers a foundation in the two pillars of international law: Public International Law and International Commercial Law. Foundational knowledge of international law permits students to acquire a profound understanding of the normative predicates upon which contemporary and particularized departments of law repose. The objective of the program is to provide professionals with the skills to solve complex legal problems, provide service to clients based on ethical principles, and to reform the legal system of the Republic of Kazakhstan.

The KIMEP LL.M in International Law is based on first principles. Students are expected to acquire the skill to read and interpret legal texts, to critically examine the underlying policies of legal rules, and to prepare written and oral arguments based upon correct reasoning and applicable to practical tasks encountered in the external environment. The KIMEP LL.M in International Law next takes advantage of Kazakhstan's geopolitical position. Kazakhstan is rich in natural resources, expects the city of Almaty to become the financial center of Central Asia, and has joined a Customs Union with the Russian Federation and Byelorussia. The curriculum weaves conventional courses found in general LL.M. courses with courses dealing with the particular legal regime of Kazakhstan that constitute a precondition for foreign direct investment in the extractive industries and emerging cutting edge markets of Kazakhstan.

The faculty within the LL.M program provides guidance to its students, especially within the context of the LL.M thesis. Close relationships between faculty and students benefit both parties. Students have an opportunity to receive professional advice both in academic matters and professional career choices. The ratio of faculty to students is low and allows for the creation of a "Lyceum-like" atmosphere at KIMEP.

Faculty

The Faculty of the School of Law consists of foreign and local scholars and practitioners. The School of Law stresses the importance of teaching and the use of contemporary pedagogical methodologies without sacrificing a commitment to advance knowledge within the field of law through research and publication. Several faculty members are actively engaged in research and publication both in law per se and in multi-disciplinary research. The faculty publishes articles in peer-reviewed and internationally recognized journals, and engages in the publication of books in their fields of expertise.

Program Objectives

The primary objective of the LL.M program is to train students to apply detailed substantive knowledge of international law, using skills required by the external environment in which they will undertake careers in law and businesses engaged in international transactions.

These mandatory skills are:

1. To draft legal documents in the English language virtually equivalent to a native speaker;
2. To think outside the box by knowing how to interpret and apply law to formulate creative solutions to legal problems;
3. To understand legal principles triggered by cross border transactions;
4. To comprehend the business models upon which laws are based;
5. To understand legal formalities without losing sight of substance; and
6. To produce an LL.M thesis demonstrating deep knowledge of a subject and representing scholarly work equivalent to that expected in any world-class law school

Each course in the LL.M program contains explicit components on critical thinking and legal argumentation.

No student graduates from the program without mastering these skills.

Learning Objectives

1. Know the foundational principles of international law pertaining to subjects of public international laws and pertaining to private actors in the market, particularly in the cross-border context;
2. Acquire the skill to read and parse legal texts and to understand that law requires interpretation beyond its literal meaning;
3. Know how to construct a logical and compelling legal argument based on principles of inductive, deductive, and practical reasoning;
4. Master the art of writing a Thesis;
5. Develop a compassion for creative work and the mitigation of suffering, and
6. Develop the ability to question conventions, lead, and govern in the public and private sectors.

Having achieved these learning outcomes, students are prepared to work locally or internationally, or to pursue further study of law at the PhD level. For example graduates will be qualified to work in:

1. Law Firms
2. Business Firms
3. Financial Services Firms
4. Government
5. International Organizations

Admission Requirements

1. A bachelor's degree (or equivalent) in law from a recognized university, having graduated with exceptional credentials
2. Advanced knowledge of English (qualification is determined from the administration of the KIMEP designed KEET test); a KEET score of less than 40 disqualifies the student from admission to the LL.M
3. Presentation of an application
4. Passing an interview, unless determined by the Admissions Committee not to be necessary.

In exceptional circumstances, an applicant with undergraduate degree in a field other than law will be admitted under a cumulative assessment of the applicant's undergraduate degree, work experience, English language ability, and motivation. The School does not prohibit applications from applicants without an undergraduate degree in law; however, undertaking a post-graduate degree in law without any prior background in law is a major challenge for the student.

Degree Requirements

The LL.M program consists of 36 credits, including a 3-credit master's thesis. The LL.M degree may be completed in one year (12 months) for full-time enrolled students. The LL.M also may be completed over an extended time period to accommodate working professionals.

Admitted students who have a score of less than 60 on the KIMEP Entrance English Test (KEET) test are required to take Foundation English language courses depending upon the range of the KEET score.

Program Course Requirements	21
Law Electives	12
Thesis	3
Total Required for Graduation	36

Students must have a minimum GPA of 3.00 to graduate from the program and may not have more than 2 grades of 2.0 (C) or below.

Foundation English

With the exception of students with a KEET score of 60 or above, LL.M students must complete Foundation English courses according to the following matrix. A TOEFL score of 570 or an IELTS score band 5 or above is equivalent to a KEET score of 60.

Score between 50-59	ENG5005 "Foundation English A" with grade of B in course and on exit test
Score between 40-49	ENG5004 "Foundation English B" with grade of B in course and on exit test, and ENG5005 "Foundation English A" with grade of B in course and on exit test

Program Requirements

The following courses are required. All are 3 credit courses for a total of 24 credits.

Code Course	Course Title
LAW5201	Legal Method, Skills, and Reasoning
LAW5202	Methods of Legal Argument
LAW5203	Public International Law
LAW5204	International Commercial Law
LAW5205	Private International Law
LAW5206	International Commercial Arbitration
LAW5923	Internship or Internship Substitute
LAW5990	Thesis seminar

A student must achieve a grade of B or higher in LAW5990 "Thesis Seminar". The Thesis grade cannot constitute one of the two C grades permitted for graduation from the program.

Twelve credits in Law electives are required. The electives can be selected from the following courses. Some electives may not be offered each term.

LAW5701	Company Law
LAW5702	Tax Law of the Republic of Kazakhstan
LAW5703	Business Litigation Practicum
LAW5704	Law of Energy and Natural Resources
LAW5705	Intellectual Property Law
LAW5706	International Banking Law
LAW5707	International Commercial Arbitration Practicum
LAW5708	Administrative Law of the RK
LAW5801	Corporate Finance
LAW5802	International Taxation
LAW5803	International Investment Disputes
LAW5804	Mergers & Acquisitions
LAW5299	Selected Graduate Topics in Law

Program Plan For Academic Year 2011-2012

The following table is the tentative program of courses offered in Academic Year 2011-2012; this schedule may change based on availability of professors or interests of students. Mandatory Courses LAW5201 and LAW5202 are offered each semester to accommodate students entering the School in mid-year. Advanced Mandatory Courses are offered each semester to accommodate the varying progression of students through the program. Other mandatory courses and elective courses will be offered once in either Fall or Spring semesters; some of these may be offered in the Summer semester.

1 st Year		Fall Semester	
Mandatory Courses			
LAW5201	Legal Method, Skills and Reasoning		3
LAW5202	Methods of Legal Argument		3
LAW5203	Public International Law		3
LAW5204	International Commercial Law		3
Advanced Mandatory Courses			
LAW5923	Internship or Internship Substitute		3
LAW5990	Thesis Seminar		3
Electives			
LAW5701	Company Law		3
LAW5702	Tax Law of the RK		3
LAW5706	International Banking Law		3
LAW5707	ICA Practicum		3
LAW5708	Administrative Law of RK		3
Total Credits			33

1 st Year		Spring Semester	
Mandatory Courses			
LAW5201	Legal Method, Skills, and Reasoning		3
LAW5202	Methods of Legal Argument		3
LAW5205	Private International Law		3
LAW5206	International Commercial Arbitration		3
Advanced Mandatory Courses			
LAW5923	Internship or Internship Substitute		3
LAW5990	Thesis Seminar		3

Electives		
LAW5703	Business Litigation Practicum	3
LAW5704	Law of Energy and Natural Resources	3
LAW5705	Intellectual Property Law	3
LAW5801	Corporate Finance	3
LAW5802	International Taxation	3
Total Credits		33

LL.M. MINOR IN TAX LAW

There is constant demand from business and public authorities for qualified tax specialists to work either as external tax attorneys or in-house lawyers in both domestic and multinational companies as well as in various tax administration and tax policy roles in the national and international public sector organizations.

The Minor in Tax Law prepares students for a career of tax professionals either as in-house tax specialists, tax consultants, tax lawyers, or officers of tax authorities. As Kazakhstan develops, the demand for entry-level tax lawyers and consultants able to keep step with the ever-changing tax legislation is increasing rapidly. Students who complete the Minor in Tax Law will be able to successfully apply the following skills:

- Ability to interpret and apply the key sources of tax law, including domestic tax legislation, administrative regulations, international regulations and case law.
- Ability to analyze and design constructive solutions to the key issues in taxation;
- Ability to exercise and protect the rights and obligations of tax authorities and tax payers, as well as understand the tax administration processes, including the appeal and litigation processes.
- Ability to analyze and carry out benchmarking of Kazakhstan's tax legislation, international tax treaties, and foreign tax legislation.
- Ability to hypothesize and reflect on certain practical problems and divergences appearing in domestic law and international treaty law.
- Ability to present the analysis of issues in a number of ways (oral explanation, formal report/memorandum, business style presentation).
- Comprehension of the process of tax law drafting and adoption procedure.

To earn a LLM Minor in Tax Law a student shall complete the following courses:

- Tax Law of the Republic of Kazakhstan LAW 5908
- Two of the following electives:
 - o Either LAW 5909 International Taxation Law or ACC 5210 Taxation in Kazakhstan, but not both of these courses;
 - o ACC 5211 Principles of Taxation;
 - o ACC 5260.1 Selected Topics in Accounting: Taxation of Multinational Enterprises;
 - o Another graduate elective in Tax in the LLM or the MBA program as approved by the Dean of the School of Law or the Dean's designee; or
 - o An internship in a tax-related placement, as approved by the Law School faculty member who is supervising the internship
- A Thesis on a tax law topic approved by the Thesis Supervisory Panel

In addition the student must have an aggregate GPA of at least 3.0 (B) in the credits that qualify for the Minor.

MINOR IN BUSINESS LAW

The Law School offers a Minor in Business Law to M.B.A. students in the Bang College of Business. Details about that Minor can be found in the M.B.A. portion of the catalogue.

LL.M. –M.B.A. DUAL DEGREES PROGRAM

The School of Law and the Bang College of Business cooperate in offering an LL.M.-M.B.A. dual degrees program. Information about this program can be found in the Dual Degrees portion of the catalogue.

DUAL DEGREES

KIMEP has established a dual MA Economics with Humboldt University Berlin, one of the leading German Universities. The first year of study will be at KIMEP, the second year of study at Humboldt University. The degree leads to two diplomas: KIMEP diploma and Humboldt University diploma. The program is offered by the Department of Economics at KIMEP's College of Social Sciences.

KIMEP has joined a consortium for an International Masters in Russian, Central and East European Studies (IMRCEES) dual degree program (minor in Central Asian Studies at KIMEP) coordinated by the University of Glasgow, the UK, one of the leading universities in the world. Our current consortium partners include: Corvinus University of Budapest (Hungary); Jagiellonian University (Krakow, Poland); the University of Tartu (Estonia), and the University of Turku (Finland). This is a four-semester programme, on which students enrolled into the IMRCEES spend semesters 1 and 2 in Glasgow, and semester 3 at KIMEP (with the option to remain at KIMEP during the final semester for the purposes of completing their dissertation). Participating students pay tuition fee to that institution where they take courses or do research. The degree leads to two diplomas: KIMEP diploma and the University of Glasgow diploma. The program is offered by the Department of Political Science and International Relations and Regional Studies at the College of Social Sciences.

JOINT GRADUATE DEGREES IN ECONOMICS

Dual master's degrees are awarded in KIMEP's joint ventures with two universities.

KIMEP-University of San Francisco

This program provides students from Central Asia with analytical skills for becoming financial and investment analysts, commodity analysts, market analysts, government policy makers, bankers and investment managers as well as research and teaching economists. In addition, graduates are well prepared for Ph.D. studies in economics at Western universities. The University of San Francisco is well-known for financial economics. Founded in 1855, the USF has been ranked by the U.S. News and World Report in the top third of 400 universities in the U.S.

You will complete your first year at KIMEP and your second year in San Francisco. This is one of the world's most exciting cities as well as the financial and high-tech center of the American West.

KIMEP-HUMBOLDT University

This program has a structure like that with the University of San Francisco. Humboldt University is well-known for rigorous and practical applications of economic analysis. It is in Berlin, a cultivated and affordable city. All classes are in English. Humboldt University, in downtown Berlin, has 35,000 students and more than 220 degree programs. Other partners of Humboldt University include École Nationale de la Statistique et de l'Administration (ENSAE), Paris; Universidad del Pacifico, Lima, Peru; University of Western Ontario, London, Ontario; the University of Toronto; and the University of California.

Humboldt's Master's Program in Economics and Management Science (MEMS), offered at the School of Business and Economics, is taught in English (unlike the university's undergraduate classes, which are in German).

The program emphasizes a rigorous but practical approach to international issues of economics and business. Courses offered include: Advanced Microeconomic Theory, Game Theory, Industrial Organization, Public Economics and Macroeconomics, International Finance Markets, International Business Management and Marketing, as well as Quantitative Methods.

LL.M. – M.B.A. DUAL DEGREES PROGRAM

The School of Law and the Bang College of Business cooperate in offering an LL.M.-M.B.A. dual degrees program. Students who desire to enter this program must apply separately for admission to each program (either simultaneously or after they have already enrolled in one) and will earn the two separate degrees in only 75 credits of study rather than the 96 credits required if they had taken the two degrees separately. Rationale: The practice of business and the practice of law are substantially interconnected. Business persons advancing the interests of their companies always require legal advice, negotiation and drafting of transactional documents, assessment of legal risks and occasionally litigation. A business person with a good educational foundation in law will be more effective in business activities, and in understanding the

legal issues involved in those activities. Similarly, in order to advise business clients effectively, lawyers should understand the basic business issues and the goals of their clients. A person with both legal and business expertise will be more effective in both those fields and in those positions in which law and business intersect.

Graduates of the Joint MBA-LLM program should be highly sought-after employees in the following types of positions:

- Business law and international business law firms
- Consulting firms
- In house counsel offices in major corporations
- Businesses.

In order to complete both an MBA and an LLM a student normally would need to complete 96 credits of study. Under the dual degrees program, a student will earn both degrees in a total of 75 credits, a saving of 21 credits.

The course and credit requirements for the LL.M.-M.B.A. dual degrees program are:

- **MBA courses – 42 credits**
 - 24 credits Required Foundation Core Courses
 - 12 credits Required Advanced Core Courses
 - 6 credits Required Integrative Core Courses
- **Law courses – 27 credits**
 - 18 credits Required Courses
 - 9 credits of Law electives (reduced from 12 credits)
- **Shared courses – 6 credits (one of these courses must be taken in the MBA program and the other one in the Law program)**
 - Thesis in either Business or Law
 - Internship in either Business or Law
- **Total credits: 75**

RESEARCH CENTERS

THE CENTER FOR ETHICS, ENTREPRENEURSHIP AND ECONOMIC DEVELOPMENT

CEEED advances ethical leadership in the public and private sectors via ethics education, business incubation and applied research. Forming a consortium of educators, entrepreneurs, investors, policy makers,

and international institutions, the center accelerates economic diversification, sustainable prosperity, and growth of a robust SME sector. Knowledge transfer occurs through consultations, seminars and training modules. The Center is endorsed by The Carnegie Council for Ethics in International Affairs.

BCB CENTER FOR RESEARCH AND COMMUNITY OUTREACH

The Bang College of Business Center for Research and Community Outreach (CRCO) identifies opportunities for research, community outreach, and projects for student active learning. The center also helps faculty members to prepare grant proposals for external funding, develop corporate relationships, innovative theoretical and managerial insights and application-oriented solutions for academia and businesses in Kazakhstan, Central Asia, and the global community.

The center encourages BCB faculty and students to develop their research projects in the following streams:

- Banking, Capital, and Currency markets,
- Commodities and Energy Policy for the 21st Century
- Leadership, Globalization, and Cross-Cultural Issues
- Supply Chain, Logistics, and Information Technology Management
- Innovation, Product, and Service Design and Development
- E-Governance, Performance, and Reporting.

CENTRAL ASIAN TAX RESEARCH CENTER

Central Asian Tax Research Center (CATRC) is a specialized academic unit hosted by the School of Law at KIMEP. The members of CATRC perform the research and analytical work focused on taxation issues (both domestic and cross-border) of Kazakhstan and Central Asia countries. CATRC creates situations and climate similar to that in consulting and law firms, where students lead teams and manage research projects, jointly with the professors organize events and deliver research and consulting projects.

THE CENTRAL ASIAN STUDIES CENTER

The Central Asian Studies Center (CASC) links its diverse pockets of research and graduate teaching interests on Central Asia - related to the social sciences, law, business, and culture and language - with the socio-political, economic, cultural and public policy imperatives of Central Asia.

THE EUROPEAN STUDIES CENTER

the European Studies Center (ESC) link the diverse pockets of research and graduate teaching interests on Europe and the European Union (EU) - as related to the social sciences, law, business, and culture and language - with the socio-political, economic and cultural imperatives of Central Asia.

THE CENTRAL ASIAN CENTER FOR MEDIA AND SOCIETY

The Central Asian Center for Media and Society will develop, investigate and promote the emergent new media in Central Asia, with particular attention paid to the ways that the new media are influenced by, and influence, social life. By building on local and international partnerships, it will amplify available resources and expertise, and act as a hub for a range of projects that bringing together academics across an array of disciplines. It will support graduate education in journalism at international standards, especially through joint Master's degree programs.

THE SOCIO-LEGAL JUSTICE CENTER

The Socio-Legal Justice Center provides a focal point its diverse pockets of research and graduate teaching interests on social justice, social policy and social law, and the governance, administration and management of social policy. Its aim is to build interdisciplinary research, graduate teaching and post-experience training capacity in these fields.

UNDERGRADUATE COURSE DESCRIPTIONS

LANGUAGE CENTER

ENGLISH

ENG0001 Foundation English Level 1

Prerequisites: None

Elementary Level - Common European Framework: A1

Foundation English 1 is the beginning step in the set of levels to be taken by freshmen. This course aims at developing four language skills (reading, writing, listening and speaking) which will help them get prepared for the next level. The acquired skills will enable learners to understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment), communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Based on students' needs and wants in the approach to learning English, this level includes such activities as log writing, descriptive paragraph writing, giving monologues and mini-presentations, practicing group discussions and intensive reading of adapted books. Listening skills will be developed primarily through fulfilling the self-study assignments.

ENG0002 Foundation English Level 2

Prerequisites: ENG0001 (or requisite KEET)

Pre-intermediate Level - Common European Framework: A2

Foundation English 2 is the second step in the set of levels to be taken by freshmen. This course continues developing the four language skills: reading, writing, listening and speaking. The acquired skills will enable learners to understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Students will be able to deal with situations while traveling and describe experiences, events, dreams, hopes and ambitions in dialogues, short presentations, writing narrative and

expository paragraphs, and RAFT and journal writing. Intensive reading of adapted books will contribute to language skills development. Listening skills will be developed primarily through fulfilling the self-study assignments.

ENG0003 Foundation English Level 3

Prerequisites: ENG0002 (or requisite KEET)

Pre-intermediate to Intermediate Level - Common European Framework: A2 to B1

Foundation English 3 is the third step in the set of levels to be taken by freshmen. This course focuses on four language skills: reading, writing, listening and speaking. Upon the completion of this course, students will be able to understand the main ideas of complex texts on both concrete and abstract topics, including appearance, personality, shopping, traveling and business. Moreover, learners will be able to interact with a degree of fluency and spontaneity that makes regular interaction with native-speakers quite possible without strain for either party. By the end of this course, students will be able to engage in group discussions, make short presentations, and write journals, RAFT, dual-entry diaries and descriptive essays. In writing descriptive essays, the process of preparing and re-drafting a text will be emphasized. Intensive and extensive reading of adapted books will contribute to language skills development. Listening skills will be developed primarily through fulfilling the self-study assignments.

ENG0004 Foundation English Level 4

Prerequisites: ENG0003 (or requisite KEET)

Intermediate Level - Common European Framework: B1

Foundation English 4 (upper-intermediate) is the fourth step in the set of levels to be taken by freshmen. This course focuses on the four language skills through discussions, presentations, writing Contrast and Comparison essays, listening to live news, English programs and extensive reading of authentic books. By the end of this course, students will be able to understand a wide variety of longer texts and recognize implicit meaning; express themselves fluently and spontaneously; use language flexibly and effectively for social, academic and professional purposes; and make clear, well-structured, detailed presentations on complex subjects, using organizational patterns, connectors and cohesive devices.

ENG0005 Foundation English Level 5

Prerequisites: ENG0004 (or requisite KEET)

Intermediate to Upper Intermediate Level - Common European Framework: B1 to B2

Foundation English 5 is the fifth step in the set of levels to be taken by freshmen. By the end of this course, students will be able to understand virtually everything heard or read; summarize information from different spoken and written sources by giving strong arguments in coherent presentations, speeches, group discussions; and express themselves spontaneously, fluently and precisely, differentiating finer shades of meaning in more complex situations. The process of writing and re-drafting of Opinion essays will be emphasized. In addition, students will write film reviews on the movies they watch. Reading skills will be developed by working on newspaper articles, on-line sources and extensive reading of authentic books. Listening skills will be developed primarily through fulfilling the self-study assignments.

LITERARY STUDIES

LIT 2101 Self, Other and Text: An Introduction to Literary Studies (3 credits)

Prerequisites: Completion of all four academic English courses

This is the introductory course for all literary studies. It focuses on ways of reading texts and of thinking and writing about them in ways that will evoke interest among students while at the same time introducing basic concepts in literary study. As it is commonly held that literature is about life, the course will explore the relationship between the individual and society, the creative and narrative voice, and the context of production,

LIT 3101 From Text to Film (3 credits)

Prerequisite: LIT 2101 Self, Other and Text: An Introduction to Literary Studies

Since the earliest films, the relationship between film and literary text has been a dynamic one. Books have been rewritten for film, and films have led to books. Using a selection of films from the silent to the modern era, this course examines the transformations, reinterpretations and recreations that have resulted from this inter-relationship.

LIT 3201 Literature, Economics and Society (3 credits)

Prerequisite: LIT 2101 Self, Other and Text: An Introduction to Literary Studies

Literature has traditionally focused on social and economic problems and issues. This course will examine some of those issues and analyse the ways in which they have been presented in literary texts and film. It will also explore the social reactions to those texts. Themes include slavery, poverty, trade, capitalism, business practices and ethics.

LIT 3202 Individual, Identity and the Construction of Gender (3 credits)

Prerequisite: LIT 2101 Self, Other and Text: An Introduction to Literary Studies

In the required course, various views of the self and literary expression were introduced. Now, in this course, we move to a consideration of gender issues: feminism, masculinities and the construction of gender. Through readings from a variety of text and film, students will explore these issues and compare differences and similarities, both individual and cultural. Concepts of identity and relationships, both personal and communal, will recur in the electives.

LIT 4101 Colonialism, Imperialism and Literature (3 credits)

Prerequisite: LIT 2101 Self, Other and Text: An Introduction to Literary Studies

The primary focus of this course is on the representation of colonialism and imperialism in the literature of European colonial powers or in the writings of the colonised. It draws on the concepts of self and other in the required course and analyses the ways in which hegemonic assumptions are enshrined in texts of the periods being studied. The tendency to binary thinking, reflected in such oppositions as civilized-uncivilized, cultured-uncultured, refined-primitive (and so forth) is examined critically. Furthermore, the role of charities and missionaries will also be scrutinized. Texts may be drawn from the canonical works of British, American, French or Russian literature or from the early writings of Africans or Asians, including Central Asians. This course will be a pre-requisite for a course on Postcolonialism and Orientalism in the major program.

LIT 4102 Law and Literature (3 credits)

Prerequisite: LIT 2101 Self, Other and Text: An Introduction to Literary Studies

Law and literature has been a subject of interest since Judge Cardozo's essay on the topic in the Yale Law Review of the 1920s. This course seeks to explore visions of the law and justice in selected works of literature, to expose students to literary treatments of broad legal themes, such as law and morality, law and authority, law and freedom, and law and punishment, and to examine the ways in which literature represents, resists and reworks legal thinking and action. The course aims, therefore, to add a humane dimension to the study of law.

LIT 4103 Power and Politics in Shakespeare (3 credits)

Prerequisite: LIT 2xxx Self, Other and Text: An Introduction to Literary Studies

From Coriolanus and Julius Caesar to King Lear and Hamlet or Macbeth, among the tragedies, and from 1 Henry IV to Richard III, among the history plays, Shakespeare's dramas enact a concern with power, both personal and political. Through a combination of textual study, viewing of videos and attendance at Shakespearean productions in Russian at the Lermontov Theatre, this course will probe the plays as studies in power and hegemony and as commentaries on contemporary events.

MODERN LANGUAGES

CHN1301 Beginner Chinese (3 credits)

Prerequisites: None

This course is designed to enable students to engage in basic communication in Chinese. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading, and writing. Basic vocabulary and elementary grammatical structures are introduced. The course also aims to develop students' academic skills and to promote cross-cultural understanding and respect. This course is intended for beginners only; students with a prior knowledge of Chinese, even at elementary level, should not take this course.

CHN 1302 Elementary Chinese 1 (3 credits)

Prerequisite: CHN 1301 Beginner Chinese or equivalent

This course will continue the basics of Chinese while emphasizing the acquisition of reading, listening, speaking and writing skills at elementary level. Focus will be on developing conversational proficiency and control of basic grammar and vocabulary. The course follows Beginner Chinese and assumes knowledge of all the materials covered in CHN 1301. A component promoting cross-cultural understanding and sound academic skills is also included.

CHN1303 Elementary Chinese 2 (3 credits)

Prerequisite: CHN 1302 Elementary Chinese 1

This course is a continuation of CHN 1302 Elementary Chinese 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language and vocabulary used in situational contexts, as well as cultural and historical information about regions where Chinese is spoken. Emphasis will be placed on improving proficiency in oral communication and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern Chinese culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the Chinese language.

FRN1301 Beginner French (3 credits)

Prerequisites: None

This course is designed to enable students to engage in the most basic communication of French. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading, and writing. Basic vocabulary and elementary grammatical structures are introduced. The course also aims to develop students' academic skills and to promote cross-cultural understanding and respect. This course is intended for beginners only; students with a prior knowledge of French, even at elementary level, should not take this course.

FRN 1302 Elementary French 1 (3 credits)

Prerequisite: FRN 1301 Beginner French or equivalent

This course continues the basics of French while emphasizing the acquisition of reading, listening,

speaking and writing skills at elementary level. Focus will be on developing conversational proficiency and control of basic grammar and vocabulary. The course follows Beginner French and assumes knowledge of all the materials covered in FRN 1301. A component promoting cross-cultural understanding and sound academic skills is also included.

FRN 1303 Elementary French 2 (3 credits)

Prerequisite: FRN 1302 Elementary French 1 or equivalent

This course is a continuation of FRN 1302 Elementary French 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language and vocabulary used in situational contexts, cultural and historical information about regions where French is spoken. Emphasis will be placed on improving proficiency in oral communication and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern French culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the French language.

GER1301 Beginner German (3 credits)

Prerequisites: None

This course is designed in such a way as to enable students to engage in the most basic communication of German. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading, and writing. Basic vocabulary and elementary grammatical structures are introduced. The course also aims to develop students' academic skills and to promote cross-cultural understanding and respect. This course is designed for beginners only; students with a prior knowledge of German, even at elementary level, should not take this course.

GER 1302 Elementary German 1 (3 credits)

Prerequisites: GER 1301 Beginner German or equivalent

This course will continue the basics of German while emphasizing the acquisition of reading, listening, speaking and writing skills at elementary level. Focus will be on developing conversational proficiency and

control of basic grammar and vocabulary. The course follows Beginner German and assumes knowledge of all the materials covered in GER 1301. A component promoting cross-cultural understanding and sound academic skills is also included.

GER1303 Elementary German 2 (3 credits)

Prerequisite: GER 1302 Elementary German 1 or equivalent

This course is a continuation of GER 1302 Elementary German 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language and vocabulary used in situational contexts, cultural and historical information about regions where German is spoken. Emphasis will be placed on improving proficiency in oral communication and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern German culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the German language.

KOR 1301 Beginner Korean (3 credits)

Pre-requisites: None

This course is designed to enable students to engage in basic communication in Korean. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading, and writing. Basic vocabulary and elementary grammatical structures are introduced. The course also aims to develop students' academic skills and to promote cross-cultural understanding and respect. This course is intended for beginners only; students with a prior knowledge of Korean, even at elementary level, should not take this course.

KOR 1302 Elementary Korean 1 (3 credits)

Prerequisite: KOR 1301 Beginner Korean or equivalent

This course will continue the basics of Korean while emphasizing the acquisition of reading, listening, speaking and writing skills at elementary level. Focus will be on developing conversational proficiency and control of basic grammar and vocabulary. The course follows Beginner Korean and assumes knowledge of all the materials covered in KOR 1301. A component

promoting cross-cultural understanding and sound academic skills is also included.

KOR1303 Elementary Korean 2 (3 credits)

Prerequisite: KOR 1302 Elementary Korean 1 or equivalent

This course is a continuation of KOR 1302 Elementary Korean 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language and vocabulary used in situational contexts, cultural and historical information about regions where Korean is spoken. Emphasis will be placed on improving proficiency in oral communication and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern Korean culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the Korean language.

RUS1301 Beginner Russian (3 credits)

Prerequisites: None

This course is designed for international students who do not speak the language. It is designed to enable students to engage in the most basic communication of Russian. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading, and writing. Basic vocabulary and elementary grammatical structures are introduced. The course also aims to develop students' academic skills and to promote cross-cultural understanding and respect. This course is intended for beginners only; students with a prior knowledge of Russian, even at elementary level, should not take this course.

RUS1302 Elementary Russian 1 (3 credits)

Prerequisite: RUS1301 Beginner Russian or equivalent

This course will continue the basics of Russian while emphasizing the acquisition of reading, listening, speaking, and writing skills at elementary level. Focus will be on developing conversational proficiency and control of basic grammar and vocabulary. The course follows Beginner Russian and assumes knowledge of all the materials covered in RUS1301. A component promoting cross-cultural understanding and sound academic skills is also included.

RUS 1306 Pre-Intermediate Russian 2 (3 credits)

(Previously Intermediate Russian 1)

Prerequisite: None

Pre-intermediate Russian 2 is designed to motivate students to continue their study of the Russian language, to develop communication skills in real life situations, and to increase their knowledge and appreciation of Russian culture. The course is intended to be communicative, and depends on active student participation. Many different learning resources, including textbooks, recordings, and computers are used. Students acquire new knowledge and review grammatical concepts and structures through readings and exercises.

SPN1301 Beginner Spanish (3 credits)

Prerequisites: None

This course is designed to enable students to engage in the most basic communication of Spanish. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading, and writing. Basic vocabulary and elementary grammatical structures are introduced. The course also aims to develop students' academic skills and to promote cross-cultural understanding and respect. This course is intended for beginners only; students with a prior knowledge of Spanish, even at elementary level, should not take this course.

SPN1302 Elementary Spanish 1 (3 Credits)

Prerequisite: SPN1301 Beginner Spanish or equivalent

This course will continue the basics of Spanish while emphasizing the acquisition of reading, listening, speaking and writing skills at elementary level. Focus will be on developing conversational proficiency and control of basic grammar and vocabulary. The course follows Beginner Spanish and assumes knowledge of all the materials covered in SPN 1301. A component promoting cross-cultural understanding and sound academic skills is also included.

SPN 1303 Elementary Spanish 2 (3 credits)

Prerequisites: Prerequisites: SPN 1302 Elementary Spanish 1 or equivalent

This course is a continuation of SPN 1302 Elementary Spanish 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language

and vocabulary used in situational contexts, cultural and historical information about regions where Spanish is spoken. Emphasis will be placed on improving proficiency in oral communication and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern Spanish culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the Spanish language.

TUR1301 Beginner Turkish (3 credits)

Prerequisites: None

This course is designed in such a way as to enable students to engage in the most basic communication of Turkish. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading, and writing. Basic vocabulary and elementary grammatical structures are introduced. The course also aims to develop students' academic skills and to promote cross-cultural understanding and respect. This course is designed for beginners only; students with a prior knowledge of Turkish, even at elementary level, should not take this course.

TUR 1302 Elementary Turkish 1 (3 credits)

Prerequisite: TUR1301 Beginner Turkish or equivalent

This course will continue the basics of Turkish while emphasizing the acquisition of reading, listening, speaking and writing skills at elementary level. Focus will be on developing conversational proficiency and control of basic grammar and vocabulary. The course follows Beginner Turkish and assumes knowledge of all the materials covered in TUR 1301. A component promoting cross-cultural understanding and sound academic skills is also included.

TUR 1303 Elementary Turkish 2 (3 credits)

Prerequisite: TUR 1302 Elementary Turkish 1 or equivalent

This course is a continuation of TUR 1302 Elementary Turkish 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language and vocabulary used in situational contexts, cultural and historical information about regions where Turkish is spoken. Emphasis will be placed on improving proficiency in oral communication

and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern Turkish culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the Turkish language.

FRENCH (see Modern Languages)

GENERAL EDUCATION

GEN1100 Academic Speaking (3 credits)

Prerequisites: ENG0005 Foundation English Level 5 or direct admission to Academic English based on KEET
Common European Framework: B2

The Academic Speaking course develops students' skills in speaking confidently and persuasively on a variety of academic topics in the Humanities, Business Studies and the Social Sciences. Students will be expected to undertake extensive research on their chosen topics and thereby develop their ability to use resources appropriately and ethically. In so doing, they will engage analytically and in-depth with their topics and offer constructive criticisms of one another's presentations. At all times critical thinking will be emphasized. Students will adopt a process approach to academic speaking, placing emphasis less on the final product than on the stages of academic research, each of which will be presented to the class in the form of a mini-presentation. Through regular presentations on their research and finally on their topics, students will improve their language proficiency and ability to argue effectively and persuasively within an academic context, and to handle evidence and statistical data. Class activities will take the form of discussions, debates and presentations.

GEN1110 Academic Listening and Note Taking (3 credits)

Prerequisites: GEN1100 Academic Speaking
Common European Framework: B2 to C1

The Academic Listening and Note-taking course develops students' abilities in these two essential academic skills, while at the same time ensuring that listening is not a passive activity. Students improve

their understanding of academic discourse in a variety of contexts, including lectures and less formal situations. They are exposed to a variety of dialects of English and levels of formality. They refine their note-taking skills and then use these notes as the basis for questions, responses and requests for clarification. In addition, their notes will be useful for revision and for developing essays, presentations and debates. Mere noting of facts will not be the primary goal. Rather, students will use their notes to write responses and develop their own critical thinking. As far as possible, authentic audio and video materials will be used in preference to the artificial materials specially prepared for such courses.

GEN1120 Academic Reading and Writing 1 (3 credits)

Prerequisites: ENG0005 Foundation English Level 5 or direct admission to Academic English based on KEET
Common European Framework: B2

This course enables students to deal with the academic reading and writing requirements of the program courses. Course activities develop advanced-level reading ability by focusing on main ideas and specific information, by recognizing lexical meaning from content areas in context, and by training in writing that presents clear, well-researched arguments within particular essay styles and structures. Students will acquire independent research skills, using online and print sources in a responsible and ethical manner so as to extend their critical thinking ability within a piece of academic discourse. They will learn to find and select relevant reading texts that provide information and interpretations that can be used to support their ideas and provide evidence in their essays. Students will need to process and critically analyze that information before incorporating it within their own arguments. A process-writing approach will be adopted, with greater emphasis on the process of reading and writing and on drafts of the essay than on the final product.

GEN1121 Academic Reading and Writing 2 (3 credits)

Prerequisites: GEN1120 Academic Reading and Writing I
Common European Framework: C1

This is an advanced-level academic reading and writing course, in which students undertake a major research project on an academic topic of their own choice.

Building on the research and writing skills developed in previous courses, students select a project of substantial scope within an area of interest to them. They offer a sound defence of their choice of topic, using criteria appropriate to an academic context, and then prepare to undertake research. In preparing their research essays, students make extensive use of library and online resources, as well as field research such as interviews and off-campus research, depending on the nature of their topic. Reading tasks include finding, analyzing and evaluating a variety of sources. A process-approach to writing is adopted, with much attention to planning, outlining, surveying the literature, drafting, rewriting, reviewing and using feedback constructively. Attention is paid to both peer and instructor feedback. At the final stage, editing, citations and bibliographical components are the focus of attention.

KAZAKH

KAZ1401 Beginning Kazakh (3 credits)

Prerequisites: None

This course is intended for those international students, including students from CIS countries, who have never been exposed to Kazakh before. Students will first learn the Kazakh alphabet. Then they will learn to understand, read and write simple words and phrases and to participate in easy conversations by using those phrases and sentences learned in the course.

KAZ1402 Elementary Kazakh 1 (3 credits)

Prerequisites: KAZ1401 or placement according to the results of the diagnostic test

This course provides students with a knowledge of basic vocabulary and elementary grammar and to develop basic listening skills on everyday topics and reading skills of uncomplicated texts. Students will also learn to construct simple sentences and exchange information on daily topics.

KAZ1403 Elementary Kazakh 2 (3 credits)

Prerequisites: KAZ1402 or placement according to the results of the diagnostic test

In this course students continue studying Kazakh elementary grammatical structures, increase their vocabulary and take part in simple daily conversations. Upon

completion of this course, students will be able to create simple texts and participate in social conversations by using familiar word constructions and vocabulary.

KAZ1404 Intermediate Kazakh 1 (3 credits)

Prerequisites: KAZ1403 or placement according to the results of the diagnostic test

This course is intended for students who graduated from non-Kazakh schools. Thus, it is designed for students who already have some knowledge of Kazakh, but desire to expand their practical knowledge of Kazakh. Students will develop the skills of accurate use of Kazakh vocabulary and widely used phrases and sentences. Students will also learn to participate in discussions, to compile meaningful texts on familiar or interesting topics and to write short essays on assigned topics by using those word combinations and sentences learned in the course.

KAZ1405 Intermediate Kazakh 2 (3 credits)

Prerequisites: KAZ1404 or placement according to the results of the diagnostic test

This course is intended to develop students' ability to summarize texts on general topics and those related to their major. Students will learn to understand the main ideas of texts of moderate difficulty on particular topics, speak fluently, communicate with Kazakh native-speakers, participate in discussions, and express their opinions freely in the writing and speaking.

KAZ1406 Business Kazakh 1 (3 credits)

Prerequisites: KAZ1405 or placement according to the results of the diagnostic test

This course is intended for students who are fluent in Kazakh. Students who wish to enhance their knowledge of Kazakh in the fields of business and communication need to develop skills in understanding the principles and use of business Kazakh. Students will develop their Kazakh business vocabulary and learn to analyze business texts of moderate complexity. They will also learn to participate in uncomplicated business discussions.

KAZ1407 Business Kazakh 2 (3 credits)

Prerequisites: Kazakh school certificate or KAZ1406 Business Kazakh 1 or KAZ1408 Kazakh Language and Culture or KAZ1409 Business Correspondence in Kazakh or KAZ1410

Public Speaking in Kazakh or placement according to the results of the diagnostic test

This course is intended for students who are fluent in Kazakh.

This course is designed to develop students' communication and correspondence in Kazakh business language. It is also focused on teaching students to work effectively with professional literature in their field of study, to express themselves effectively when making formal presentations, compiling and analyzing research projects, participating in business debates, and solving and negotiating various business issues. Student will acquire specialized vocabulary in the fields of business and public management, economics, politics and social affairs.

KAZ1408 Kazakh Language and Culture (3 credits)

Prerequisites: Kazakh school certificate or KAZ1405 Intermediate Kazakh 2 or KAZ1406 Business Kazakh 1 or KAZ1407 Business Kazakh 2 or KAZ1409 Business Correspondence in Kazakh or KAZ1410 Public Speaking in Kazakh or placement according to the results of the diagnostic test

This course is designed for students with at least upper intermediate proficiency in Kazakh. The course enables students to become familiar with the culture of Kazakh people, and to develop competence in dialogue and communication in Kazakh. Students learn to lead and participate in discussions and debates on vital topics and to develop their critical thinking skills. The course introduces fixed phrases, sayings and idioms reflecting the national peculiarities of Kazakh culture that students then use in research projects in the course.

KAZ1409 Business Correspondence in Kazakh (3 credits)

Prerequisites: Kazakh school certificate or KAZ1407 Business Kazakh 2 or KAZ1408 Kazakh Language and Culture or KAZ1410 Public Speaking in Kazakh or placement according to the results of the diagnostic test

This course is intended for fluent users of Kazakh. It is designed to teach students to create and to deal effectively with formal correspondence in Kazakh, including state documentation and business letters that follow international business writing standards. Students will further develop their business vocabulary and technical writing skills as well as practice their formal and business Kazakh communication skills.

KAZ1410 Public Speaking in Kazakh (3 credits)

Prerequisites: Kazakh school certificate or KAZ1406 Business Kazakh 1 or KAZ1407 Business Kazakh 2 or KAZ1408 Kazakh Language and Culture or KAZ1409 Business Correspondence in Kazakh or placement according to the results of the diagnostic test

This course is mainly intended for students who have a good command of the Kazakh literary language, as well as for those who have abilities in oratory and creativity. In this course students will learn to express their own opinions freely and use more complex language. The course also develops students' leadership qualities, which are necessary for success in the public domain when speaking to an audience, dealing with a situation or being resourceful in decision-making.

KAZ1411 Business Writing Skills in Kazakh (3 credits)

Prerequisites: KAZ1405 Intermediate Kazakh 2 or KAZ1406 Business Kazakh 1 or for graduates of Russian schools

This course is designed for students who have taken Intermediate Kazakh 2, Business Kazakh 1 courses before and for students who graduated from Russian schools. The course aims at teaching the students to deal with business documents, how to fill in different types of documents and understand them. Upon completion of the course the students will be able to write different business letters and acquire business communication skills. They will also expand their vocabulary in the fields of their study and learn to apply frequently used grammatical structures correctly.

KOREAN (see Modern Languages)

TRANSLATION AND INTERPRETING

TRN 2101 Introduction to Translation (3 credits)

Prerequisites:

1. *Completion of all four academic English courses, with an average grade of no less than "B"*
2. *Evidence of advanced-level proficiency in Kazakh and/or Russian, subject to approval by the program co-ordinator*

This course introduces the basic principles of translation, with special emphasis on theory, text analysis, effective and systematic research, and team work.

TRN 3101 Introduction to Interpreting (3 credits)

Prerequisite: TRN 2101 *Introduction to Translation*
(*minimum grade: "B"*)

This course involves an examination of the special nature of interpreting (translating orally) and the particular skills the interpreter must develop. It offers an overview of the responsibilities of interpreters in judicial, commercial, political or educational settings. Extensive practice is included in sight translation and in simultaneous as well as consecutive interpreting.

TRN 3201 Commercial Translation (3 credits)

Prerequisite: TRN 2101 *Introduction to Translation*
(*minimum grade: "B"*)

This course examines the particular characteristics of business texts, such as commercial correspondence, company policy documents, advertising copy and product-related literature. The specialized vocabulary and conventions governing such texts are studied. Careful attention is paid to the translator's responsibility to the client. Practice is given in translating a wide variety of authentic texts. Students continue to focus on basic principles of translation, with special emphasis on theory, text analysis, effective and systematic research, and team work.

TRN 3202 Legal Translation (3 credits)

Prerequisite: TRN 2101 *Introduction to Translation*
(*minimum grade: "B"*)

This course examines the particular characteristics of legal texts, such as legal correspondence, contracts, official documents, law enforcement and other legal documents. The specialized vocabulary and conventions governing such texts are studied. Careful attention is paid to the translator's responsibility to the client. Practice is given in translating a wide variety of authentic texts. Students continue to focus on basic principles of translation, with special emphasis on theory, text analysis, effective and systematic research, and team work.

TRN 3203 Translation from Informational Media (3 credits)

Prerequisite: TRN 2101 *Introduction to Translation*
(*minimum grade: "B"*)

This course delves into materials taken from newspapers, magazines and other media (print and

online). Journalistic practices in English and Russian or Kazakh will be compared and contrasted. Special emphasis will be given to the vocabulary of current events, public issues and news reporting. Students continue to focus on basic principles of translation, with special emphasis on theory, text analysis, effective and systematic research, and team work.

TRN 4101 Topics in Translation (3 credits)

Prerequisite: TRN 2101 *Introduction to Translation*
(*minimum grade: "B"*)

TRN 4102 Topics in Interpreting (3 credits)

Prerequisite: TRN 2101 *Introduction to Translation*
(*minimum grade: "B"*)

These courses involve the examination of particular topics within translation and interpreting, including translation in healthcare or tourism, translation and globalization, consecutive interpreting, and other theoretical and practical topics. Subjects vary from semester to semester.

TRN 4103 Senior Project in Translation (3 credits)

Pre-requisite: TRN 2101 *Introduction to Translation*
(*minimum grade: "B"*) and at least three other electives courses from the Minor

Students will take this course during their last semester of enrolment in the Translation and Interpreting Studies Minor. In consultation with the instructor and program coordinator, they will be assigned (or choose) a translation project. They will submit a final report and translation reflecting the work they have done in previous courses.

GENERAL EDUCATION SCHOOL

The following statement should precede sports courses: The sports courses can be repeated three times for credit. For example, a student could register for two or three sections of a sport so they would participate two or three times per week or they could take the same sports course three different semesters. Also, students may register for different sports up to three credits. For example, a student could register for Yoga and Karate either in the same semester or different semesters.

GEN 1843 Yoga (1 credit)

Yoga focuses on understanding and controlling the body, the breath, and the mind through exercises, breathing techniques and meditation training. The techniques are designed to increase strength, flexibility, endurance, balance, coordination, and the ability to relax. They are also designed to release stress and muscle tension and to enhance the ability to concentrate.

GEN 1840 Karate (1 credit)

A basic course in Japanese Shotokan Karate. A traditional style of Karate that is one of the most popular styles in the World. Shotokan is a modernized version of the original Okinawan Karate that Gichin Funakoshi, the father of modern karate, brought from Okinawa to Japan in the 1930's. The classes are taught along traditional lines concentrating on the essential 3 K's : Kihon, which means technique, Kata, which means form and Kumite, which means sparring. Traditional Shotokan Karate is an effective Martial Art but pays equal attention to physical and personal development.

GEN 1842 Chi Kung (1 credit)

A basic course in the ancient Chinese health exercises known as Chi Kung. Chi Kung (energy work) is sometimes referred to as Chinese yoga due to its emphasis on combining slow body movements with concentrated deep breathing exercises. All the exercises are done very slowly but nevertheless help to increase strength and flexibility. Due to the emphasis on slow deep breathing the exercises have a calming effect on the nervous system and help bring about a focused but calm state of mind and increased energy levels. Chi kung is also reputed to boost the immune system and increase longevity. They are a complete set of exercises that enhance Physical, Mental and Spiritual Well-Being.

GEN 1844 Jeet Kung Do (Self-Defense) (1 credit)

Jeet Kung Do is a training methodology employing techniques from several martial arts to develop physical fitness, coordination and strength. It uses Filipino Kali, Muay Thai kickboxing, Western Boxing and grappling techniques such as Brazilian Ju-Jitsu, Judo and Western Wrestling. It is suitable training for both men and women.

GEN 1203 Mathematics for Law (3credits)

Lawyers are expected to be able to think critically and analytically and make sound logical inferences. Besides, regardless of their future professional activities, it is quite useful for lawyers to be able to correctly estimate chances and to understand financial statements and statistical data. This course is intended to help law students to develop such important qualities. The course contains introduction to logic, a topic very important for development of critical thinking and analytical reasoning, sets and basic counting techniques, elements of probability theory and statistics, and some mathematics of finance.

GEN 2721 Ecology, Environmental Law and Policy (3 credits)

Environmental protection is a matter of everyone's concern. The first part of the course consists of an introduction to environmental studies, and provides an understanding of the scientific study of nature; the relationship between human beings and the environment; corporate social responsibility; the causes and consequences of major environmental problems; and cost/benefit analysis to evaluate possible solutions to regulation of the environment. The second part of the course focuses upon the concept, principles and tasks of the environmental law of Republic of Kazakhstan, the legal mechanism of the protection of environment, the legal forms of the environmental control and the issues of the juridical liability for the violation of Kazakhstani laws regulating the use and protection of the environment. In addition, the course examines international agreements and policy goals dealing with the mitigation of the adverse effects of cross-border pollution and other environmental damage and the allocation of liability for that damage.

GEN 2430 Legal Research and Writing I (3 credits)

This course lays the foundation for students to conduct research, and evaluate, analyze, and apply legal material to problem tasks. Students develop written legal communication skills needed both in the LL.B. program and in the work place. The course teaches students to interpret a statute; to distinguish between material and immaterial facts; to find legal

authorities relevant to legal problems; to read court opinions; to analyze a legal issue using facts and law; and to communicate legal analysis logically, clearly, and concisely, both in written and in oral presentations.

GEN 2511 Environmental Ethics (3 credits)

Environmental ethics is an academic discipline that addresses human relations towards nature from the moral point of view. Environmental ethics is not mere contemplation but normative knowledge, intended to elaborate and to justify norms and recommendations to govern human relations towards nature. The methodology, intellectual tools, and vocabulary of environmental ethics are largely those proper of ethics, of which environmental ethics is an applied branch. As such, environmental ethics highlights the full extent of human responsibility towards the environment, and helps articulate responses to the present environmental challenges. It is, therefore, of interest to policy makers, to scientific researchers, to businesses, to citizens, to activists, and to stakeholders alike.

GEN 1722 Theory of State and Law (4 credits)

Theory of State and Law is a fundamental legal course that underlies the entire system of jurisprudence. This course explains the different theories of the origin of state and law and analyzes the process of mutual interaction of state and law. The course deals with various types and forms of state; the mechanism and functions of state as well as with sources, system and interpretation of law; systematization of legislation; issues of legal culture; legal liability; and law enforcement. Students also learn the main principles and characteristics of the major legal systems of the modern world (civil, common and religious law). Special attention is paid to the problems and perspectives of the formation of rule-of-law state and civil society.

GEN 1724 History of Political and Legal Studies (2 credits)

This course is an introduction to the history of political and legal theories from ancient times to the modern days. The main purpose of this course is to examine the origins and development of contemporary political and legal concepts such as sovereign state, division of powers, representation, legitimacy, individual rights and so forth. Students will learn the roots of government authority and the meaning

of political ideals such as liberty, equality, and justice. In reviewing these concepts, this course introduces students to major political and legal thinkers, including Plato, Aristotle, Niccolo Machiavelli, Thomas Hobbes, John Locke, Jean-Jacques Rousseau, Immanuel Kant and many others. Particular attention will be paid to the historical context of thinkers and concepts and to the issue of how the theories and ideas articulated in political thought have shaped the contemporary principles of state and law.

GEN 2720 Introduction to the Law of Kazakhstan (3 credits) [formerly, Law in Kazakhstan]

This survey course provides a framework to understand the normative dimensions of the legal system of Republic of Kazakhstan. It introduces students to basic legal concepts of law and state and subsequently exposes them to fundamental principles and doctrines of Kazakhstan's legal system. The course reflects the breadth and diversity of the legal system of Kazakhstan and covers the basics of its main branches, including: Constitutional Law, Administrative Law, Financial Law, Tax Law, Labor Law, Criminal Law, Civil Law, Family Law, etc.

Students who have previously taken LAW 1503 Introduction to Law of Republic of Kazakhstan or GEN 2720 Law in Kazakhstan may not enroll in this course. It is open to all students including those in their first year.

BANG COLLEGE OF BUSINESS

ACCOUNTING AREA

ACC2102 Financial Accounting I (3 Credits)

Prerequisites: None

Not available to students with credit for ACC2201 and AC1201
This course introduces financial accounting and addresses such topics as; accounting principles and concepts, the accounting cycle including recording transactions; preparing financial statements, adjusting and closing accounts for proprietorships, partnerships, and corporations. It also addresses; accounting for merchandising, cash; temporary investments and receivables; inventories and cost of goods sold; plant and equipment, natural resources, and intangible assets.

ACC3101 Financial Accounting II (3 Credits)

Prerequisites: ACC2102 (or ACC2101 or AC1201)

Not available to students with credit for ACC2201 and AC1202

This course continues the introduction of financial accounting and addresses the following topics; organization and operations of corporations; corporate transactions; reporting income and retained earnings; earnings per share; bonds as liabilities and investments; the cash flow statement, equity investments and international operations.

ACC2201 Management Accounting I (3 Credits)

Prerequisites: ACC2102 (or ACC2101 or AC1201)

Previous Title: Managerial Accounting

This course introduces basic concepts in cost and management accounting. The course introduces the student to internal uses of the financial data. Topics that may be covered include Systems Design (Job Order & Process Costing), Cost Behavior, Break-Even Analysis, Variable Costing, Activity-Based Costing, Profit Planning, Standard Costs, Budgeting, and Segment Reporting. Other topics may be included as time permits.

ACC3110 Management Accounting II (3 Credits)

Prerequisites: ACC2201

Not available to students with credit for AC3203

Previous Title: Cost Accounting I

This course builds on the basic cost and management concepts to focus more intensively on their use by managers in organizations. This course introduces students to the basic concepts in cost accounting and teaches the student how to measure, analyze, and report financial and nonfinancial information. Topics that may be covered include CVP Analysis, Job Costing, Activity Based Costing, Budgeting, Determining how Costs Behave, Decision Making with Relevant Information, and Pricing Decisions.

ACC3201 Intermediate Financial Accounting I (3 Credits)

Prerequisites: ACC3101 (or ACC2101)

This course begins in depth analyses of accounting issues introduced in Financial Accounting. It addresses some of the following topics; the accounting process, financial accounting and reporting, the income statement and statement of retained earnings, the balance sheet and statement

of cash flows, revenue recognition and income determination, cash and receivables, inventory valuation and departures from historical cost and estimating inventory cost.

ACC3202 Intermediate Financial Accounting II (3 Credits)

Prerequisites: ACC3201

This course continues the in depth analysis and development of issues in financial accounting. Among the topics addressed are accounting for capital assets, intangible assets and natural resources; investments; current liabilities and contingencies; bonds (investments and payables) and long term notes payable, leases; accounting for income taxes; shareholders' equity including contributed capital, retained earnings and dividends; and earnings per share.

ACC3204 International Financial Reporting Standards (3 Credits)

Prerequisites: ACC3202

Reporting practices vary significantly throughout the world. Kazakhstan now requires that International Financial Reporting Standards be used in accounting for business transactions. This course bridges the gaps between the Chart of Accounts, GAAP methods and the methods used in International Financial Reporting Standards. Upon completion, the students will be prepared to conduct business in Kazakhstan using past records and current methods.

ACC3205 Principles of Taxation (3 Credits)

Prerequisites: ACC2102 (or ACC2101)

This course provides a survey of tax concepts, structure and policy. Among the topics addressed are; types of taxes and the jurisdictions that use them, tax policy and the standards for a good tax, taxes as transaction costs, income tax planning, taxable income from business operations, property acquisitions, dispositions and cost recovery deductions.

ACC3210 Taxation in Kazakhstan (3 Credits)

Prerequisites: ACC3205

This course is a survey of the tax structure including concepts and policies, which shape the law. Emphasis will be on general concepts applicable to all taxpayers and on taxation of individuals. It also covers the

taxation of property transactions, accounting periods and methods, corporate formulation and income taxation, and the taxation of partnerships and corporations.

ACC3212 Accounting Information Systems (3 Credits)

Prerequisites: ACC 3101 (or ACC2101 or AC1202) and GEN2301 (or IS2201 or CIT1712 or GEN1300)

Not available to students with credit for IFS3212

This course addresses issues of computer based accounting. The course will focus on teaching skills needed to use modern accounting software for effective decision support. Students, through extensive hands-on experience with such software, will acquire the skills necessary to manipulate data efficiently and accurately, to produce useful information. Eventually, the students are expected to develop practical skills to handle common business-related situations. The course includes discussions on the accounting software principles, and concentrates on effective techniques of using software in the business world.

ACC3299 Selected Topics in Accounting (3 Credits)

Prerequisites: ACC3202 The course examines particular issues in accounting. Topics vary according to the interests of the students and instructors.

ACC4201 Advanced Financial Accounting (3 Credits)

Prerequisites: ACC3202

This course builds on the intermediate accounting courses to develop the professional judgment, as well as the more technical skills, needed by students for careers in accounting, auditing or finance. Among the topics addressed are: pooling of interests, consolidated financial statements, inter-corporate investments, factors affecting ownership interests, segmented and interim reporting, accounting for international activities, foreign currency transactions, translating foreign operations, and reporting foreign operations.

ACC4203 Auditing (3 Credits)

Prerequisites: ACC3202

The primary emphasis of this course is on the auditor's decision-making process in both, an audit of financial statements, and an audit of internal control over financial reporting. The course teaches the fundamental con-

cepts and techniques including; determination of the nature and amount of evidence needed by the auditor given the unique circumstances of each engagement, the demands imposed by the need to comply with the U.S. Sarbanes-Oxley Act of 2002 and the internal-control related Section 404, technology, e-commerce, and fraud.

ACC4209 Fraud Examination 3 Credits)

Prerequisites: ACC4203

The course is intended to provide fundamental and practical knowledge for all students to learn about the global threat of fraud and to prepare for careers in the anti-fraud profession. The students will be able to identify and assess appropriate fraud risk factors by increasing the body of anti-fraud knowledge in the current audit environment, in which the identification of the fraud risk factors by auditors is required by law or standards and emphasized. The knowledge gained from this course, which regular auditing course do not fully cover due to limited time frame, should be instrumental for the detection and deterrence of fraud in any types of audits.

ACC4211 Cases in Accounting (3 Credits)

Prerequisites: ACC3202 and 90 credits completed

This course provides students the opportunity to apply their knowledge and skills to address a series of real life issues that have arisen in organizations. The variety of cases, in terms of issues addressed and different organizational settings, provides the opportunity to accelerate learning in a manner not possible in real-life. Moreover, learning can occur without the adverse consequences of real-life mistakes. Students can expect to develop and apply not only their critical, analytical and decision-making skills but also those of written and oral communication. This course can be treated as a substitute for Internship.

ACC4216 Professional Auditing (3 Credits)

Prerequisites: ACC4203

This course extends and upgrades the knowledge obtained in Auditing AC4203 to a professional level, preparing students for entry positions in the international Accounting Firms. The course is designed to enhance students' knowledge of auditing procedures, auditing standards and other standards related to attest engagements and the skills needed to apply that knowledge to auditing and other attest engagements.

ACC4240 Taxation of Multinational Enterprises (3 Credits)

Prerequisites: ACC3210

This course will address advanced areas of taxation, with a particular focus on the interpretation and application of tax legislation in the international and comparative perspective. The class will review different areas of relevance to the taxation of multinational enterprises, providing theoretical and practical guidance on how to navigate the complex rules of different jurisdictions while managing tax opportunities and challenges. It will also review the tax attributes of financial statements.

BUSINESS AREA

BUS3299 Selected Topics in Business (3 credits)

Prerequisites: None

This course introduces the place and the role of the South Korean chaebol - the large, family-controlled conglomerates in the industrial modernization of the country. Emphases will be given on the interaction between Korean government and chaebol which had special privileges and grew large. The course will cover the various topics in international and domestic political economy such as economic growth, culture and network, international investment and trade, democratization, globalization, currency crisis in 1997 and economic crash of 2008, institutional change and economic reform, and public and private governance. In particular, the government-business relationship will be analyzed through studies of chaebols, e.g., Samsung, Daewoo, POSCO, and Korea Development Bank. The main focus throughout this course will be on the roles and interests of governments, businesses, civil society, and foreign investors.

BUS4201 Cases in Entrepreneurship (3 credits)

Prerequisites: ACC2201, FIN3121, MKT3130, MGT3001 and 90 credits completed

This is a multi-disciplinary business course designed to integrate knowledge of marketing, finance, accounting, and management in the launching of new business ventures. The course is a substitute for a corporate internship for those students who are considering an entrepreneurial career. Topics such as new product/service market research, management of start-ups, forecasting sources and uses of cash, and alternative financing approaches will be explored in the context of new

ventures. Students will be required to write an original business plan with the support of instructors from various business disciplines in order to effectively integrate different perspectives into their business model.

BUS4250 Credit Internship Program (3 Credits)

Prerequisites: 90 credits completed

An internship is working for a company and learning on-the-job. It is an opportunity to put into practice the knowledge learned from classroom coursework.

COMPUTER INFORMATION TECHNOLOGY AREA

CIT2731 Business Graphics (3 Credits)

Prerequisites: GEN1300 or GEN2301

This course involves studies of computer graphics software; basis of computer graphics: vector, bitmap (raster), 2-, 3- dimensional software packages, graphics coding, etc. The course is emphasized on the use of computer graphics in business (design of business cards, logo, booklets, leaflets, animated banners, billboards, etc.) with Corel Draw 12, Corel Draw X5 as software package "3 in 1" combining vector and bitmap graphics facilities (drawing with Corel Draw, image modifying with Corel Photo Paint, animating with Corel R.A.V.E.)

CIT2732/CIT5732 Financial Analysis Using Computer Technologies (3 Credits)

Prerequisites: GEN1300 or GEN2301

This course is a study of building Formulas to Calculate Values with MS Excel. Topics include Auditing, Goal Seek, Solver, Pivot Tables, Managing Data in List, Forms, Filters, Subtotals, Data Consolidation and Macros.

This course cannot be counted towards majors/minors in Finance.

CIT2733 Survey Research with SPSS (3 Credits)

Prerequisites: GEN1300 or GEN2301 and GEN2400 or GEN2401 or GEN2402

This course is providing the essential introduction to various functions of SPSS such as data management, data analysis, plotting graphs, creating reports, etc. It is especially focused on survey research that covers critical topics such as how to design a questionnaire,

to code and enter responses, to transfer (exchange) data to/from different file formats, to manipulate and analyze data with different approaches, methods, and eventually to prepare a final report that concisely and clearly summarizes results. At the end of the course, a group project will be assigned to conduct virtual survey on the business subject.

CIT2735 Multimedia Graphics for Business Communications (in Flash) (3 Credits)

Prerequisites: GEN1300 or GEN2301

This course includes Graphics and Animation using Adobe Flash Professional CS. Flash is an extremely powerful vector graphics program that allows you to assemble dynamic animated and interactive content to create everything from basic linear animations to complete interactive web sites. In this course students will become familiar with the basis of Flash, so that they can create simple yet impressive animations that students can add to web sites for business communication or export as self-running Flash Player files.

CIT3724 Advanced Business Computer Applications (3 Credits)

Prerequisites: GEN1300 or GEN2301

It introduces the concept of Macros, macro-recorder in Word, Excel and Access, and programming in Visual Basic. Emphasis is given to Windows programming using the Visual Basic environment: use of forms, boxes, buttons, labels, menus, scroll bars, and drawing objects. This course will teach students to develop professional looking and deployable visual basic applications: advanced controls, data aware controls, OLE containers, SQL access, building help files, and accessing the Windows API functions.

CIT3734 Web Design (3 Credits)

Prerequisites: GEN1300 or GEN2301

This course provides knowledge about Web Design principles. In this course students will learn the fundamentals of web site design. Topics include publishing Web sites, updating web sites, Internet technologies. Topics include an overview of the www, e-mail, browsers, basic web page elements and organization of virtual communities. In the course software for web site development such as MS FrontPage and Dream Weaver are taken as tools.

FINANCE AREA

FIN2105 Business Microeconomics (3 Credits)

Prerequisites: None

Not available to students with credit for ECN2103

This is an introduction to microeconomic concepts and techniques (mathematical and statistical) that are useful for business decision-making. The course begins by examining markets -the interaction of demand and supply. It examines the determinants of demand, and the cost structures that underlie supply. It also looks at the dynamic process of price adjustment. Next, various models of profit maximization are developed, under different competitive assumptions. Finally, the course looks at strategic problems. While there is no prerequisite for this course, the course moves quickly and develops an intermediate level of microeconomic theory.

FIN2106 Business Macroeconomics (3 Credits)

Prerequisites: None

Not available to students with credit for ECN2102

This is an introduction to macroeconomic concepts and techniques (mathematical and statistical) that are useful for business decision-making. The course begins by developing Keynesian models of income determination and multiplier effects. It moves quickly to the interaction of real and financial markets, and the process of income determination and money creation. Emphasis is placed on predicting the impacts of fiscal and monetary policy. Students will develop a computer simulation, and use the computer model to analyze policy variables. Finally, the course introduces models of the open economy, and provides basic techniques for determination of spot and forward exchange rates.

FIN3101 Financial Institutions and Markets (3 Credits)

Prerequisites: FIN2106 or equivalent

Previously listed as FN2201

The course introduces topics such as the functions, organization, structure and regulation of financial institutions and markets. Students also study the role and operations of financial markets and institutions in the economy, supply and demand for funds, interest rate determination, monetary and fiscal policy, and flow of funds analysis. In addition, the course

analyzes basics of financial policies and operations of commercial banks and other financial institutions as well as an overview of the globalization of financial markets and institutions.

FIN3121 Principles of Finance (3 Credits)

Prerequisites: ACC2102 (ACC2101) or equivalent
Previously listed as FN2202

This is an introductory course to the field of finance with a broad scope and emphasis on general principles. The objective of the course is to introduce basic tools and techniques essential in understanding major theories of Finance and making financial decisions. Students will learn basics of financial system, time value of money and discounting, financial performance analysis, basics of capital budgeting, basics of stock and bond valuation, and introduction to corporate finance.

FIN3210 Corporate Finance (3 Credits)

Prerequisites: FIN3101, FIN3121

This is an intermediate business financial management course, combining theory and applications. The course focuses on detailed look at capital budgeting methods including Net Present Value and Internal Rate of Return, capital budgeting under uncertainty, risk and return analysis, financial planning and forecasting, dividend policy, capital structure policy, working capital policy, and interactions of investment and financing decisions.

FIN3220 Investments (3 Credits)

Prerequisites: FIN3101, FIN3121

This course introduces the foundations of portfolio theory, asset pricing, trading and valuing securities as well as provides frameworks for investment analysis of various financial instruments. The course begins with an introduction of the modern portfolio theory and then turns to asset valuation based on the capital asset pricing model and arbitrage pricing theory. The two subsequent areas of study are valuation and analysis of fixed income instruments and stocks. Overall, this course represents the minimal financial theory and necessary practical tools with which an undergraduate student majoring in finance should be able to make meaningful investment decisions and be prepared for advanced courses in investment management.

FIN3230 Financial Institutions Management (3 Credits)

Prerequisites: FIN3101, FIN3121

The course provides an analysis of the role of private financial intermediaries in providing financial services to the public with a focus on the latest techniques of asset/liability and risk management in modern day financial institutions. Other topics include the impact of recent regulations and the breakdown of geographic barriers worldwide on the risks and opportunities to financial institutions. The impact of ethical, technological and diversity issues affecting managerial decision making in financial intermediation is also discussed.

FIN3222 Personal Finance (3 Credits)

Prerequisites: FIN3101, FIN3121

This course focuses on the analysis of the problems involved in efficient handling of personal finance. Topics include time value calculations, budgeting, career planning, banking, insurance, home buying, consumer credits and money management, investment planning, retirement planning, and estate planning.

FIN4211 Financial Modeling (3 Credits)

Prerequisites: FIN3220

This course will involve using spreadsheets to model financial transactions, perform valuations, and solve complex financial problems from all areas of finance (equity, debt, and their derivatives). It will also involve the use of financial functions and formulas, macros, and new programming in various financial applications. Intermediate knowledge of any electronic spreadsheet (Microsoft Excel, Lotus, etc.) is required.

FIN4212 Mergers and Acquisitions (3 Credits)

Prerequisites: FIN3210

The course provides the key financial sources and instruments used for mergers and acquisitions (M&A) deals; how to select the most appropriate type of financing - debt, equity, or a combination of the two; financing via debt, bonds, and leases, and ways to borrow or lend; tactics considered in contracts, including contingent payments, earn-outs, and equity kickers; how to determine when refinancing is necessary; how volatile global events can affect economic systems and M&A financing and refinancing; debt/equity hybrids and other financing methods.

FIN4214 Introduction to Financial Statement Analysis (3 Credits)

Prerequisites: FIN3101, FIN3121

The course objective is to teach students to accurately read and analyze financial statements of various companies in a variety of industries. It examines the uses and misuses of financial statement data for a wide range of financing decisions. The course analyzes various reporting options that affect income, assets, cash flow forecasts, financial ratios, and trends; distinguishes between accounting rules and underlying economic realities; and examines approaches that analysts can take when external reports do not reflect a firm's underlying economics. The course focuses on the pragmatic implications of corporate disclosures and nondisclosures.

FIN4220 Real Estate Finance (3 Credits)

Prerequisites: FIN3101, FIN3121

This course provides a broad introduction to real estate finance. Project evaluation, financing strategies, and capital markets issues related to real estate are covered. Other topics include real estate law, government regulations of real estate uses, development and marketing of commercial and residential real estate.

FIN4221 Investment Banking (3 Credits)

Prerequisites: FIN3210

The course provides a study of investment banking activities, including their regulatory, institutional and market environments, with extensive reference to the global marketplace. Students will learn the analysis of the main investment banking services with emphasis on the mechanics and economics of the issuance process. Analysis of the market for new issues and appraisal of their spread and price performance will be provided. Consideration of ethical, technological and diversity issues in investment banking operations will be made.

FIN4224 Introduction to Financial Derivatives (3 Credits)

Prerequisites: FIN3101, FIN3121

This course offers an introduction to derivative markets. A derivative is an instrument whose value depends on the values of other more basic underlying variables. This course focuses on financial derivatives. Emphasis is placed on organization and role of put

and call options markets, futures and forward markets, swaps markets, and their interrelations. Major topics include arbitrage relations, valuation, hedging and speculating with derivatives and implementation of derivatives trading strategies.

FIN4231 Commercial Banking (3 Credits)

Prerequisites: FIN3101, FIN3121

The course aims on understanding the field of banking from the perspectives of both a bank customer as well as a bank manager. Topics include introduction to the business of banking; asset-liability management techniques and hedging against interest rate and credit risk; managing the bank's investment portfolio and liquidity position; managing bank sources of funds; providing loans to businesses and consumers; the bank's organizational structure and service options; and developing a channel for future growth and expansion.

FIN4232 Risk Management (3 Credits)

Prerequisites: FIN4224

The course provides comprehensive analyses and insights in risk management including: overview of risk management -from the history of risk management to the new regulatory and trading environment; a look at past and present risk management; risk management program designs; techniques to organize the risk management function; develop a system to cover organizations exposures; and risk management implementation including the use of the myriad systems to derive value at risk (VaR), stress-testing, and derivatives for measuring and hedging risk in today's marketplace.

FIN4235 International Financial Management (3 Credits)

Prerequisites: FIN3101, FIN3121

This course covers principles and applications of managerial finance in an international context. Particular emphasis is placed on financial management of multinational business. Major topics include analysis of opportunities, risks and problems unique to businesses involved in multinational operations, international financial environment, international sources and uses of funds, foreign exchange risk management, and managing international assets, liabilities, and securities.

FIN4240 Security Analysis and Portfolio Management (3 Credits)

Prerequisites: FIN3220

This is an advanced investment course designed to expand knowledge acquired in the introductory investment course. The course provides thorough analysis of security valuation techniques and systematic portfolio management. The topics include the processes and principles of financial valuation, valuation models and components, valuation of debt, equity and other securities, portfolio construction and analysis, strategic management of various classes of assets, and portfolio applications and portfolio evaluation.

FIN4241 Case Studies in Finance (3 Credits)

Prerequisites: FIN3210, FIN3220, FIN3230 and 90 credits completed

The course offers various advanced case studies on practical problems in planning, procuring, and maintaining optimum distribution and utilization of financial resources of business entities. Topics of case studies will vary depending on the interests of students, and the course instructor. This course can be treated as a substitute for Internship.

FIN4242 Selected Topics in Finance (3 Credits)

Prerequisite: FIN3210, FIN3220, FIN3230

The course examines particular issues and contemporary subject areas in Finance at an advanced level. Selection of topics depends on students and instructors preferences.

INFORMATION SYSTEMS AREA

IFS2203 Management Information Systems (3 Credits)

Prerequisite: GEN2301 or GEN1300

This course provides a broad overview of the information systems including their resources and components. In addition the course discusses key managerial issues relating to implementation and application of information systems in an enterprise, understanding the impact of information systems/information technology on business functions; outlining strategies for corporate growth based on the effective use and management of information systems; analyzing business problems and developing

the design for relevant information systems solutions; understanding how information systems can be used to transform business processes and provide more effective management control and decision systems.

IFS3202 Database Management Systems in Business (3 Credits)

Prerequisite: GEN2301 or GEN1300

The Database plays a key role in business management. Management without the support of right Database is unthinkable. This course provides hands-on-training of the tools and techniques of designing, implementing, modifying and accessing enterprise databases. The course demonstrates how the database technologies may be effectively used to manage business operations, marketing products and services, and maintain customer relations. The course involves students to design databases for real business tasks, implement simple database environment using available facilities. The course will cover physical database & DBMS implementation (storage and index structures, system catalog, query optimization, transaction processing, concurrency control, database recovery, security & authorization), and other related topics.

IS3208 Data Communication and Networking, 3 Credits

Prerequisite: IFS2203

The course presents basic knowledge of communication systems as one of the largest computer science fields. It covers systematic methods for classification of the present and future development of computer communication; changes in the infrastructure of information and communication systems, distributed systems, open systems, architectures as blueprint for open systems; communication networks for local area environments (within organizations) and for wide area environments (between organizations); and communication services in local and wide area networks. In addition course will introduce networking models, intranet and ethernet and their use in E-business and E-commerce.

ACC3212 Accounting Information Systems (3 Credits)

Prerequisite: GEN2301 or GEN1300 and ACC2101

This course addresses issues of computer-based accounting. The course will focus on teaching skills needed to

use modern accounting software for effective decision support. Students, through extensive hands-on experience with such software, will acquire the skills necessary to manipulate data efficiently and accurately, to produce useful information. Eventually, the students are expected to develop practical skills to handle common business-related situations. The course includes discussions on the accounting software principles, and concentrates on effective techniques of using software in the business world.

IFS4202 Management of E-Business Systems, 3 Credits

Prerequisites: IFS2203

This course teaches the students how the new information and communication technology (NICT), such as broadband, mobile communications and the Internet, can be used to develop and improve business processes (E-Business) that cut costs increase revenue and reduces time of doing business across the globe. It empowers the students to develop the necessary analytical skills to distinguish the value from the hype of the New Economy. Upon completion of this course, students should be able to find out: how leading companies and new ventures do business on the Internet? What are the various business models of E-Business? What are the rules of competition of E-Business and how they affect the relationships, profitability and stock prices? How to formulate best-fit E-Business strategies not only for the commercial firms, but also for the management of not-for-profit service sector organizations like government, healthcare and other public utility services? How NICT can be used to create sustainable businesses for Kazakhstan?

IFS4204 Decision Support Systems, 3 Credits

Prerequisites: IFS2203, IFS3202

This course examines a set of information systems which specifically support managerial decision makers: Decision Support Systems, Group Decision Support Systems, Executive Information Systems, Data Warehouses, Expert Systems, and Neural Networks. The course explores and discusses the development, implementation, and application of these systems, how these systems can be applied to current business problems, as well as how organization issues impact the implementation and usage of these systems. This will involve developing conceptual knowledge of these systems as well as gaining practical experience with several software packages for decision support. Course topics include MS Project as a powerful tool in business decision making.

LEADERSHIP AREA

LDP3201 Leadership: Principles and Best Practices (3 Credits)

Prerequisites: None

The course is intended for highly motivated students who have capacity for leadership and determined to become effective in leading others. It is modeled as an integrated framework that consists of the best leadership practices presentations and lectures. The students will be exposed to learning first hand experience of great leaders from industry, government and various social sector enterprises.

LDP4201 Leadership: Making Principles Work (3 Credits)

Prerequisites: None

The main objective of this course is to equip students with tools necessary for analyzing leadership activities within the organizations. The course will also introduce contemporary leadership concepts and practices through delivering guest lectures and simulating leadership exercises. Students will learn major approaches to leading people that will serve as the basis for future organizational success.

LDP4202 Leadership in Action (3 Credits)

Prerequisites: LDP 3201 and LDP4201

Provided with general guidelines, students will be involved in case studies and projects in area of their specialization. This course will give the opportunity to apply and polish the knowledge received in previous two courses. Students will also be required to develop their leadership competencies and provide sound solutions for managerial challenges. This course can be treated as a substitute for Internship under condition that all pre-requisites are met.

MANAGEMENT AREA

MGT3001 Principles of Management (3 Credits)

Prerequisites: None

Previously listed as MG2201

This course deals with the role and nature of management as it is used in contemporary business. The course will provide a systematic understanding of the core concepts of management theory and practice. A brief review of the foundations of key management thinking will be present-

ed to set the context. This will be followed by an exploration of the environment for the managers and a discussion of the social and ethical issues, which affect managers. The diverse roles of the manager in contemporary business are then explored placing emphasis on identifying the key role effective management can play in developing successful organizations, private and public, large and small.

MGT3201 Business Communications (3 Credits)

Prerequisites: None

This class introduces the principles of communication in organizations. The most common organizational communication variables are reviewed; e.g. communication distortion, conflict, power, managerial leadership style, roles, interviewing, and information overload and under-load. The emphasis is placed on the application of the principles reviewed to the organizational setting. Simulations, exercises, and case studies are used to give the course material strong practical relevance.

MGT3202 Principles of Business Ethics (3 Credits)

Prerequisites: None

An understanding of Business Ethics is critical for modern managers. The course reviews the prevalent theories of ethics that set and guide society's expectations of doing business in today's private and public sector within the social, economic, and political order in the context of local traditions. Responsibility to all the stakeholders of a business will be studied from an ethical standpoint. International ethical frameworks for gauging business decisions are reviewed. Throughout the course, there is intensive use of case studies to illustrate and solve business ethics problems. The objective of the course is to introduce the student to the ethical concepts that are relevant to resolving moral issues in business; impart the reasoning and analytical skills needed to apply ethical concepts to business decisions; identify the moral issues involved in the management of specific problem areas in business; and to provide an understanding of the social, technological, and natural environments within which moral issues in business arise.

MGT3204 Human Resources Management (3 Credits)

Prerequisites: MGT3001

Not available to students with credit for PAD3523. This course deals primarily with activities that directly affect

how employees are brought into the firm and their treatment once they are employed. These activities include selection, training, evaluation, compensation, labor relations, working conditions, and related issues.

MGT3205 Decision Making (3 Credits)

Prerequisites: MGT3001

The course focuses on ideas that can be used in business to understand decisions generally. The curriculum includes the concepts of rational choice, identity, appropriateness, and history-dependent rules. The course also explores how decisions are made in the face of inconsistency in preferences or identities. Prospects for decision engineering are also explored in detail.

MGT3206 Leadership and Motivation (3 Credits)

Prerequisites: MGT3001

This course is intended for future managers who require knowledge on how to motivate people, how to manage groups and use appropriate leadership styles. It is modeled as an integrated framework that consists of lectures and training.

MGT3207 Managing Negotiations (3 Credits)

Prerequisites: MGT3001

This course deals with the art and skills of negotiating in various business situations. Cases involving and analyzing issues and problems ranging from sales and contracts to the most complicated issues of international business will be discussed.

MGT3208 Innovation Management (3 Credits)

Prerequisites: MGT3001

The purpose of the course is to introduce students to recent, leading edge management thinking. A study of the most recent trends and ideas in management and their practical application is carried out. The course will include reviews of books by well-known management theorists and a critical analysis of the application of these theories in Kazakhstan.

MGT3209 International Management (3 Credits)

Prerequisites: MGT3001

This course compares management styles used in various countries and the effectiveness of those styles

on that culture. Methods will be contrasted with current management methods used in Kazakhstan to formulate effective methods for practical use. Focus is on the design of the organization; political, legal, and economic concerns; personnel issues; and, negotiating strategies.

MGT3210 International Business (3 Credits)

Prerequisites: MGT3001

This course involves study of the issues and logistics involved in conducting business in the international arena. Issues such as globalization, the impact of economics, socio-cultural factors, and economic policy are discussed in detail. The nature and economic role of the multinational corporation including the impact of legal, political, educational, and cultural variables upon firm performance and managerial activity forms the core of the course. Case studies illustrate managerial, marketing and financial and accounting activities, in the global economic space.

MGT3211 Small Business Management (3 Credits)

Prerequisite: MGT3001

Lectures and case study methods are applied to investigate and analyze problems related to small business start-ups and functions. Included are: selecting a location, business planning, organizational control, finances, and other areas of interest to the small business owner. The course includes formulating a business plan.

MGT3212 Organizational Behavior (3 Credits)

Prerequisites: MGT3001

Not available to students with credit for PAD3536

Managers get things done through other people. They make decisions, allocate resources, and direct the activities of others to attain goals. Managers do their work in an organization. This is a consciously coordinated social unit, composed of two or more people. These units strive to achieve a common goal or set of goals. This course develops a sound understanding of the human side of work and provides knowledge of the behavioral aspects of working in organizations.

MGT3213 Managing Change (3 Credits)

Prerequisites: MGT3001

This course is designed as an introduction to managing change in organizations with an emphasis on the devel-

opment of student capacity to understand the necessity of change in organizations. This is achieved by focusing on the conceptual and theoretical underpinning of change in the organizational context, analysis of how effective change management helps an organization gain a competitive advantage, and introduction of key change tools.

MGT3215 Hospitality Management (3 Credits)

Prerequisite: none

This course examines the philosophy and history of hospitality and the special characteristics of the industry. A broad overview of management styles, management and marketing theories and organizational structures is offered, as well as an introduction to local and international issues associated with the industry. This course examines hospitality specific issues such as yield management, services marketing, hospitality distribution channels, and service quality management strategies.

MGT3216 Leisure and Recreational Management (3 Credits)

Prerequisite: none

Leisure and Recreation Management course deals with the theory of leisure (the time available to an individual when work, sleep and other basic needs have been met) studies as well as the day-to-day practicalities of managing a recreation facility. The course introduces the student to leisure and recreation in society (role, concepts and principles), the relationship between tourism, leisure and recreation, including holiday, sports, basic concepts in outdoor recreation, outdoor recreational resources, recreation resource management, recreation in a changing world.

MGT3299 Selected Topics in Management (3 Credits)

Prerequisites: MGT3001

This course provides further study into various areas in management. Topics covered will change from year to year depending on the students' particular needs and strengths.

MGT4201 Strategy and Business Policy (3 Credits)

Prerequisites: MGT3001, MKT3140, FIN3121, ACC2201

This course examines the enterprise as a whole including understanding how and why the various functions of a

business are interdependent and need to be coordinated. The course looks at the environment in which a business operates its strategy, and internal administrative activities. The emphasis is on the kinds of problems and issues that affect the success of the entire organization.

MGT4202 Compensation Management (3 Credits)

Prerequisites: MGT3204

The purpose of the course is to provide the student with an understanding of compensation and rewards systems management in contemporary organizations. This course examines and reviews the elements of compensation and rewards systems that affect organizations including theoretical aspects and justifications. This leads into a detailed discussion of the practicalities of making wage decisions, incentives and benefits design techniques, and the administrative aspects of the compensation management process.

MGT4203 Performance Management (3 Credits)

Prerequisites: MGT3001

The purpose of performance management is to improve performance in critical areas by creating accountability to goals and objectives. This course will provide students with the necessary knowledge and skills of ensuring effective staff performance over a period of time, i.e. through tracking and strategic control and performance opportunity setting.

MGT4204 Cases in Management (3 Credits)

Prerequisites: MGT3001 and 90 credits completed

The course offers various advanced case studies on practical problems in managing the business entities. This course can be treated as a substitute for internship.

MARKETING AREA

MKT3130 Principles of Marketing (3 Credits)

Prerequisites: None

Previously listed as MK1201

The aims of this course are to provide students with a basic understanding of the constituent elements of the marketing function in organizations. The course will develop analytical and diagnostic skills in dealing with marketing situations. Students will learn how

marketing objectives are matched with marketing strategies and programs.

MKT3140 Intermediate Marketing (3 Credits)

Prerequisites: MKT3130

Previously listed as MK2201

This class involves an in depth study of marketing management, with emphasis on the marketing environment, development of marketing strategies, formulation of policies, and, critically, the integration of marketing with other functional areas of business.

MKT3201 Consumer Behavior (3 Credits)

Prerequisites: MKT3140

This course will provide the students with knowledge of key concepts of Consumer Behavior Science and their use in developing marketing strategies. This will include analysis of external and internal influences on consumer behavior; consumer decision-making process; concepts of consumer strategy and tactics; the importance of product image and brands; and, store image influence consumer purchases.

MKT3202 Marketing Communications (3 Credits)

Prerequisites: MKT3140

This course is designed to introduce students to the main aspects of the marketing communication mix as well as marketing communications strategy. This knowledge will develop them as future marketing managers, who will be able to lead a company's communications. By the end of the course students will be able to define and develop a company's marketing communications strategy; brief advertising agencies about message style and media used for promotional campaign; and, evaluate advertising agency proposals.

MKT3205 Retailing (3 Credits)

Prerequisites: MKT3140

This course investigates the structure of the retailing industry. Issues covered include retailing trends, retail store organization, and tools for understanding retail consumers. Store location, design, and layout are examined as the core of understanding the basic fundamentals of operating a retail business.

MKT3207 Internet Marketing (3 Credits)

Prerequisites: MKT3140

The course is developed to examine the unique features of marketing through the Internet as well as the use of the Internet as support for off-line marketing activities. The course is designed to give students a detailed understanding of key Internet marketing concepts and to see how they are implemented. Upon completion of the course, students will be able to analyze on-line marketing strategies of companies, the customer utility of websites, and develop promotional campaigns for on-line marketing programs.

MKT3210 Services Marketing (3 Credits)

Prerequisites: MKT3140

This course focuses on the specific issues facing successful marketers in the service sector. Marketing of services, including promotion and pricing practices and strategies, are discussed in detail as is in-depth practical knowledge of franchising and specific services sectors.

MKT3212 Fundamentals of Selling (3 Credits)

Prerequisites: MKT3140

The fundamentals of selling and sales management will be studied in this course to ensure students understand the role of personal selling in the company promotional program, customers' buying behavior, sales process, and functions of a sales manager. The students will practice the skills necessary for effective communication and successful selling. Prospecting and approaching customers, sales presentation, handling objections, and closing and follow-up techniques will be studied in detail. Sales planning, developing, and directing sales forces as well as evaluating the performance of the sales aspect of organizations will contribute to the students' understanding of sales management.

MKT3213 Public Relations (3 Credits)

Prerequisites: MKT3140

This course is designed to introduce students to the fundamentals of public relations. Public relations can be defined as the art and science of positioning an organization in its environment. The course examines the various ways that communication facilitates this process. The objectives of the course are to provide

an understanding of the functions of public relations, to expose the student to the role of public relations in organizations, and to provide exercises, which offer insights into the practicalities of public relations.

MKT3214 Brand Management (3 Credits)

Prerequisites: MKT3140

This course addresses important branding decisions faced by organizations. Its' basic objectives are firstly to increase understanding of the important issues in planning and evaluating brand strategies. Secondly, the course provides the theories, models, and other tools to make better branding decisions. Thirdly, the course provides a forum for students to apply these principles using practical examples. Particular emphasis is placed in the course on understanding psychological principles at the customer level that will improve managerial decision-making with respect to brands. A central aim of the course is to make these concepts relevant for any type of organization (public or private, large or small).

MKT3220 Tourism Marketing (3 Credits)

Prerequisite: MKT3140

This course enables the student to understand the nature of the tourism and hospitality industry. It also provides students with a strong foundation in the field of tourism marketing as well as the essential business skills to enhance this exciting field of marketing. It develops an understanding of applied marketing theory in an international tourism and hospitality environment, provides students with an understanding of the complexity of tourism buyer behavior. Opportunities will be identify to position tourism products and services through an effective target marketing approach.

MKT3221 Tourism Practices and Principles (3 Credits)

Prerequisite: None

Through an interdisciplinary approach this course introduces students to the nature of tourism and hospitality from both an industry and a social perspective. The course imparts knowledge and comprehension by introducing research skills, the development of critical analysis and encourages the articulation of concepts and opinions. Students will be made aware of the development of "system thinking" and its application in both the tourism and the hospitality industry.

MKT3222 Cross-Cultural Tourism Marketing (3 Credits)

Prerequisites: MKT3140

Culture is a way of life encompassing behaviours, attitudes, beliefs, and tangibles such as human productivity. Through an active participation in this course the student will develop an understanding of culture, Cross-Cultural Tourism Marketing and its place in tourism. The perspectives include the fundamental – what is culture and how are representations embodied in specific products and communication channels, the global and comparative – how is the nature of culture changing in a global economy and how can business respond to the challenge, developing tourism that is culturally sustainable?

MKT3223 Niche Tourism (3 Credits)

Prerequisite: none

Niche Tourism examines one of the fastest growing areas within the tourism sector. This course provides an integrated picture of specialty/niche tourism as a whole looking at both the ‘macro’ and ‘micro’ niche area. It has a comprehensive theoretical framework, and discusses initiatives, policies and strategies adopted internationally. With an emphasis on linking theory to practice, it is underpinned by up-to-date international case studies from around the world. Divided into 3 parts, it covers a variety of aspects under the headings of special interest tourism, tradition and culture base tourism and activity-based tourism.

MKT4201 Cases in Marketing (3 Credits)

Prerequisites: MKT3140 and 90 credits completed

The course offers various advanced case studies on practical problems in marketing. This course can be treated as a substitute for internship.

MKT4203 Marketing Research (3 Credits)

Prerequisites: MKT3140

This course looks at how marketing research functions and procedures can be utilized in measuring and analyzing environmental factors in consumer demand, sales efficiency, effectiveness of promotional programs, and effects of competitor’s strategies. It includes methods of product distribution and pricing research. Projects emphasize current marketing research techniques.

MKT4208 International Marketing (3 Credits)

Prerequisites: MKT3140

This course covers international marketing operations by looking at issues such as product policies, pricing, marketing communications, distribution channels, and marketing research. The factors governing the decision to engage in foreign transactions by organizations are explored in detail. In-depth market studies form a core part of the course.

MKT4219 Event Marketing (3 Credits)

Prerequisites: MKT3140

The course will provide the students with an understanding of the constituent elements of the planning, designing, and implementing events. The focus is placed on sales promotion techniques, marketing creativity, and public relations in the organizations. The course will develop analytical and diagnostic skills in dealing with marketing situations.

MKT4299 Selected Topics in Marketing (3 Credits)

Prerequisites: MKT3140

Specialist courses in selected topics related to marketing. Topics covered vary according to the interests and expertise of instructors and demand from students.

OPERATIONS MANAGEMENT AREA

OPM3011 Decision Techniques and Tools

Prerequisite: GEN1201 or GEN1202

Replaces OP1201 Business Quantitative Methods

The course provides the essential concepts of business mathematical methods and knowledge about computer tools used for decision making and problem solving. It will deal with such topics as LP Solutions, Breakeven Analysis, Sensitivity Analysis, Decision Trees, CPM/PERT, Time Series Analysis, Quantitative Forecasting Techniques, Decision Support Systems & Spreadsheets. The course will have a lab section added to focus on application of computer tools.

OPM3131 Introduction to Operations Management (3 Credits)

Prerequisite: GEN2402

Previously listed as OP2202

This course is an overview of the fundamentals of operations management (OM) used in service and manufacturing organizations. OM uses analytical thinking to deal with real world problems. Students will be introduced to the application of effective operations management techniques: productivity management, product and process design, job design, the planning and management of materials flows, manpower and capacity planning and scheduling, project management, and quality management.

OPM3205 Logistics and Supply Chain Management (3 Credits)

Prerequisite: OPM3131

The course reviews how organizations can gain sustainable competitive advantage in global marketplace by efficient and effective management of supply and distribution chains. Methods and techniques to model supply chain strategy, supply chain route analyses, supply chain outsourcing and partnering, JIT management philosophy, inventory management and material requirement planning, warehouse operations, logistics system design, reverse logistics, information systems for logistics, and enterprise resource planning are integrated. The course also looks at the relevance of modern supply chain logistics in Kazakhstan and concepts of the course will be illustrated and integrated with the particular issues facing local industries.

OP3207 Total Quality Management, 3 Credits

Prerequisites: OPM3131

This course emphasizes applications of principles and techniques of TQM to manufacturing and service organizations. It will introduce many aspects of quality management and discusses: quality philosophies and principles, Total Quality Management and continuous improvement, process control and improvement (Statistical Process Control, Process Capability and Six Sigma Quality), quality design and improvement, acceptance sampling, ISO 9000:2000 and the implementation of quality improvements.

OPM3215 Business Time Series Forecasting (3 Credits)

Prerequisites: GEN2402

The course is devoted to advanced students who would like to refine their knowledge in applied statistics. The course consists of forecasting models and techniques, such as exponential smoothing models, ARIMA models, neural network techniques, rule-based forecasting, business forecasting. Commercial software such as SPSS and Neural Networks Package will be used for practical applications. Examples of time series forecasting related to marketing, operations, and finance are provided.

OP4202 Transportation and Distribution Management, 3 Credits

Prerequisites: OPM3131

Transportation alternatives and technologies are changing very rapidly. It is necessary to study the fundamental differences among the various transportation modes in terms of their basic cost structures, mode of transportation, market competition and service characteristics to minimize the transportation cost as well as total logistics expenses and reduce the shipment time. From local and international point of view this course addresses the role of commercial transportation in logistics & business, existing transportation infrastructure, intermediaries involved in movement of goods to and from a country, all critical routing and scheduling; shipment planning & containerization; mode, carrier, and third-party selection; transportation regulations and documentation; transportation management systems; and transportation organization design.

COLLEGE OF SOCIAL SCIENCE

REQUIRED COURSES

CSS3001.1 “Preparation for Academic Internship of KIMEP students at the Parliament of the Republic of Kazakhstan” (3 credits)

Prerequisites: None

The purpose of this course is to provide quality preparation for an internship in the highest governmental bodies – Senate and Majilis of the Parliament, Office of the Prime-Minister, Ministries, Agencies, Departments

of the Republic of Kazakhstan and the Commonwealth of Independent States. The course covers the legislative process, the order of formation and practical activity of the state bodies of the Republic of Kazakhstan and CIS countries and the mechanism of the according interaction in the sphere of public administration of all branches of power – legislative, executive and court.

CSS3001.2 “Academic Internship of KIMEP students at the Parliament of the Republic of Kazakhstan” (3 credits)

Prerequisites CSS 3001.1

The purpose of this course is to provide an internship in the highest governmental bodies – Senate and Majilis of the Parliament, Office of the Prime-Minister, Ministries, Agencies, Departments of the Republic of Kazakhstan and the Commonwealth of Independent States. During their internship, students will get to know how to analyze situations specific to the daily work of government in different fields of administration, and how to develop possible proposals for effective problem solving. Because of this internship, KIMEP graduates have a right to be enrolled into the cadre reserve of the state service and to take positions there without completing any entrance examinations.

CSS3002.1 “Preparation for Internship in the Ministry of Economic Development and Trade” (3 credits)

Prerequisites: None

The purpose of this course is to provide quality preparation for an internship and the Ministry of Economics. The course covers material related to the structure and processes of the Ministry and introduces the essential foundations of Economic policy.

CSS3002.2 “Internship in the Ministry of Economic Development and Trade” (3 credits)

Prerequisites CSS 3002.1

The purpose of this course is to provide an internship in the Ministry of Economics. During their internship, students will have opportunity to work in one of the Ministry’s departments, so as to gain a better understanding of how economic analysis is undertaken and how economic policies are developed and implemented. See individual departments for course descriptions of College Foundation courses.

ECONOMICS AREA

ECN1101 Introduction to Economics (3 Credits)

Prerequisites: None

The course develops economic concepts and illustrates them with applications from Kazakhstan and elsewhere. The course surveys both microeconomics and macroeconomics. “Micro” addresses how markets coordinate the choices of firms and individuals. “Macro” concerns the national and world economy. Macroeconomic topics include the measurement of national economic activity (Gross Domestic Product, or GDP), economic growth, the business cycle, unemployment, inflation, international trade, and the economic role of government. This course helps the student to reach General Education objectives in critical thinking and writing.

ECN2102 Macroeconomics (3 Credits)

Prerequisites: All required GE English courses

This course provides basic understanding of a typical market-based economy from society’s point of view. It includes national income analysis; the traditional theory of income and employment; economic fluctuations; the economic role of the government; government expenditures and taxation; money and banking; economic growth; and international economics.

ECN2103 Microeconomics (3 Credits)

Prerequisites: All required GE English courses

This course provides students with a basic understanding of how markets work. At the end of the course, students should be able to: understand and explain the basic problems in micro economics; demonstrate knowledge of basic microeconomic terms, concepts and models; correctly apply microeconomic terms and concepts when discussing economic issues; and appreciate the contributions, as well as the limits, of microeconomics in solving current economic problems.

ECN2083 Introduction to Statistics (3 Credits)

Prerequisites: MSC1101 (Not available to students who have credit for OPM2201 or STAT2101)

This course introduces the basic concepts of study design, data collection, data analysis and statistical inference. Topics include an overview of observational and experimental

study designs; graphical and numerical descriptive statistics; probability distributions for simple experiments and for random variables; sampling distributions, confidence intervals, and hypothesis testing for the mean and proportion in the case of one sample. The emphasis is on developing statistical reasoning skills and concepts; computational skill is secondary. Students are taught the use of statistical software to handle the computations.

ECN2360 Introduction to Personal Finance (3 Credits)

Prerequisites: ECN2103 and ECN2102 (for non-economic students ECN 1101)

This course of applied economics helps consumers plan a budget and earmark savings for personal goals. Topics include financing and owning a home; minimizing taxes; budgeting to balance income and expenses; managing expenses such as credit-card spending; planning one's savings, particularly for investment; planning education and careers; determining how much insurance to buy; and retirement planning. The course shows students how to apply basic economic theory to practical problems.

ECN3081 Intermediate Microeconomics (3 Credits)

Prerequisites: ECN2103, MSC1101

This course falls between Principles of Microeconomics and Advanced Microeconomics. Topics include consumer theory, firm production and costs, decision-making under perfect competition, imperfect competition, monopoly, and oligopoly. Students can diagnose and solve microeconomic problems using the economic concepts and tools acquired in this course.

ECN3082 Intermediate Macroeconomics (3 Credits)

Prerequisites: ECN2102 and MSC1101

This course provides the theoretical background to analyze macroeconomic phenomena. Several competing theories will be introduced to discuss controversial issues of employment, inflation and government policies. Traditionally, Keynesian and Classical theories are debated in depth in this course. Theories like the Real Business Cycle Model also will be included.

ECN3083 Mathematical Economics (3 Credits)

Prerequisites: ECN2103 and MSC1101

This introductory course applies mathematical tools to optimization decisions in economics. Matrix algebra

and calculus (differentiation and integration) will be briefly reviewed. The economic intuition behind various mathematical assumptions is explained. Particular emphasis is given to the unconstrained and constrained optimization techniques applied to the consumer theory, production theory (profit maximization and cost minimization), and to general equilibrium analysis. Linear modeling and linear programming are also covered.

ECN3101 World Economy (3 Credits)

Prerequisites: ECN2103 and ECN2102 (for non-economic students ECN 1101)

The purpose of this course is to enable students to understand the world economy. Students will examine classical trade theory and learn the arguments that favor free trade. The course will also introduce the arguments challenging the free-trade paradigm, including New Trade Theory, as well as contentions drawn from economic geography, location theory and other fields. The course may also consider the environment, poverty, demographics, and technological progress, depending on the preferences of the instructor and of the students. The students will learn to analyze current economic events and global economic institutions, using the economic theory developed earlier.

ECN3103 Quantitative Methods for Economics (3 Credits)

Prerequisites: MSC1101 and ECN2103 (Previously listed as MATH1104)

The course provides necessary concepts of one and multivariable calculus as well as the theory of matrices needed for mathematical economics, econometrics, and financial mathematics. The course emphasizes intuition and conceptualization, avoiding difficult proofs. The course applies these concepts to economics, business, and other social sciences.

ECN3151 Managerial Economics (3 Credits)

Prerequisites: ECN2103 and ECN2083

This course applies microeconomic theory to decision-making in business. It uses case studies extensively. Course topics include optimization techniques, estimation of demand functions, business forecasting, linear programming, oligopoly and strategic behavior, pricing techniques, risk analysis, capital budgeting, and anti-monopoly laws.

ECN3155 Money and Banking (3 Credits)

Prerequisites: ECN2102

The course begins with a review of the functions of money and of the structure of banking. It proceeds with monetary theory as a guide to changing the money supply and the interest rates. Much of the course concerns bank regulation. To understand the functioning of banks and, more generally, of financial institutions, one must first comprehend such phenomena as market equilibrium, interest, inflation and exchange rates. Specific banking issues will be interwoven into digressions concerning macroeconomics, microeconomics and international trade. The last part of the course is about duration and convexity, which help immunize bank balance sheets against unexpected changes in interest rates.

ECN3184 Econometric Methods (3 Credits)

Prerequisites: ECN 2103, ECN 2102 and ECN2083

This course introduces regression techniques widely used in economics and finance. It discusses basic procedures for estimating equations and testing hypotheses; the use of one or more independent variables; and problems in time series or cross-sectional data (for example, a dataset of income in each Kazakhstani oblast for a given year).

ECN3189 Economy of Kazakhstan (3 Credits)

Prerequisites: ECN2102 and ECN2103

This course starts by introducing the economic history and geography of Kazakhstan and its neighbors. It then details economic development before, during and after the Soviet period. It emphasizes the stabilization and restructuring of Central Asian economies after 1991. It concludes by examining Kazakhstan's resources, sectoral composition, and international comparative advantage.

ECN3193 Project Appraisal (3 Credits)

Prerequisites: MSC1101 and ECN2103

In this course, students will be introduced with the tools used in planning and evaluation of projects. The relevant topics are: the theory of cost-benefit analysis, its application, strengths and limitations, as well as, the course will cover various other competing approaches/techniques/models of project planning and evaluation. Taking this course will help students to make feasibility study, monitoring and evaluation of economic projects.

ECN3350 Financial Economics I (3 Credits)

Prerequisites: ECN3081

This course introduces modern theories in financial economics. It applies economic analysis and the modern theory of finance to decisions of investors and firms. Topics include the selection of a portfolio that may comprise bonds and other securities; option pricing; and basic theories of efficient markets. Students will learn how to evaluate such corporate financial decisions as capital budgeting, working capital management, mergers and acquisitions, bankruptcy and corporate reorganization.

ECN3888 Professional Internship in Economics for BAE (3 Credits)

Prerequisites: Minimum 60 credits completed

This course fulfills the required internship for undergraduate students majoring in Economics. Through the internships, students will be given an opportunity to work with a for-profit or not-for-profit organization and determine alternative ways for better academic and professional planning. Under the supervision of a faculty advisor, students will gain minimum 80 hours working experience. Related readings, a daily journal, and a final report are required for the final evaluation.

ECN3888_1 Professional Internship in Economics for BAE (3 Credits)

Prerequisites: ECN3888

The continuation of Internship

ECN4085 Applied Macroeconomics (3 Credits)

Prerequisites: ECN3082

This course follows up Intermediate Macroeconomics with detailed discussions of money, inflation, employment, economic growth and technological change. It also applies the basic theory introduced in the first course to Central Asian economies.

ECN4086 Applied Microeconomics (3 Credits)

Prerequisites: ECN3081

This course follows up Intermediate Microeconomics with such advanced topics as general equilibrium theory, strategic behavior, making decisions under uncertainty, asymmetric information, public goods and externalities. The course develops these topics with elementary mathematics.

ECN4104 Research Methods and Methodology (3 Credits)

Prerequisites: 90 Credit hours

A senior faculty member with an excellent research record will teach this course. The methods and methodology of academic research are studied, using samples of work by outstanding economists. Students are urged to develop their own ideas and projects. The course will guide the student through a substantial amount of writing, including a term paper.

ECN4111 International Finance (3 Credits)

Prerequisites: ECN3082

This course provides a deeper knowledge of the determination of foreign exchange rates and of international macro policy adjustment. This course consists of three parts: Foreign Exchange Rates, Open Economy Macroeconomics, and Real Exchange Rates. The basic models of spot exchange rates, forward exchange rates, and interest rate interactions are also developed. Topics include purchasing power parity as well as uncovered and covered interest rate parity. Economic policy in the context of open economy macroeconomic models, such as the Mundell-Fleming model, and the monetary approach to exchange rates are discussed; so is the balance of payments. Other issues, such as the optimum currency areas and issues of currency substitution are also discussed.

ECN4112 International Trade (3 Credits)

Prerequisites: ECN3081

This course discusses the determinants of trade and then examines how trade affects the distribution of real income. It presents the model of comparative advantage; the Heck-scher-Ohlin model; trade barriers and their impact on social welfare; the political economy of trade barriers and their implications; and, finally, the evolution of trade organizations. At the end of the course, students should be able to evaluate the usefulness and limits of the trade theories; they should be familiar with the terms of trade, tariffs, and other barriers to trade; they should understand the international trade policy of the developed and less developed nations; and they should understand the role of the World Trade Organization.

ECN4121 Public Economics I (3 Credits)

Prerequisites: ECN3081

This class emphasizes government expenditure policy. Topics include the theory of externalities and public goods, welfare economics and income distribution, political economy and voting mechanisms, and the design and evaluation of social insurance programs.

ECN4122 Labor Economics (3 Credits)

Prerequisites: ECN3081

This course develops theoretical models for the labor market, presents related empirical research, and discusses policy applications. Topics include labor supply, labor demand, market equilibrium, compensating wage differences, investment in human capital, and cyclical unemployment. In addition, labor unions, minimum wage laws, compensation policies and productivity, wage indexation, and discrimination and equal opportunity laws may be discussed.

ECN4125 Monetary Economics (3 Credits)

Prerequisites: ECN3082

This course develops the basic analytical tools used in monetary regulations, such as money supply aggregates as well as the demand and supply of money. After developing several theories of macroeconomics, the course will analyze the effectiveness of monetary policy in various economic situations. Inflation theories will be also covered.

ECN4152 Industrial Organization (3 Credits)

Prerequisites: ECN3081

The study of Industrial Organization is important for understanding corporate behavior. The course focuses on an empirical and theoretical examination of the structure, conduct, and performance of firms and industries. Major topics include the theory of the firm; profit maximizing and growth maximizing models; price and output determination under different market structures; measures of market structure and market performance; production and cost functions; productivity growth, technical efficiency and technical change.

ECN4153 Law and Economics (3 Credits)

Prerequisites: ECN3081

This course introduces students to law making and enforcement from an economic perspective. Areas of law amenable to this treatment include contracts, torts, and property law. Topics may include rationality; motivation; moral judgment and responsibility; fairness and justice; self-control; informal social control via norms and education; formal social control via laws; and issues of identity and intergroup conflict.

ECN4154 Government and Business (3 Credits)

Prerequisites: ECN3081

This course surveys theoretical treatments of oligopoly, natural monopolies, mergers, vertical restraints, and price discrimination; and social welfare tradeoffs associated with public regulation of electrical, natural gas, cable TV, and telecommunications firms. The course analyzes real and monetary factors in the national and international economic environment; the supply of and demand for money; interest rates; stabilization problems; and the effects of government policies on businesses and individuals.

ECN4169 Economics of Less Developed Countries (3 Credits)

Prerequisites: ECN2102 Macroeconomics and ECN2103 Microeconomics

The module aims to introduce students to the problems and features of developing economies, and it is based on the modern analytical quantitative approach adopted by the main international development institutions, with an emphasis on the most recent advances in the field. The course focuses on growth models, child labor, inequality and poverty, sharecropping theory, and economics of conflict.

ECN4181 Special Topics in Economics (3 Credits)

Prerequisites: Minimum GPA 3.4 and 90 credits completed

This is a study of current topics of economic interest that are not normally covered in the curriculum. Students should discuss their special interests for this course with the Department Chair.

ECN4185 Applied Econometrics (3 Credits)

Prerequisites: ECN3184

This course applies regression methods to real-world data. It includes computer exercises.

ECN4351 Foreign Exchange Markets (3 Credits)

Prerequisites: ECN3082

The course will enable you to understand global markets for foreign exchange (forex). It emphasizes practical currency dealing, providing the skills that you need to become a forex dealer or market analyst. To learn the ropes of trading, you will play a margin trading game with an Internet demonstration account. The main topics of the course are basic analysis of forex, technical analysis of forex markets, and principles of currency dealing in Kazakhstani banks.

JOURNALISM AND MASS COMMUNICATION AREA

JMC2604 Computer Design and Editing (3 Credits)

Prerequisites: None

In this course students will learn the fundamentals of computer applications used to design and edit journalistic materials. It provides students with the skills needed to edit stories and design newspaper/magazine pages. Topics include drawing setup, drawing and editing techniques, pictorial drawing, how to master dimensions, printing, plotting, and basic 3D modeling.

JMC2605 Mass Media and Society (3 Credits)

Prerequisites: None

This course surveys how media and mass communication impact society and its economic and political development. It is designed to acquaint students with theory and research in the mass communication field. It examines the relationship between individuals and the media and explores the role of and impact of media in progressively larger social systems. (Students who have taken GED2610 Mass Communications and Society should not take this course.)

JMC2607 Ethics in Journalism (3 Credits)

Prerequisites: JMC1601

The course addresses such issues as manipulation of the news, bias, unfairness, plagiarism fabrication, conflict of interest and treating news sources respectfully. The course will help students solidify their personal values and emphasize the importance of truth, fairness and respect.

JMC2608 Introduction to Public Relations (3 Credits)

Prerequisites: None

This course is designed to provide students with introductory theoretical knowledge of public relations and beginning practical experience. It surveys the basics of the PR process and PR-related communication theories. It also introduces students to PR strategies and tactics and discusses public relations professional ethics. The course offers students an opportunity to use some of the strategies and tactics that public relations practitioners have actually used in their campaigns.

JMC2611 Introduction to International Journalism (3 Credits)

Prerequisites: None

The course provides an introduction to journalism and its role in society. Topics of exploration include: journalism and democratic society, globalization and world trends, and professional practices. Students are introduced to key concepts and issues in the field.

JMC2612 New Information Technologies (3 Credits)

Prerequisites: None

This practicum course is concerned with new information technologies and the impact they are having on journalism and related fields as well as on society at large. Students will develop critical understanding and practical skills related to network digital information technologies.

JMC3201 News Writing (3 Credits)

Prerequisites: None (Replaces BAIJ1602 Introduction to News Writing)

This course emphasizes news writing and reporting for print media. The course covers news values, basic news reporting skills, news story structure, AP style, and grammar and usage, and basic news reporting skills. Students will learn how to write news stories on a variety of subjects and issues. The course also examines ethical and legal issues related to the practice of journalism.

JMC3211 Editing (3 Credits)

Prerequisites: None (Replaces BAIJ1603 Beginning Editing)

This course acquaints students with the philosophy of news editing and gives them extensive practice in the skills required. It covers big-picture editing – whether a story is well organized, whether information is missing that makes a story incomplete, whether the tone of the story is appropriate and so on. It also covers small-picture editing – paragraph transitions, grammar, spelling, punctuation and the like.

JMC3605 Political Communication (3 Credits)

Prerequisites: None

This course covers the development and techniques of modern political communication. It examines how politicians or government officials can best frame issues to get other officials and the public to buy into their views. It also looks at the importance of communication in a political campaign – and how best to communicate to win or hold office. Finally, because so much of the crafting of political communication is based on polling, it looks at how political polling is done and how important it is.

JMC3606 Press Law in Kazakhstan (3 Credits)

Prerequisites: JMC1601

The course introduces students to the core underpinnings of the Kazakhstani legal system by providing students with an introduction to civil, criminal and press law in Kazakhstan. It is designed to help journalists and other communication professionals understand their rights and responsibilities as mass media professionals.

JMC3608 Journalism of Kazakhstan and CIS (3 Credits)

Prerequisites: None

The purpose of this course is to examine news media in Kazakhstan and other CIS countries, including regional problems that relate to journalism. The course surveys different media outlets in Kazakhstan, examines their specifics and introduces their types.

JMC3609 Principles of Media Management (3 Credits)

Prerequisites: None

This course introduces the basic principles of media management. It reviews the organization of radio, TV, magazine and newspaper enterprises. It also deals with case studies of media organizations.

JMC3610 News and Economics (3 Credits)

Prerequisites: None

This course introduces students to financial news writing. It examines the fundamentals of economics along with the necessary skills required to write news stories on a variety of business and economics-related issues.

JMC3611 Internship 1 (3 Credits)

Prerequisites: JMC1601

This course will help students to develop marketable skills, which they can later apply in a professional setting, and begin career networking. The department, together with the internship supervisor, will evaluate students' performance. Course may be retaken for credit with departmental permission.

JMC3612 Internship 2 (3 Credits)

Prerequisites: JMC3611

This course offers additional training in the student's chosen field. Students may continue a previous internship or choose a new field of study. The course is designed to provide hands-on knowledge of the field and provide the opportunity to network.

JMC3615 Writing for Russian Language Media (3 Credits)

Prerequisites: None

This course is designed to develop help students apply skills in writing for media in the Russian language. Students will study the language of mass media and access a range of sources in the Russian-language media. The material of the course includes understanding themes and vocabulary of mass media and applying principles of Western style media writing in a Russian language environment. The course will focus on practical assignments designed to build students' competence in writing professionally in Russian in order to prepare them for entering the local media workforce.

JMC/IRL3621 International Relations and Journalism (3 credits)

Prerequisites: IRL2512

This course uses inter-disciplinary approach to explore the role of journalism in international relations. It introduces the theories of international politics and mass communication. The course teaches students to analyze the role of the media in politics and its impact on foreign policy.

JMC3622 Print Journalism (3 credits)

Prerequisites: JMC3201

This course covers newspapers and magazine writing. It introduces students to the writing, editing, layout, and production of magazines and newspapers. The course also teaches students the fundamentals of newsgathering, news writing, interviewing techniques, news editing and design.

JMC3623 Broadcast Journalism (3 Credits)

Prerequisites: JMC3201

This course provides students with theoretical and practical knowledge of television production. It examines gathering, evaluating, writing, and delivering broadcast news copy. The emphasis for the course is on writing broadcast news. The course teaches students to write news stories that are accurate, clear, interesting, and concise.

JMC3624 Global Issues in the Press (3 Credits)

Prerequisites: None

The course surveys major issues in international journalism and communication and focuses on press systems around the world. It covers freedom of the press and restrictions against press performance, news flow and control of global information, as well as the New World Information and Communication Order debate.

JMC4201 Advanced News Writing (3 Credits)

Prerequisites: JMC3201 (Previously listed as BAIJ2601)

This course will offer instruction in advanced news writing techniques for newspapers and magazines; these include feature articles, investigative pieces and coverage of government, including speeches by officials and meetings of government agencies. Students will travel off-campus to cover news events.

JMC4209 Public Relations Management and Strategies (3 Credits)

Prerequisites: JMC2608

The course examines the management function of PR, the process of research, planning, communication and evaluation in the field. During the course, students discuss both real and hypothetical PR cases. The course provides students with knowledge and skills to develop strategic communication plans using public relations techniques and tools. It discusses the specifics of different types of PR such as business, non-profit and government, among others.

JMC4601 Advertising and Media Sales (3 credits)

Prerequisites: None

This course examines advertising and promotional principles and their application in mass marketing. It also analyzes advertising media and the preparation of advertising campaigns. Case studies of advertising production will be examined and students will receive hands-on experience.

JMC4611 Professional Projects (3 Credits)

Prerequisites: Permission of Instructor

Students will complete newspaper, TV/Radio or PR projects under supervision of an instructor from the Department of Journalism and Mass Communication. To enroll in the course students must obtain permission from the department as well as the professor with whom they will work. Students must have senior standing in the journalism/mass communication program.

JMC4612 Online Journalism 1: Digital Information Production (3 Credits)

Prerequisites: None

This practicum course develops capacities and knowledge essential to anyone entering journalism, public relations and related fields. Students will learn a variety of skills for gathering and presenting digital information including text, images, audio, and video. (This course is distinct from JMC3602 Online Journalism. Students who have previously taken JMC3602 may enroll in JMC4612.)

JMC4613 Online Journalism 2: Online Publication Management (3 Credits)

Prerequisites: none

This practicum course introduces students to planning,

designing, creating, and managing a complex news or informational website using an advanced content management system. Students will produce an online publication with multi-media content. (This course replaces JMC3602 Online Journalism. Students who have taken that course should not enroll in JMC4613, but may enroll in JMC 4612.)

JMC4614 Media Analysis (3 Credits)

Prerequisites: None

This course demonstrates how and why to analyze a wide range of media materials. Students will use a variety of media analysis techniques to investigate the production of media messages.

JMC4615 Online Interactive, Multimedia Technologies (3 Credits)

Prerequisites: None

This course introduces students to online interactive, multimedia technologies including learning management, conferencing, video sharing, social networking multimedia, video creation and editing, and viral marketing.

JMC4630 Public Relations Writing (3 Credits)

Prerequisites: None

This course is designed to provide students with introductory theoretical knowledge of public relations and beginning practical experience. It surveys the basics of the PR process and PR-related communication theories. It also introduces students to PR strategies and tactics, and it discusses public relations professional ethics. The course offers students an opportunity to practice some of the strategies and tactics that public relations practitioners have actually used in their campaigns.

JMC4690 Special Topics in Journalism and Communication (3 credits)

Prerequisites: JMC1601 (and others as specified) (Previously listed as BAIJ3601)

Generally taught in seminar format, the theme of this course will vary depending upon faculty expertise, departmental priorities and student needs. The course can be repeated for credit if the topic changes.

PUBLIC ADMINISTRATION AREA

(formerly PA, PMG, PAMNG,
NMG, PANRM, PPA, HPA,
PAFIN and FMG)

(PAF courses follow)

PAD2111 Fundamentals of Public Administration (3 Credits)

Prerequisites: None

Replaces PA1513 Introduction to Public Administration

The course provides students with basic concepts and models of public administration. It covers basic theories of public administration, some issues of public policy analysis, and certain tools of new public administration.

PAD3113 Quantitative Data Analysis (3 Credits)

Prerequisites: None

Previously listed as PAD2113

The course focuses on quantitative principles and techniques of decision making and their application in public management, public administration and public policy analysis. The problems analyzed include frequency distribution, sampling techniques, and measures of central tendency, probability, variability, regression, measures of association, correlation, and various other applied quantitative measures. The course is designed for students with little or no background in mathematics: it does not focus on derivations and proofs, but rather on understanding the uses and interpretations of statistics as tools for data analysis. A second objective of the course is to introduce students to the utility of computer packages for statistical analysis.

PAD3116 Methods of Social Research (3 Credits)

Prerequisites: None

Previously listed as PAD2502

This is a basic foundation course designed to instruct students in methodological concepts of academic work. The course will provide students with an understanding of how researchers must operate at different stages in their projects simultaneously, how to understand academic problems, and how to manage the complexity this process entails.

PAD3115 Professional Internship in Public Administration (6 credits)

Prerequisite: PAD2111

Internships are aimed at practical application of public administration studies, development of professional skills and acquiring work experience. They are available in a wide range of public agencies and non-profit organizations. These high quality professional internships are tailored to suit your needs whether it is a requirement for university, a desire to experience another culture, broaden your horizons or expand your career opportunities.

PAD3522 Decision Making (3 Credits)

Prerequisite: PAD2111

Previously listed as PMG3522

This course presents decision-making as a crucial part of strategic management. The course is intended to explain that decision-making is a complex process that involves understanding of constituent components. These components are presented in a logical sequence to students, together with analytical tools for decision-making. Decision-making pervades the entire administrative organization and planning process.

PAD3523 Human Resource Management (3 Credits)

Prerequisite: PAD2111

Previously listed as PMG3523

The purpose of this course is to provide students with an understanding of the principles and functions of human resources management and of personnel administration. It also reviews how organizations do or can deal with human resource management issues. Studying the ways that HRM issues are handled can help students who will be tomorrow's managers be better prepared to create policies and procedures that will ensure effective use of human resources in organizations.

PAD3524 Leadership and Management (3 Credits)

Prerequisite: PAD2111

Previously listed as PMG3524

The course's main objective is to help students develop personal leadership skills necessary in a challenging and fast-changing environment. The

course combines both theoretical foundations and practical exercises on self-management, managing and building relationship with other people, and essentials of managing organizations.

PAD3533 Organization Theory and Design for Public Organizations (3 credits)

Prerequisite: PAD2111

Previously listed as PMG3533

This course is meant for students of public administration. This course focuses on the classical and modern aspects of organizations and the role of managers as leaders and facilitators of change. It aims to provide students with theoretical concepts and knowledge relevant to organizational design and management issues as well as opportunities to apply theories and knowledge to future organizational settings. This course deals with various perspectives on organizations, including a structural frame, human resource frame, political frame and symbolic frame.

PAD3536 Organizational Behavior for Public Organizations (3 credits)

Prerequisite: PAD2111

Previously listed as PMG3536

This course is meant for students of public administration. This course will introduce students to the major concepts of organization theory and behavior. The course examines various theories developed in an attempt to explain and predict employee behavior in an organizational context. The primary focus of organizational behavior is leadership and decision making skills in an intercultural environment, power, job satisfaction, and motivation. The overall objective of this course is the development of skills and knowledge that will allow students to contribute in the managing of effective behavior in organizations.

PAD3541 Natural Resource Management (3 Credits)

Prerequisite: PAD2111

Previously listed as NMG3541

This course is intended to provide students with critical frameworks for understanding problems in natural resource decision-making and use. An interdisciplinary approach to managing natural resources will be developed that will allow students to

assess and utilize the types of information, expertise, and value-judgments that need to be considered in reaching a decision. Historical and current examples of resource use will be employed in order to reinforce the learning process. Essay topics of the students' choice may be Kazakh or international.

PAD3542 Public Policy Analysis (3 Credits)

Prerequisite: PAD2111

Previously listed as PPA3542

This course presents a multi-disciplinary, multi-theoretical approach to understanding public policies in different areas such as health care, education, social welfare, crime, defense, environment, and economic and tax policy. The course will focus on a systematic analysis of public policy alternatives, factors, and processes involved in policy development. It will also examine questions about the content of governmental decisions, the factors that cause different policy-outputs, and the consequences of various governmental decisions.

PAD3543 Urban Development (3 credits)

Prerequisite: PAD2111

Previously listed as PPA3543

This course provides an overview of politics and policy-making for large cities and metropolitan areas. It dwells upon such issues as governmental strategies of reform; land-use planning and regulation; management and social impact of growth; transportation and the environment; citizen participation and development of local democratic institutions.

PAD4441 Oil and Gas Policy (3 Credits)

Prerequisites: PAD2111

Previously listed as NMG4541

The course will examine the role of oil and gas in politics, including the types of regimes in which oil figures prominently, and will examine the ways in which government policies affect economic growth in these industries.

The course will pay special attention to the role of OPEC in world affairs, and to the growing influence of newly emerged oil powers, including the Caspian Sea region and Republic of Kazakhstan.

PAD4442 Comparative Public Administration (3 credits)

Prerequisite: PAD2111

This course introduces students to the comparative aspects of contemporary public administration systems in a selected set of countries. Examples will be drawn from Continental-European, Anglo-Saxon and Asian models of public administration systems. Students will explore how various countries (developed, developing, and transitional) deal with multiple dichotomies in their respective public administrations: theory and practice, efficiency and fairness, secrecy and openness, and the most famous of all, politics and administration. Students will learn about various degrees of impact that politics, economics, culture and environment may have on the functioning of public administration institutions on central and local levels as well as on the relationships between politicians and bureaucrats.

PAD4443 Public Management (3 credits)

Prerequisite: PAD2111

The course aims to expose participants to current trends and developments in public management theory and practice and to teach students about public organizations and the challenges facing contemporary public managers. It explores new approaches and attempts to reform administration and management in government. We will learn about the evolution of the field of public administration, the way that public organizations differ from private organizations, how the “reinventing government” movement has affected public management and spawned counter-movements, and how public managers interact with other actors and institutions in the political process. There will be a specific focus on state and local government in Kazakhstan.

PAD4520 Program Evaluation (3 Credits)

Prerequisite: PAD2111

Previously listed as PMG4520

The course is organized to provide students with an overview of the tools and techniques used to measure the activities, characteristics, effectiveness and efficiency of programs targeted towards specific populations. The primary objective of program evaluation is to provide feedback to decision-makers and other stakeholders, in order to de-

termine whether a particular program is achieving desired outcomes at a reasonable cost. Students will be exposed to evaluation strategies and issues related to evaluation design. Students will develop and conduct a professional project evaluation of existing national and international projects in Almaty, including initiatives undertaken by different international organizations and local NGOs. Project evaluations will be conducted in groups of 3-4 students. Students will be accompanied and supervised throughout all stages of the evaluation process. No previous experience with evaluation research and empirical or qualitative data analysis is required.

PAD4521 Current Issues in Public Management

Prerequisite: PAD2111

Previously listed as PMG4521

This course discusses government reform and modernization efforts across the world. It deals with the most common areas in need of reform and innovation such as civil service, regulation, service delivery, and corruption control. It looks at innovations that involve the use of information technology, performance management, and competition to improve the effectiveness and efficiency of government. Many concepts now in use in public sector management borrowed from the private sector. How they apply and conceptualize in a public sector context is an important part of this course.

PAD4534 Public Budgeting (3 credits)

Prerequisite: PAF 3511

This course is concerned with the practice of public agency budgeting in the decision making process and its impact on policy making. It will introduce participants to significant features of government budgeting topics, such as the role of budgeting in resource allocation, information and control, and various budget formats. Other topics include the budget cycle, the role of budgeting in enhancing social equity, budget analysis methodology, and introduction to theories of budgeting.

PAD4535 Public Sector Auditing (3 credits)

Prerequisite: PAF 3511

The course introduces participants to the concepts and practices of performance auditing/assessment. Students will be provided with the knowledge and skills to determine whether a public organization is managing and utilizing its resources efficiently. They

will be able to identify the causes of inefficiencies in public organizations and determine whether an agency has considered alternatives that might yield desired results at lower costs. Other topics include economy and efficiency assessments, effectiveness assessments, and introduction to financial auditing.

PAD4536 Project Appraisal and Management (3 credits)

Prerequisite: PAF3511

The main aim of this course is to provide an introduction to elementary techniques in project financial and economic analysis and their application to a range of public sector investment projects at different scales. During the course, agricultural, industrial and infra-structural projects will be considered with the emphasis upon practical decision-making with limited information and in the context of public goals and objectives.

PAD4541 Gender and Public Policy (3 Credits)

Prerequisite: PAD 2111

Previously listed as PPA4541

The course looks at the negative and positive effects of public policy on gender relations in the family and the labor market. The reasons for gender differences in economic outcomes are discussed. Policies to promote gender equity are considered. The first part of the course focuses on the labor market and the gender wage gap. The second part of the course examines the family, with a particular focus on intra-household resource allocation. The final part of the course considers macro-economic issues. The course takes a comparative perspective on gender inequality in the labor market, drawing insights from developed, transitional, and developing countries.

PAD4542 Current Issues in Public Policy and Administration (3 Credits)

Prerequisite: PAD3542

Previously listed as PPA4542

This course provides a scholarly perspective on public policy and administration that covers major theories associated with the field and the political, social, and economic context within which they are developed. The course will make a strong connection between the students' professional development and a body of knowledge based on major theories and concepts of public policy and administration.

PAD4553 Local Government (3 Credits)

Prerequisite: PAD2111

Previously listed as PMG4553

The course is designed to provide students with an understanding of the political, institutional, and legal framework of local government activities. Students will be introduced to the concept of power decentralization. The focus will be on the process of decentralization in Kazakhstan, with regard to particular problems and constraints that local governments encounter.

PAD4556 Senior Research Project (6 Credits)

Prerequisites: Senior level standing

This is a 6-credit course offered as an alternative to the Internship in Public Administration. The course may be done within any career track or major area, but must cover some topics in Kazakhstan public administration or public policy, or a topic concerning the operation of a private business or NGO in Kazakhstan. The main purpose of the course is to familiarize students how to apply concepts of public and private organizational design and functioning - and to do so in some depth, culminating in a research paper of 20 pages of text. The student will go through the supervised steps of selecting, justifying, and focusing a topic and will use evidence and methods of research appropriate to his/her project. The course is conducted under the supervision a faculty member chosen in agreement by the student and PA Department. It ends with the student's oral presentation of the project before a committee of PA faculty.

PAF3511 Fundamentals of Public Financial Management (3 Credits)

Prerequisite: PAD2111

Replaces FMG2511 Introduction to Financial Management

This course provides students with a conceptual understanding of the financial decision-making process made in public sector enterprises. With a focus on the big canvass, the course provides a foundation to financial decision-making rooted in current financial theory and in the present state of world economic conditions. The goal of this course is not merely to teach a discipline or trade but also enable students to understand what is learned and yet unforeseen problems-in short, to educate students in public financial management issues such as administration and management of Government's financial affairs, allocation, investment, control of public funds, and public budgeting.

PAF3531 Public Finance (3 Credits)

Prerequisite: PAD2111

This course will examine economics of the public sector. It emphasizes government budget influences on distribution, resource allocation, stability, growth, expenditure, budgeting, and public choice. It will also study public goods, externalities, and social insurance. Students will use models to analyze real-world problems and programs.

PAF3534 Taxation and Spending in Selected Countries (3 Credits)

Prerequisites: PAD 2511, ECN2103 (or ECN1101)

This course will study both the theories of taxation and how various taxation concepts and approaches are used in different countries around the world. Some topics will focus on alternative ways of generating revenue, and how successful government is in doing this. Other topics will examine government spending programs in areas such as social insurance, education, and health care. Students will study the success and difficulties in implementation of different tax structures in different countries, including the United States, Canada, Kazakhstan, and other Central Asian countries.

PAF4531 Investment Management (3 Credits)

Prerequisite: PAF3511

Theory and practice of investment decisions of individuals and fund managers. Topics include capital market theory and the efficient market hypothesis literature. Standard institutional and investment analysis topics and international investment topics are also covered.

PAF4532 Current Topics in Public Financial Management (3 Credits)

Prerequisite: PAF3511

Examination of public financial management topics currently being discussed in the media, and development of advanced analytical skills in those areas. Topics will change depending on global environment and implications of government decisions on global financial and economic issues.

PAF4533 Financial Management in Public Sector (3 Credits)

Prerequisite: PAF3511

In this course students will study theory and practice of financial management in public and private

organizations. Analysis of financial statements, pro forma statements, cost of capital, risk and return, capital budgeting, and other indicators of financial performance will be studied. Also, attention will be paid to socioeconomic aspects of financial management. Case studies may be employed where applicable.

CSS 3001.1 Introductory Internship (Kazakhstan Parliament) Foundation Course (3 credits)

Prerequisite: PAD2111

CSS3001.2 Introductory Internship (Kazakhstan Parliament) (3 credits)

Prerequisite: CSS3001.1

The internship is designed to provide the student with an experiential learning opportunity by placing the individual in the Parliament of Kazakhstan

CSS 3002.1 Introductory Internship (Ministry of Economics) Foundation Course (3 credits)

Prerequisite: None

The purpose of this course is to provide quality preparation for an internship and the Ministry of Economics. The course covers material related to the structure and processes of the Ministry and introduces the essential foundations of Economic policy.

CSS3002.2 Introductory Internship (Ministry of Economics) (3 credits)

Prerequisite CSS 3002.1

The purpose of this course is to provide an internship in the Ministry of Economics. During their internship, students will have opportunity to work in one of the Ministry's departments, so as to gain a better understanding of how economic analysis is undertaken and how economic policies are developed and implemented.

INTERNATIONAL RELATIONS AND REGIONAL STUDIES AREA

POL2511 Fundamentals of Political Science (3 Credits)

Prerequisites: None

Preciously listed as PS1511

This is a basic survey course of the major concepts, theories and methodologies in Political Science designed to provide students with a basic foundation in the discipline. The course will focus on theoretical as well as practical applications of Political Science.

POL3512 Comparative Politics (3 Credits)*Prerequisites: POL2511*

This is an introductory course in the field of Comparative Politics. The course will acquaint students with various paradigms in the field, while also offering practical case studies to illustrate different political orientations of nation-states and regions.

POL/IRL3515 Political Geography (3 Credits)*Prerequisites: None*

This course provides an introduction to political geography, the study of the location, distribution, and interaction between political units in the world. The world political map has changed dramatically over the past century with a sharp increase in the number of states and nation-states. Today's era of globalization heightens the need for an understanding of global political-geographic issues. This course will cover such wide-ranging topics as international conflict, relationships between states, ethnic tensions within states, globalization, the breakup of the Soviet Union, and the political geography of Central Asia.

POL3520 Asian Politics (3 Credits)*Prerequisites: POL2511*

This course will review government and politics in major Asian countries from comparative and historical perspectives.

POL3532 Government and Politics in Central Asia (3 Credits)*Prerequisites: POL2511*

This course covers new developments in nation-building in Central Asia from the fall of the Soviet Union to the present. Special emphasis will be given to the issues of regional security, democratization, environmental and industrial policy, as well as growing relations between Central Asian states and the rest of the world.

POL3533 Political Sociology (3 Credits)*Prerequisites: POL2511*

Political Sociology is a specific interdisciplinary branch of sociological and political studies that searches for the factors, mechanisms and forms of social activities and social relations in political sphere. This subject studies various political phenomena via the prism of their interaction with

society approaching it from social, ethnic and other social groups' attitudes and activities. In difference to Political Science that traces the influence of political institutions and processes on society, Political Sociology, on the contrary, starts from society and follows its influence towards state, political institutions, power, and political processes. Within the Political Sociology course we study political behavior of small and large social groups, the role of public opinion, social basis of political regimes, parties, movements, etc. Various problems, such as electoral behavior of different social groups, gender aspects of political behavior, socio-psychological factors of political leadership, bureaucracy as a specific social group, - all that is thoroughly studied and discussed during the course.

Political Sociology uses sociological methods and approaches including social polls, focus groups, expert interviews, content analysis, and statistics.

POL3534 Social and Political Theory (3 Credits)*Prerequisites: POL2511*

This course provides a historical background to the development of social and political thought in European and Asian civilizations from antiquity to the present day. Readings from primary sources, such as Plato, Aristotle, Confucius, the Dhammapada, Augustine, al Farabi, ibn Khaldoun, Aquinas, Machiavelli, as well as modern thinkers from Hobbes to the post-moderns will help students to comprehend the theoretical underpinnings of research on political systems, political economy, social hierarchy and comparative civilizations.

POL3546 Selected Topics in Regional Studies (3 Credits)*Prerequisites: POL2511*

This course examines various topics in comparative politics and regional studies. Topics vary according to the interests of students and instructors.

POL/IRL4520 Domestic Politics and Foreign Policy in the Post-Communist World (3 Credits)*Prerequisites: IRL2512 or POL2511*

This course focuses on the domestic politics and foreign policies of post-communist states. In particular, it will examine the transition that has taken place in the former USSR during the last two decades. Students will be required to analyze the myriad of challenges

facing the post-communist sphere in the political, cultural, social and economic spheres. Special emphasis will be placed upon the international relations between the new states of the former USSR and the rest of the world.

POL/IRL4530 Middle East Politics (3 Credits)

Prerequisites: POL2511 or IRL2512

A survey of the twentieth and twenty-first century political history of the Middle East and its regional issues, such as the Palestinian-Israeli conflict, ethnic and religious nationalism, the geopolitics of oil, the two Western wars in Iraq, and both Western and Islamic alliances. This course will also compare the governments and political ideologies of the Middle East region, focusing on social and institutional structures and development issues. Concepts and ideologies like Arabism, Islam, modernization, and the nature of states and political systems will be studied.

POL4541 Government and Politics in the Russian Federation (3 Credits)

Prerequisites: POL2511

The course will examine politics in Russia after the dissolution of the Soviet Union, attempts to create a democratic political system. Special attention will be paid to the electoral system and politics, the Constitution, the party system, parliaments, leadership strategies, and nationalism.

POL4590 Undergraduate Seminar in Regional Studies (3 Credits)

Prerequisites: IRL2512

This seminar course is designed to offer students an opportunity to apply their theoretical knowledge to a specific issue in regional studies. Students will participate in ongoing research projects headed by individual faculty members. Topics will vary every time the course is offered, and may include issues in regional integration, emergency powers, human rights, or comparative civilizations.

POL4597 Professional Internship in Comparative Politics (3 or 6 Credits)

Prerequisites: None

Students will engage in a supervised internship with

a consulate, NGO, private company or other agency. A program of study and activities is collaboratively designed by the students' advisor and the participating agency. In the past, departmental internships have been pursued at the OSCE, and the EurAsEC. Students may either extend their original internship to cover two semesters, or they may select two distinct professional internships covering one semester each.

IRL2512 Fundamentals of International Relations (3 Credits)

Prerequisites: None

Previously listed as IR1512

This is an introductory course designed to acquaint students with the various theories and concepts used in the field. This course will examine and analyze the emergence and evolution of the modern world-system, its nature and characteristics as well as the emerging issues and challenges faced by the world today. The focus will be also roles and functions of states, non-state actors and institutions. The course is not only designed and developed for students in Political Science and IR but it will also fulfill the needs and interests of students from other disciplines.

IRL/POL3515 Political Geography (3 Credits)

Prerequisites: None

This course provides an introduction to political geography, the study of the location, distribution, and interaction between political units in the world. The world political map has changed dramatically over the past century with a sharp increase in the number of states and nation-states. Today's era of globalization heightens the need for an understanding of global political-geographic issues. This course will cover such wide-ranging topics as international conflict, relationships between states, ethnic tensions within states, globalization, the breakup of the Soviet Union, and the political geography of Central Asia.

IRL3516 Terrorism and Security (3 Credits)

Prerequisites: IRL2512

This course studies the origins and nature of contemporary terrorism, terrorist groups: tactics and trends on the world-wide scale starting from the ancient times to the present. It examines threats and challenges posed by the terrorist groups to state security and to the security of the international system.

IRL3520: Foreign Policy of Kazakhstan (3 Credits)

Prerequisites: IRL2512

This is an advanced survey course on Kazakhstan's foreign policy making since 1991. Special emphasis will be given to the impact of the Soviet legacy on Kazakhstan's foreign policy and the present relationships between Kazakhstan and the West. Other topics include the Kazakhstan's present role in the War on Terror and regional security.

IRL3521 Theories of International Relations (3 Credits)

Prerequisites: IRL2512

This a basic course on theories of international relations. The purpose of this course is to acquaint students with the historical evolution of the theories of IR and to focus on various theories, concepts, approaches and methodologies used in the field. Instead of focusing on any particular group of theories, this course will critically review and analyze all theories: old and new, traditional and modern. Recent theories like feminist theories, post-modernist theories, globalist theories, ecological theories will also be discussed here.

IRL3522 History of US Foreign Policy (3 Credits)

Prerequisites: IRL2512

This is an advanced course on American foreign policy since the birth of the Republic to the modern era. This course will focus on American foreign policy as a whole, but will also give special attention to present-day American foreign policy, American-Kazakhstan relations in particular.

IRL3523 International Political Economy (3 Credits)

Prerequisites: IRL2512

The main objective of this course is to introduce students to the field of International Political Economy and to discuss the scope boundary and methodologies used in the study of IPE. Students will critically examine and analyze major international economic processes and institutions, such as international monetary and financial organiza-

tion, globalization of production and distribution, international trade and investment, development, dependency and foreign aid.

IRL3525 Understanding Global Crisis (3 Credits)

Prerequisites: IRL2512

The purpose of this course is to develop a broad understanding of the roots of the contemporary financial and economic crisis, and to sketch its possible outcomes in the short, medium and long-term future. Our approach will be historical and multidisciplinary, in order to give a general and integrated picture of economic, political, social and cultural components of the crisis and thereby to help students shape their subsequent academic, professional and personal choices. To this end, we will successively examine the implosion of the housing, energy, and credit bubbles, the collapse of the global financial system, the crisis of globalization, the interstate system, neoliberal ideology, US hegemony, capitalism, and Western dominance. At the conclusion of the course, we will implement multiple national and ideological perspectives, so as to gain a balanced and unbiased understanding of the crisis and its consequences, and to lay out several trajectories, including a possible return to globalism, regionalism, and deepening chaos and autarky.

IRL3537 Russian Foreign Policy (3 Credits)

Prerequisites: IRL2512

This is an advanced course on the formation and development of Russian foreign policy from Ancient Russia to the modern era. This course will focus on Russian foreign policy as a whole, but will put special emphasis on present-day Russian foreign policy-making, and Russia-Kazakhstan relations in particular.

IRL3538 Chinese Foreign Policy (3 Credits)

Prerequisites: IRL2512

This is an advanced course on foreign policy making in China since the formation of the Chinese State to the modern era. This course will focus on Chinese foreign policy as a whole, but will also give special attention to present-day Chinese foreign relations, and in particular China-Kazakhstan relations.

IRL3539 History of Diplomacy from 1648 to 1815 (3 Credits)

Prerequisites: IRL2512

This is an advanced survey course on the development of modern international relations in Europe from the inception of the Westphalia System to the rise and fall of Napoleon. Special emphasis will be placed upon the role of history in shaping the modern international system.

IRL3540 History of Diplomacy from 1815 to 1945 (3 Credits)

Prerequisites: IRL2512

This is an advanced survey course on the development of modern international relations in Europe from the inception of the Westphalia System to the rise and fall of Napoleon. Special emphasis will be placed upon the role of history in shaping the modern international system.

IRL3544 Diplomatic and Consular Service (3 Credits)

Prerequisites: IRL2512

This course covers theoretical and practical problems and issues of diplomacy, organization and functioning of diplomatic and consular services in Kazakhstan. This course will also discuss and debate the process and mechanisms of foreign policy decision-making in Kazakhstan and the forms and methods of their realizations.

IRL3545 Diplomatic Protocol and Documents (3 Credits)

Prerequisites: IRL2512

This course instructs students in diplomatic protocol in the context of preparing them for diplomatic service. Diplomatic privileges and immunities, the presentation of the credentials of diplomatic representatives, the protocol of diplomatic correspondence, diplomatic receptions, personal visits and conversations, international courtesy, the structure of staff protocol and the personal activity of diplomatic representation abroad will be covered. Various kinds of diplomatic documents will also be examined.

IRL3546 Selected Topics in International Relations (3 Credits)

Prerequisites: IRL2512

This course examines various topics of international relations. Topics vary according to the interests of students and instructors.

IRL4512 Central Asia in Global Politics (3 Credits)

Prerequisites: IRL2512

This course brings together studies of post-colonial, post-Cold War interactions between state and non-state actors. The unanticipated collapse of the USSR initiated a profound crisis in the theory of international relations. The Cold War is rapidly moving into history. The post-Cold War interregnum seems to have come to an end on September 11, 2001. What theory is out there to help us comprehend incisive change in international affairs? We will use elements borrowed from political realism and constructivism to analyze change underway in one particular region: Central Asia. The objective of the course is to provide greater comprehension of the nature of the post-colonial ‘Great Game’ underway in that part of the world and to relate that game to the transformation in Central Asia.

IRL/POL4520 Domestic Politics and Foreign Policy in the Post-Communist World (3 Credits)

Prerequisites: IRL2512 or POL2511

This course focuses on the domestic politics and foreign policies of post-communist states. In particular, it will examine the transition that has taken place in the former USSR during the last two decades. Students will be required to analyze the myriad of challenges facing the post-communist sphere in the political, cultural, social and economic spheres. Special emphasis will be placed upon the international relations between the new states of the former USSR and the rest of the world.

IRL4521 Petro Politics (3 Credits)

Prerequisites: IRL2512

This course examines the geopolitics of energy in the Caspian Sea region. The subject is a broad, complex one that is constantly shifting and evolving even as policymakers try to manage and influence affairs from day to day. The emergence of independent states in the Caspian Sea region has created a new environment of great importance to the world. The region’s geopolitical position between Europe, the Persian Gulf, and Asia, and its unresolved ethnic conflicts have made it both a magnet and potential flashpoint for its neighbors, including Russia, Turkey and Iran. Also, the Caspian Sea is the energy world’s latest frontier. The development of Caspian energy resources and their transportation to international markets is one of the most controversial and pressing issues in the post-Cold War era.

IRL4522 Central Asia-United States Relations (3 Credits)

Prerequisites: IRL2512

Central Asia - United States Relations

This is an advanced survey course on the development of Central Asia - US relations since 1991 to the present. We will consider the interests that determine foreign policies of Central Asian states and that of the United States in the region, perceptions and decision-making processes, and the broader geopolitical context of Central Asia - US relations (with the focus on Russia, China, Afghanistan, Iran, and EU). A broad variety of topics will be discussed: American contribution to Kazakhstan's denuclearization, investments in the energy sector, development assistance, military bases in Central Asia, cultural influence, and others.

IRL4524 Russian-United States Relations (3 Credits)

Prerequisites: IRL2512

This course will focus on the origin and development of Russian-American relations from the 18th century to the present. Special emphasis will be placed upon the recent changes in Russian-American relations.

IRL4525 Asian Security: Theory and Practice (3 Credits)

Prerequisites: IRL2512

The main goals of the course are to give a brief introduction to the field of security studies and its current debates and to apply this theoretical knowledge to the study of Asian security at different levels of analysis: national, regional and global. The discussion of key issues in each region (Northeast Asia, Southeast Asia, South Asia and Central Asia) will be combined with the in-depth consideration of various aspects of security: military (including nuclear), political, economic, environmental and societal security.

IRL4526 Comparative Foreign Policy (3 Credits)

Prerequisites: IRL2512

This course centers on the foreign policies of states, and more specifically, on the various factors that produce these policies. It is not an easy task to analyze policy "outputs". The complexity of the matrix makes clear that we cannot attribute the adoption of

one foreign policy rather than another to any single factor. Clearly, the interactions between and among all the various sources of "input" makes any such analysis that much more difficult. Nevertheless, it is possible to discern patterns in policy process and the broad outlines of policy goals, and this is what will be accomplished in this course. In this task we will be aided by the use of "case studies" and foreign policy profiles of selected countries.

IRL4527 Ethics in International Affairs (3 Credits)

Prerequisites: IRL2512

The course presents students a normative approach centered on ethics for studying international affairs. The main purpose of this course is to acquaint students with the moral dilemmas that political leaders, activists and citizens have to face in a globalized world. The theoretical approach is combined with case studies in fields such as just war theory, conflict and reconciliation, humanitarian intervention and the responsibility to protect, sovereignty and social justice, and environmental and technological challenges in the international arena.

IRL4528 Central Asia-Russia Relations (3 Credits)

Prerequisites: IRL2512

This is an advanced course on the development of relations between Russia and Central Asia from the 18th century to the present. Special emphasis will be given to the development of Central Asia-Russia relations since the collapse of the Soviet Union.

IRL/POL4530 Middle East Politics (3 Credits)

Prerequisites: POL2511 or IRL2512

A survey of the twentieth and twenty-first century political history of the Middle East and its regional issues, such as the Palestinian-Israeli conflict, ethnic and religious nationalism, the geopolitics of oil, the two Western wars in Iraq, and both Western and Islamic alliances. This course will also compare the governments and political ideologies of the Middle East region, focusing on social and institutional structures and development issues. Concepts and ideologies like Arabism, Islam, modernization, and the nature of states and political systems will be studied.

IRL/POL4535 Government and Politics in Europe (3 Credits)

Prerequisites: POL2511 or IRL2512

European politics has never been so topical and exciting. With the end of the Cold War division of Europe into East and West, Europe is uniting under the umbrella of the European Union and is moving ahead with a unique experiment whereby European law supersedes national law and a single European currency is used. Despite the erosion of traditional cultural and political boundaries, it remains vital to understand the national politics of European states. The purpose of this course is to offer students an informed and accessible overview of European government and politics. During the semester, we will examine the themes, debates, developments, and structures within selected states and regions. The phenomenal growth of the European Union in power and membership shall also be discussed. A variety of case studies will be examined including the major powers (like Germany and Britain), small powers (like Ireland and the Scandinavian states), and the new democracies of Eastern Europe (like Poland and Latvia).

IRL4590 Undergraduate Seminar in International Relations (3 Credits)

Prerequisites: IRL2512

This seminar course is designed to offer students an opportunity to apply their theoretical knowledge to a specific issue in international relations. Students will participate in ongoing research projects headed by individual faculty members. Topics will vary every time the course is offered, and may include issues in bilateral relations, international security, international political economy and the international legal order.

IRL4597 Professional Internship in International Relations (3 or 6 Credits)

Prerequisites: None

Students will engage in a supervised internship with a consulate, NGO, private company or other agency. A program of study and activities is collaboratively designed by the students' advisor and the participating agency. In the past, departmental internships have been pursued at the Foreign Ministry, US and UK consulates, the UN, the OSCE, and the EurAsEC. Students may either extend their original internship to cover two semesters, or they may select two distinct professional internships covering one semester each.

THE SCHOOL OF LAW

LAW2202 Business Law (3 Credits)

Prerequisites: None

This course familiarizes students with core notions and landmark concepts of the legal system of Republic of Kazakhstan that are likely to be encountered in future business practice. It begins with an introduction to the major legal concepts in the context of modern business and then introduces students to the basic doctrines of the business law of RK and covers its main branches, including: Law of Transactions, Property Law, Liability Law, Land Law, Labor Law, Tax Law etc.

LAW3511 Public International Law (3 Credits)

Prerequisites: None

Public international law is the system of law governing the international community, thus the aim of the course provides a framework to understand the normative dimensions of international relations. The course introduces students to the fundamental principles and doctrines of public international law as a meaningful tool for providing order to world politics and for minimizing global conflict. The course reflects the breadth and diversity of international law and covers all its main branches, including: sources; the subjects of international law; international institutions; the law of treaties; peaceful settlement of international disputes; the use of force; territory; human rights; diplomatic and consular law as well as international economic law. A problem-oriented approach to various case studies is used in both lectures and discussion sessions. Situations in the former Yugoslavia, in Africa, in Afghanistan and in Iraq may serve as case studies.

LAW3512 Family Law and Inheritance Law of Kazakhstan (3 credits)

Prerequisites: None

The social, political and economic transformations which faced Kazakhstan in the last fifteen years made an impact on family relations and thus family legislation and inheritance legislation. The first part of the course examines the basic laws governing issues such as the definition of marriage; marriage contracts; termination of marriage; marital support; parental

rights; marital property; debts and family business in marriage; and laws applicable to international marriages and to trans-border adoptions. The second part of the course is dedicated to inheritance issues, such as the form and content of testament as well as the procedure of inheritance by law, in case the testament is missing. During the semester the students will receive theoretical knowledge regarding family and inheritance issues and will be offered numerous challenging cases to solve in order to develop the ability to apply these laws in practice.

LAW 3516 International Trade Law (3 Credits)

Prerequisites: None

Three institutions operate globally to improve trade relations, solve poverty and promote infrastructure investment, and maintain financial stability: the World Trade Organization, the World Bank Group, and the International Monetary Fund. This course provides an overview of each institution and its primary impact upon legal systems. The WTO is the product of the Bretton Woods Agreement following World War II. The GATT [the original name] created a multi-lateral trading system to reduce tariffs and non-tariff barriers to trade in an effort to make the economic interests of its members interdependent. The WTO, which was formed in 1995 and incorporates the 1948 GATT, introduced several new covered agreements and significantly the Dispute Settlement System. The course also covers the role of the major public international institutions, with the exception of the United Nations, and provides historical case studies.

LAW 3517 Civil Law of Kazakhstan: General Part (3 credits)

Prerequisites: None

This course introduces students to the fundamental concepts and principles of civil legislation of the Republic of Kazakhstan. The course deals in particular with the following major issues: (1) foundations of civil law in Kazakhstan, focusing upon application and interpretation of civil legislation, the exercise of civil rights and protection of freedom of entrepreneurship; (2) the law governing persons, including natural persons (especially their legal and deed capacity as well as entrepreneurial activities) and legal entities (in particular their types and forms, issues related to their foundation documents, legal capacity, liability,

reorganization, etc.); (3) the law of transactions with particular emphasis on the rules related to the execution, termination and invalidation of contracts; (4) property law covering acquisition and protection of the right of ownership, legal issues related to immovable property, state ownership, etc.; and (5) the law of obligations, including execution of obligations, methods of securing the execution of obligations, replacing persons in obligations and responsibility for violating obligations.

LAW3520 Tax Law of the Republic of Kazakhstan (3 Credits)

Prerequisites: None

Tax law impacts almost every aspect of individual, professional, and business activities. This course introduces students to fundamental legal principles of taxation from the perspectives of theory and practice. Specifically, students study the key sources of tax law in Kazakhstan and relevant administrative guidance and instructions, including the most important tax returns. The course covers elements of taxes, basic rules of tax calculations for major taxes (corporate and personal income tax, value added tax, subsurface use taxation, excise and customs regime, special tax regimes) and the importance of tax considerations for business decisions and tax planning. It also focuses on the rights of taxpayer and tax authorities, rules related to tax (de-) registration, tax control procedures, tax dispute resolutions, administrative and procedural tax rules, appeal procedures at tax administration and court levels.

LAW 4512 Administrative Law of Republic of Kazakhstan (3 credits)

Prerequisites: None

This course introduces students to the body of law governing the legal issues of state administration and state service. It explains the system of organs of state administration and deals with their forms and methods. In addition students are introduced to various legal administrative regimes and principles of organization of the state service. Since state administration is engaged in a variety of different spheres, the course examines a number of branches of the administrative legal structure. Furthermore, the course focuses upon legal issues of administrative enforcement, liability and proceedings.

LAW4514 Constitutional Law of Kazakhstan (3 credits)

Prerequisites: None

This course introduces students to the constitutional principles of the Republic of Kazakhstan. The course starts with the historic overview of the constitutional development of Kazakhstan. Students then examine the constitutional rights and freedoms of individuals in Kazakhstan; the institutes of citizenship and referendum; the legal foundations of the activities of public associations and political parties; and electoral law. Students also will study the legal status of the supreme state organs of Kazakhstan: the President, the Parliament, the Government, the judiciary, and the Constitutional Council. Special attention is paid to the stages of the legislative process in Kazakhstan and constitutional review. Finally, the course deals with the legal issues of the local state administration and self-governing bodies.

LAW 4515 Law of the European Union (3 Credits)

Prerequisites: None

The Member States of the European Union adopted the Lisbon Treaty in December 2009. The Treaty endows the EU with legal personality, and the EU will replace the EC [European Community]. The Lisbon Treaty contains provisions virtually identical to the failed European Constitution and consists of two Treaties: The Treaty on European Union and the Treaty on the Functioning of the European Union. The Lisbon Treaty has reconstructed the architecture of the EU, its institutions, and field of competences between the Member States and Community Institutions. This course studies the new constitutional order of the EU and covers the most important substantive areas of EU law such as Free Movement of Workers, The Right of Establishment, Freedom to Provide Services, and Free Movement of Capital. These core rights developed over decades through decisions of the ECJ, Community Regulations and Directives, and supplementary concepts such as free movement of goods and EU Citizenship. The development of the EU from a Customs Union to a sui generis political structure, with its own currency, may inform developments that take place in the Customs Union formed by Russia, Kazakhstan, and Belorussia.

LAW 4516 Financial Services Law (3 Credits)

Prerequisites: None

Financial services law is an interdisciplinary subject of study. It requires a thorough understanding of the

policies, regulatory rules, and enforcement mechanisms available to maintain viable trustworthy markets designed to accomplish the purpose for which they were created. This function belongs squarely with the Legislature of National Systems, the Financial Regulator appointed to enforce the law, and to select aspects of International Law. Imperative is the fact that the financial matrix is incomprehensible without knowing the structure and functions of markets, the nature and behavior of financial instruments traded on the markets, and the financial analysis used to evaluate risk and manage portfolio investments. The legal foundation controlling [or failing to control] the financial markets is produced by the commercial activities of the market place. Therefore, the study of financial services law requires inquiry into law, economics, and finance. This course is squarely interdisciplinary in nature with a strong legal overhang. The course also requires that students participate in a simulated “securities portfolio”, meeting legal requirements and developing a portfolio based on analytical and risk measurement techniques.

LAW 45 17 Law and Economics (3 Credits)

Prerequisites: None

This course is an introduction to law and economics. To quote and to paraphrase Richard Posner, the law and economics movement places the study of law on a scientific basis, with a coherent theory, precise hypotheses deduced from the theory, and empirical tests of the hypotheses. Law is a social institution of antiquity and importance. Arguably, the only legitimate theory is premised on economics. Economics is the most advanced of the social sciences, and the legal system contains many parallels to and overlaps with the systems that economists have studied successfully. This course studies central topics of a legal system, such as contracts, property, torts, company law, competition and tax, from the perspective of Law and Economics.

GRADUATE COURSES DESCRIPTION

LANGUAGE CENTER

GRADUATE ENGLISH

ENG5104 Graduate Foundation English B

Prerequisites: None

Graduate Foundation English B is an upper elementary to pre-intermediate course for newly enrolled master's students. By the end of the course students should satisfy the criteria for level A2 on the Common European Framework. In addition to focusing on developing the four language skills (reading, writing, listening and speaking), this course includes extensive reading and writing projects, reading and discussion of current events, and regular listening to news and fiction. Students work on a number of projects that aim to develop their ability to work independently. Study skills suited to university work are given special attention. With a pass mark in this course, students proceed to the A level in Graduate Foundation English.

ENG5105 Graduate Foundation English A

Prerequisites: ENG5104 (or requisite KEET)

Graduate Foundation English A is a pre-intermediate to intermediate course that aims to prepare students for entry into graduate programs. By the end of the course students should satisfy the criteria for level B1 on the Common European Framework. Students will develop their general English skills, develop their vocabulary by means of extensive reading and daily writing tasks. They will learn to summarize and paraphrase accurately and to write extended essays on topics of personal interest. They will make individual presentations on subjects that they investigate and also learn sound habits of group work. In addition, students will write film reviews on movies and other video programs they watch in class or in their own time.

ENG5205 Graduate Foundation English A (MBA)

Prerequisites: ENG5104 (or requisite KEET)

This course is a foundation English course specifically designed for students in the MBA program. Students

allocated to this course are expected to be at pre-intermediate level (A2 on the Common European Framework). During the 90 contact hours within 300 learning hours, the course aims to take them to intermediate level, within the B1 range on the Framework. In addition to working on the four skills (reading, writing, listening and speaking), students develop their extensive reading in texts of a general nature, as well as readings related to subjects relevant to business studies.

ENG5101 English Speaking and Listening 1 (0 credits)

Prerequisites: None

The course is designed for graduate students of KIMEP. Students will work on the development of their language, speaking, listening and note-taking skills. Over the course of the term, students will be involved in small group and whole group discussions of case study issues. Listening and note-taking components will be covered in self-study assignments. Students will have to read and listen to news programs of English-medium channels (BBC, CNN, etc.) to search for relevant materials, and make notes with respect to key aspects of the issues in their case studies. This will help students to become familiar with the facts and important issues described in the case study to acquire a thorough understanding of the situation, and also to apply ideas and insights from the theories to real-life issues and problems. Classroom case study discussions will be guided by the instructors at the beginning. Later, students will deal with the preparation and organization of these discussions independently. Students are expected to participate meaningfully in the discussions presenting their views, and questioning or challenging their peers. The interaction among students and between students and an instructor will help students to improve the analytical, communication, and interpersonal skills.

ENG5102 English Reading and Writing 1 (0 credits)

Prerequisites: None

During this course students will become familiar with a variety of strategies in order to read academic texts on various issues to complete the major tasks of the course, which are a short (four to six pages) group case study paper and a longer (eight to ten pages) individual case study paper. The work on case

study papers will develop analytical skills including problem identification skills, data-handling skills, and critical thinking skills. Dealing with real-life situations described in cases, students will have to read in order to search, find, select, analyze and evaluate relevant sources, and finally write a case study paper. Working on case study papers, students will go through the stages of individual search, selection, analysis and organization of the relevant materials. While writing, students are engaged in referencing the sources, outlining, drafting, re-drafting, peer critiquing and editing.

ENG5201 English Speaking and Listening 2 (0 credits)

Prerequisites: ENG5101 or a required score in the entrance test

The course is designed for graduate students of KIMEP. It helps them to learn how to improve their speaking and listening skills. Over the course of the semester, students will be involved in work on case studies and make individual and group presentations, which will help them to be aware how to select and analyze materials, how to structure presentations, how to design visual aids, how to use voice/ body language in order to enhance the clarity and impact of presentations. During the course, listening and note-taking will be covered in the self-study component. Students will have to read and to listen to news programs of English speaking channels (BBC, CNN, etc.) to search for the relevant materials, and make notes with the respect to the key aspects of the issues of their case studies.

ENG5202 English Reading and Writing 2 (0 credits)

Prerequisites: ENG5102 or a required score in the entrance test

This course is built on the reading strategies and writing skills acquired in the course Reading and Writing 1. Students will read academic texts on various issues to search, find, select, analyze and evaluate relevant sources in order to write a research paper. The major tasks of the course are the work on a short research (four to six pages) and a longer (eight to ten pages) research paper. This will involve critical thinking and dealing with real life situations in different areas. The process of writing a research paper will include referencing the sources, using proper citations, outlining, drafting and re-drafting, peer critiquing and editing of the paper.

TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

TEL5101 Introduction to Linguistics (3 credits)

Prerequisites: None

This course presents some answers to basic questions about the nature of human language. Introduction to Linguistics surveys linguistic theory focusing on subtopics of particular relevance to language teachers: general phonetics, phonology, morphology, syntax, semantics, and historical-comparative linguistics. This course considers a universal grammar that governs language, and it also explores similarities and differences among languages. Other topics include language learning and psychology of language; linguistic universals; and aspects of language in society. Topics covered will be exemplified through a variety of languages.

TEL5102 Introduction to Sociolinguistics (3 credits)

Prerequisites: TEL5101

The sociolinguistics course focuses on the description of language as it is used in society and how language and society affect each other. It assumes that language is fundamental in the organization and understanding of everyday interactions, from both individual and societal perspectives. The course topics include social dialects; class, ethnic, and gender differences in speech; linguistic change; language in multinational settings; and the politics of language. The course also studies applications of sociolinguistic research methods to problems in applied linguistics and language education.

TEL5201 Language Analysis for Language Instructors: Formal and Functional Grammars (3 credits)

Prerequisites: TEL5101

This course is the first part of a two-course sequence. It introduces two contrasting approaches to the description of English grammar. The course provides an overview of formal and functional perspectives about the structure of the English language, focusing on English phonetics, phonology, morphology and syntax. The course surveys the role(s) of grammar in second/foreign language teaching, and presents strategies for introducing grammatical forms to non-native speakers.

TEL5202 Language Analysis for Language Instructors: Grammar in Social, Cultural Contexts (3 credits)

Prerequisites: TEL5101, TEL5201

This course is the second part of a two-course sequence. The course analyzes relations between situational contexts and grammatical choices, and refers to contemporary views about English semantics, pragmatics, and discourse structures. The course also considers implications of grammatical choices in situational contexts for foreign language instruction.

TEL5301 Introduction to Second Language Acquisition (3 credits)

Co-requisites: TEL5101

This course examines the process of acquiring a second or additional language. Topics include the nature of learner language, individual differences in language acquisition, the role of input and interaction, similarities and differences in L1 and L2 acquisition, instructed acquisition, and the relationship between acquisition research and second language teaching. The course also analyzes the neurolinguistic, psycholinguistic, and sociolinguistic bases of second language acquisition in childhood and adulthood.

TEL5302 Second Language Acquisition Research (3 credits)

Prerequisites: TEL5301; a minimum of 22 credits in the program

This course is an introduction to research on the language and learning processes of second-language learners. The goal of this course is to make students familiar with cognitive and linguistic approaches to second language acquisition and to analyze research according to grammatical, pragmatic, and sociolinguistic dimensions of language learning. The course surveys major perspectives on second language acquisition processes, including interlanguage theory, the Monitor Model, acculturation/pidginization theory, cognitive/connectionist theory, and linguistic universals. Course work shall consist of the planning and implementation of a research project and the exchange of the results of this research through discussion, reports, and/or papers.

TEL5401 Methods in English as a Second Language (2 credits)

Prerequisites: None

This course is an introduction to current instructional methods and approaches for teaching English as a second language to adults. The course focuses on theoretical perspectives, major methodological issues, and current controversies, and examines the historical and theoretical foundations in English as a second language. The course involves extensive readings, discussions, and observations of ESL classes, with consideration of principles for instruction in a wide range of teaching contexts. Particular attention is paid to long-term development of language teachers as decision-makers and problem-solvers.

TEL5402 Practicum in English as a Second Language (3 credits)

Prerequisites: TEL5401; a minimum of 22 credits in the program

The practicum is a course in which the student demonstrates the knowledge and skills developed in the master's program. It is an observation of and practice in teaching English as a second language to adults at the college or university level. Students are apprenticed to experienced mentor teachers in ongoing ESL classes, and receive detailed feedback on their teaching, including comments about the knowledge, principles, and skills required to teach second languages; performance with ESL curriculum and materials development; and use of student assessment. For experienced teachers, especially those who have taught for many years in ESL and multilingual settings, a research project is an option.

TEL5403 Curriculum and Materials Design in TESOL (2 credits)

Prerequisites: None

This course prepares and evaluates materials for teaching English as a foreign language to adults. The course focuses on learning-centered approaches to designing courses, from developing curriculum to material design. Curricula in both EFL and ESL environments will be addressed. During the course students will design a curriculum to respond to the needs of a specific student audience through a process of needs assessment, selection, sequencing, presentation, and evaluation. Students will select, adapt, develop, and evaluate course

goals and objectives, structured syllabus, course units, lesson plans, system of evaluation, and materials for one lesson.

TEL5404 Introduction to Second Language Learning Evaluation and Assessments (2 credits)

Prerequisites: None

This course introduces the principles and practice of conducting language learning evaluation within the context of adult foreign language acquisition from both theoretical and practical perspectives. The course is aimed at analysis of the goals and rationale of different types of assessments in foreign language programs, including teacher-made assessments and current standardized test instruments. Students will also gain experience in developing and critiquing assessment materials.

TEL5501 English for Specific Purposes (2 credits)

Prerequisites: None

This course is a critical review of literature on genres of English used in identified social contexts, such as the language used in academic journal articles or during job interviews. Students carry out their own ESP research projects, describing the way English is used in a target context.

TEL5502 Educational Technology in Language Classrooms (2 credits)

Prerequisites: None

This course explores the uses of computers in the foreign language classroom, including language learning through information processing software, digital technology, multimedia applications for home-oriented and educational software, and the Internet. During the course students will have hands-on experience with multimedia applications and instructional software, information processing software, and digital technology.

TEL5503 Teaching Writing and Reading (2 credits)

Prerequisites: None

This course examines EFL/ESL reading-writing theory and pedagogy in adult EFL/ESL classrooms. Readings and discussions address intellectual and analytical pro-

cedures involved in writing and reading, social and political contexts within which second language writing/reading occurs, the interdependence of first and second language literacies, the interrelationships between theories of literacy and second language writing/reading theory and pedagogy, the manifestations of cultural variation in non-native writing, and a multicultural theory of second language writing/reading and pedagogy. Students explore ESL/EFL reading and writing development and examine effective teaching by designing methods and materials for teaching reading and writing and evaluating phonological, semantic, and syntactic aspects of instruction.

TEL5504 Teaching Listening and Speaking (2 credits)

Prerequisites: None

The course examines EFL/ESL listening/speaking theory and pedagogy in adult classrooms. It explores the process of listening and comprehension, and highlights problems faced by non-native speakers. The course also surveys the methods, techniques, and activities for teaching conversation and listening comprehension, with an examination of recently published materials. Lesson planning and effective classroom management appropriate to the needs of students are emphasized.

TEL5506 Cross-Cultural Aspects of Language Teaching (2 credits)

Prerequisites: None

This course is an overview of intercultural communication, including cultural differences in pedagogy and the role of culture in second language acquisition. In particular, the course surveys the nature, origin, and evolution of language, as well as approaches and studies illustrating variations in the relation of habitual thought and behavior to language. The course analyses the role language plays when individuals from different cultures interact in different social domains, including school, work, community, and family. It stresses teaching implications of cross-cultural variation.

TEL5601 Research Methods and Academic Writing for TESOL (3 credits)

Prerequisites: TEL5302; a minimum of 22 credits in the program

This course is designed to familiarize students with a variety of scholarly and scientific approaches and

methods for research in education settings, theory development, data processing, scholarly writing, and organization of a research paper related to applied linguistics, second language acquisition, and pedagogy.

TEL5690 Thesis I (3 credits)

Prerequisites: TEL5601; a minimum of 22 credits in the program

Students register for this course and TEL5691 while they are working on and defending their master's thesis.

TEL5691 Thesis II (3 credits)

Prerequisites: TEL5690 (or concurrent enrollment); a minimum of 22 credits in the program

This is the second course for working on and defending the master's thesis.

BANG COLLEGE OF BUSINESS

ACCOUNTING AREA

ACC5201 Financial Accounting for Managers (3 Credits)

Prerequisites: MBA Standing

The course focuses on the basic theoretical framework of generally accepted accounting principles. Different accounting techniques and their effect on financial statements are considered. Students will gain an understanding of the concepts and language of accounting that can be used as an effective tool for communication, monitoring, and resource allocation. They will also gain mastery of the vocabulary and meaning of financial statements and accounting reports. Basic financial statement analysis methods are introduced.

ACC5202 Managerial Accounting (3 Credits)

Prerequisites: ACC5201

This course emphasizes the use of accounting information for internal planning and control purposes. The course is intended for individuals who will make business decisions and evaluate performance of business

units using data obtained from the accounting system. The course will cover the basic vocabulary and mechanics of cost accounting and the role of management accounting in decisions concerning resource allocation and performance evaluation. Particular emphasis will be put on strategic cost analysis. Familiarity with how modern accounting and control theory is used in evaluating economic conditions and making organizational decisions.

ACC5206 Auditing (3 Credits)

Prerequisites: ACC5201

This course covers auditing standards and procedures observed by Public Accountants in the examination of financial statements of business and other organizations; audit standards, objectives, and conceptual framework for collection of evidence and assessment of control risk; and short-form audit report and operational auditing.

ACC5207 International Financial Reporting Standards (3 Credits)

Prerequisites: ACC5201

Kazakhstan is moving towards using International Accounting Standards as national accounting reporting standards. This course bridges the gaps between the Kazakhstan Accounting Standards, Kazakhstan Chart of Accounts, GAAP methods and the methods used in International Financial Reporting Standards. Upon completion, the students will be prepared to conduct business in Kazakhstan using past records and current methods.

ACC5209 Advanced Accounting (3 Credits)

Prerequisites: ACC5201

This course develops a deeper understanding of financial accounting. Among the topics that will be addressed are: business combinations, and consolidation of subsidiaries at date of acquisition and later years, inter-corporate investments, factors affecting ownership interests, segmented and interim reporting, accounting for international activities, foreign currency transactions, translating foreign operations, and reporting foreign operations.

ACC5210 Taxation in Kazakhstan (3 Credits)

Prerequisites: ACC5201

This course is a survey of the tax structure including concepts and policies, which shape the law. Emphasis will be on general concepts applicable to all taxpayers

and on taxation of individuals. It also covers the taxation of property transactions, accounting periods and methods, corporate formulation and income taxation, and the taxation of partnerships and corporations.

ACC5211 Principles of Taxation (3 Credits)

Prerequisites: ACC5201

This course will provide a survey of the tax structure including concepts and policies. Emphasis will be on both legal elements and concepts applicable to corporations and partnerships. Among the issues addressed will be taxation of manufacturing, retailing and services, and to the manner in which organizational accounting policy and strategy can shape, and in turn be shaped by taxation.

ACC5212 Financial Statements Analysis (3 Credits)

Prerequisites: ACC5202

This course will prepare students to analyze, interpret and use financial accounting statements from management and investor perspectives. In addition to developing the practical understanding needed to analyze an organization's income statement, balance sheet and statement cash flows the course will also integrate such understanding into consideration of corporate strategy, accounting choices, budgeting and forecasting.

ACC5216 Professional Auditing (3 Credits)

Prerequisites: ACC5206

This course extends and upgrades the knowledge obtained in Auditing AC4203 to a professional level, preparing students for entry positions in the international Accounting Firms. The course is designed to enhance students' knowledge of auditing procedures, auditing standards and other standards related to attest engagements and the skills needed to apply that knowledge to auditing and other attest engagements.

ACC5217 Fraud Examination (3 Credits)

Prerequisites: ACC5206

The course is intended to provide fundamental and practical knowledge for all students to learn about the global threat of fraud and to prepare for careers in the anti-fraud profession. The students will be able to identify and assess appropriate fraud risk factors by increasing

the body of anti-fraud knowledge in the current audit environment, in which the identification of the fraud risk factors by auditors is required by law or standards and emphasized. The knowledge gained from this course, which regular auditing course do not fully cover due to limited time frame, should be instrumental for the detection and deterrence of fraud in any types of audits.

ACC5260 Selected Topics in Accounting (3 Credits)

Prerequisites: ACC5202

The course examines particular issues in accounting at an advanced level. Topics vary according to the interests of the students and instructors.

BUSINESS AREA

BUS5270 MBA Credit Internship Program (3 Credits)

Prerequisites: Completion of at least 24 credits of course work

Internship gives MBA students the opportunity to put into practice the knowledge acquired during their studies, get some business experience and be better prepared for their future career. Credit Internship Program can be taken after completion of 24 credit hours in the MBA program. The minimum internship period is 160 hours of job experience of managerial nature. After completion of internship, students submit an Internship Report and other required documents. Students will be assigned a faculty supervisor who will monitor internship and evaluate the Internship Report. Internship should be in the field of chosen specialization. Students have to attend at least 3 Preparatory Internship Training Sessions prior to becoming an intern. For details on Credit Internship Program, students are advised to seek information from BCB Career Services Center and/or the Director of the MBA program.

BUS5275 MBA Thesis (3 Credits)

Prerequisites: Completion of at least 45 credits hours including 6 credits of foundation or advanced courses in the area of Major

MBA thesis is a practical research work, involving the analysis of a specific problem in the area of Major, evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem.

FINANCE AREA

FIN5200 Managerial Economics (3 Credits)

Prerequisites: MBA Standing

This course is divided into two 7-week modules. One module develops macroeconomic concepts and models that are useful for business decisions. Emphasis is placed on Keynesian models of income and interest determination (IS-LM), and open economy models of exchange rate determination. This module is designed as a Prerequisites for International Finance. The other module develops microeconomic techniques that assist business decision-making; analysis of generalized demand relations, production and cost functions, profit maximization, competition theory, and dynamic strategies (game theory). While there is no Prerequisites, the course is designed for students with an intermediate background in economic theory.

FIN5201 Managerial Finance (3 Credits)

Prerequisites: ACC5201

This course surveys the basic concepts and tools of Financial Management. The major objectives of this course are to learn the fundamental principles of finance and to obtain a broad perspective of the area of Financial Management. Major topics include financial objectives, financial analysis and planning, financial environment, risk-return trade-off, time value of money, valuation, capital budgeting, cost of capital, capital structure, working capital basics etc. Special emphasis is given on integration of the concepts of Financial Management into a total systems approach to financial decision-making.

FIN5202 Advanced Corporate Finance (3 Credits)

Prerequisites: FIN5201

The course examines in details investment and financing decisions, and their interrelatedness. The overall goal is to obtain a comprehensive and in-depth perspective of the area of Financial Management. Major topics include financial analysis and planning, valuation, capital budgeting, capital structure, dividend policy, working capital management, mergers and acquisition, hybrid financing, bankruptcy, multinational financial management, and risk management. Special emphasis is given on integration of the concepts of financial

management into a total systems approach to business decision-making.

FIN5204 Financial Institutions Management (3 Credits)

Prerequisites: FIN5201

This course focuses on understanding of the major financial institutions and the competitive and regulatory environment in which they operate. Special emphasis is placed on the operations and financial management of institutions such as the central bank, commercial banks, investment banks, pension funds, mutual funds and insurance companies. The course covers issues related to management of liquidity, loan portfolio, and capital, as well as various forms of risks faced by intermediaries and the trade-offs required to balance portfolio risks and returns.

FIN5206 Investment Management (3 Credits)

Prerequisites: FIN5201

This course examines the investment environment and the investment process. An investment is the current commitment of money or other resources in the expectation of reaping future benefits. The investment process involves identifying objectives and constraints, formulating and implementing strategies, and monitoring and updating the portfolio as needed. Major topics include investment alternatives, securities markets and trading mechanism, risk and return analysis, modern investment theory, valuation, analysis and management of bonds, common stocks and derivative securities, and investment performance evaluation.

FIN5209 International Finance (3 Credits)

Prerequisites: FIN5201

This course focuses on understanding of Financial Management – in an international environment. This is achieved through comprehensive coverage of topics from the area of International Finance. Major topics include international financial environment, foreign exchange markets including currency futures, forwards, options and swaps, foreign exchange risk management, international financing and investing decisions, international working capital management, multinational capital budgeting, international portfolio diversification, etc.

FIN5210 Financial Derivatives (3 Credits)

Prerequisites: FIN5201

This course offers an introduction to derivative markets. A derivative is an instrument whose value depends on the values of other more basic underlying variables. This course focuses on the financial derivatives. Emphasis is placed on organization and role of put and call options markets, futures and forward markets, swaps markets, and their interrelations. Major topics include arbitrage relations, valuation, hedging and speculating with derivatives, implementation of derivatives trading strategies, the perspective of corporate securities as derivatives, the functions of derivatives in securities markets, regulations and recent innovations in derivative markets.

FIN5211 Bank Management (3 Credits)

Prerequisites: FIN5201

Provides students with tools and techniques to manage banks. Major topics include operations, mechanics, and structure of banks, performance evaluation of banks, asset-liability management, management of various kinds of risks, such as, interest rate risk, price risk and liquidity risk, fund management, bank regulations and international banking.

FIN5213 Credit and Market Risk Management (3 Credits)

Prerequisites: FIN5201

Credit risk is one of the major risks faced by financial institutions. Market risk is the risk that asset prices will change due to adverse movements in market conditions. It includes effect of interest rate risk, foreign exchange risk, equity risk and other financial risks on the trading portfolio of the financial institution. Course deals with identification, measurement, and management of credit risk and market risk using internal and external rating systems, credit risk models, and value at risk applications. Issues of regulation and compliance are also discussed.

FN5214 Risk Management and Insurance (3 Credits)

Prerequisites: FN5201

The goal of risk management and insurance is to minimize the adverse consequences of variability. Students will study topics such as the general principles of risk management and insurance, factors affecting

risk, operations of insurance organizations, marketing systems, underwriting, rating, and personal decision processes in selecting risk management options.

FIN5215 Investment Banking (3 Credits)

Prerequisites: FIN5201

The course provides a study of investment banking activities, including their regulatory, institutional and market environments, with extensive reference to the global marketplace.

Students will learn the analysis of the main investment banking services with emphasis on the mechanics and economics of the issuance process. Analysis of the market for new issues and appraisal of their spread and price performance will be provided. Consideration of ethical, technological and diversity issues in investment banking operations will be made.

FIN5260 Selected Topics in Finance (3 Credits)

Prerequisites: FIN5201

The course involves study and research on contemporary issues in the area of finance at an advanced level. Topics vary according to the interests of the student and instructor. These topics may be from areas of Corporate Governance, Mergers and Acquisition, Small Business Finance and Development, Oil and Gas Project Evaluation and Management, Financial Market Structure, or from other areas of Finance.

INFORMATION SYSTEMS AREA

IFS5201 Management Information System (3 Credits)

Prerequisites: MBA Standing

This course provides a broad overview of the key managerial issues relating to development and usage and components of information systems in an organization. It also discusses the effects of advances information technology on business functions. Outlining strategy for corporate growth based on effective & efficient use of information systems. Analyzing business problems and developing relevant information systems solutions, understanding how information systems can be used to transform business processes and provide more effective management control and decision making systems.

MANAGEMENT AREA

MGT5200 Business Communication (3 Credits)

Prerequisites: MBA Standing

The course focuses on business communication skills in organizations; particularly writing concise and error-free business documents, interpersonal communication, small-group communication, and presentational speaking in a business context. These skills are almost universally identified as values critical to success in management. Issues considered include coherence, clarity, style, tone, empathy, and other basic elements in communication success. The course also develops understanding of communication theories, describes strategies for planning managerial communications and looks at how new technologies are changing the way people in business communicate, and the implications those changes have for organizations.

MGT5201 Organizational Behavior and Leadership Ethics (3 Credits)

Prerequisites: MBA Standing

The way people interact and are led in organizations affects the quality of work life and the overall effectiveness of organizations, including the ethical culture that develops within organizations. The material in this course exposes students to some of the main themes associated with managing and ethically leading people, such as attitude, personality, values (including trust), ethical dilemmas, organization culture, human relations psychology, and the role of group behavior in organizations. This core course also includes issues associated with motivation and job satisfaction, power (abuse) and empowerment, organizational politics and corruption, teamwork, organization change, interpersonal/organizational communication, and the critical role that leadership plays in organization success in today's global business world.

MGT5206 Leadership and Motivation (3 Credits)

Prerequisites: MBA Standing

This course covers how the role of leadership and motivation influences the nature, resources, strategies, and models of complex organizations. It uses case analysis to examine process of managerial leadership, motivation, and interpersonal relationships in work groups and their influence on organizational effectiveness.

MG5207 Human Resources Management (3 Credits)

Prerequisites: MG5201

This course deals primarily with activities that directly affect how employees are brought into the firm and how they are treated while they are employed. These activities include selection, training and development, performance evaluation and management, reward and compensation, labor relations, working conditions, among other related issues.

MGT5211 International Business (3 Credits)

Prerequisites: FIN5201, ACC5202, MGT5201, MKT5201

To know the patterns to do business internationally is mandatory in professional life. The course is designed to provide an overview of current international business patterns and to gain an understanding of the social systems within countries and how these systems affect the conduct of business. Students learn the major theories explaining international business transactions and the institutions influencing the activities. Students will gain an understanding of the concerns and management of international activities. The course will provide insight into the variety of ways in which international business may evolve in the future in the context of changing markets.

MGT5212 Decision Making (3 Credits)

Prerequisites: MGT5201

This course focuses on ideas that can be used in business to understand decisions. Generally, the course examines ideas of rational choice, identity, appropriateness, and history-dependent rules. It also examines decisions made in the face of inconsistency in preferences or identities. Possibilities for decision engineering will be covered in more detail.

MG5225 Hospitality Management (3 Credits)

Prerequisites: MBA Standing

This course examines the theories and research concerning human resources management within the hospitality industry. This includes issues from international human resource management, strategic control and performance management, industrial relations, compensation and benefits, and internal client service issues.

MGT5227 Change Management (3 Credits)

Prerequisites: MGT5201

This course serves as an introduction to managing change in organizations with an emphasis on developing the students' ability to understand the necessity of change in organizations. Upon completion of the course students will be able to understand the conceptual and theoretical underpinning of change in different organizational contexts. Students will also learn how effective change management helps an organization gain competitive advantage and understand the skills needed to manage change effectively.

MGT5229 Competitive Advantage Strategy (3 Credits)

Prerequisites: MGT5201

This course uses Porter's model of competitive advantage to understand the dynamics of the competitive environment. Drawing on case examples, the course outlines the core concepts of Porter's theory with particular reference to the importance of the Diamond model of competitive advantage. Cluster mapping methodologies are employed to understand the dynamics of competitive advantage, emphasizing the importance of corporate and government collaboration to achieve sustainable competitive advantage.

MGT5230 Innovation Management (3 Credits)

Prerequisites: MGT5201

This course provides an essential insight into the area of innovation management. Once seen as a luxury, innovation is now a key part of the toolkit of the successful business. The class covers issues such as risk management, managing the research and development process, intellectual property management, integrating innovations into existing operation, the marketing of new products and technology transfer.

MGT5232 Leadership and Corporate Governance (3 Credits)

Prerequisites: MGT5201, FIN5201

This course intends to promote understanding of corporate governance as an institutional framework providing shareholders a safe return on their investments. The participants will gain the capacity to analyze the economic background of the compensation practices and get exposed to corporate governance regulations and practices

in different countries. The course provides deep involvement of students in assessing the costs and benefits of better corporate governance standards that will help making reasonable decisions to protect investors' rights.

MGT5233 Leadership and Organizational Design (3 Credits)

Prerequisites: MGT5201

This course intends to develop basic understanding of organizational theory and enables students to apply the knowledge acquired to help organizations in solving their current problems. Students will also be equipped with critical and analytical toolkits to assess organizations' structure and its impact on the organizational effectiveness. Thus, students will understand how to design and change organizational structures to achieve superior performance and be able to analyze the organizations from the leadership and managerial viewpoint.

MGT5250 Strategic Management (3 Credits)

Prerequisites: All other required courses

This course focuses on the strategy of the firm, examining issues central to its short-term and long-term competitive position. Students are placed in the role of key decision makers and asked to address questions related to the creation or retention of competitive advantage. The initial focus is on industry analysis and identifying opportunities for competitive advantage followed by recognition of firm-specific capabilities or core competencies that contribute to competitive advantage, followed by exploring ways to use those distinctive competencies to establish sustainable competitive advantage(s) in the marketplace. Students will have an opportunity to understand and apply different techniques, tools, and approaches necessary for identifying a company's key factors for success. This is a case-based course, and students will research and formulate a thorough environmental analysis and strategic plan as a requirement for this course.

MGT5260 Selected Topics in Management (3 Credits)

Prerequisites: MGT5201

This course examines specific contemporary issues in management at an advanced level. Topics vary according to the interests of the students and the instructor.

MARKETING AREA

MKT5201 Marketing Management (3 Credits)

Prerequisites: MBA Standing

This course introduces students to analytical and organizational principles underlying marketing oriented philosophies. The main objective is to help students develop the understanding and skills necessary for marketing success in the future. Practical perspectives are integrated in the course using a mix of teaching styles, including case studies, discussions, and class exercises. This course will prepare students to operate in the complex and dynamic marketing environment in the future to identify and respond to opportunities in the market. This course is also aimed at cultivating a global view of the Kazakhstan market, including exploring marketing opportunities around the world to compete internationally and work in the multicultural environment.

MKT5202 Advanced Marketing Management (3 Credits)

Prerequisites: MKT5201

This course offers students the opportunity to broaden their understanding of marketing management by dealing with strategy development and its implementation. Students will learn how to design imaginative yet well-grounded strategies that match corporate objectives, and which are appropriate in terms of corporate resources, the operating environment and the target public. Students learn to apply strategic knowledge to practical problems in a creative and analytical manner; frequent use of cases will give ample practice in realistic implementation. The course discusses well-established marketing themes such as effective services marketing, ethical issues in marketing, corporate social responsibility, relationship marketing, and Internet marketing. Newer marketing ideas such as customer co-creation and environmental issues will also be discussed.

MKT5203 Consumer Behavior and Marketing Strategy (3 Credits)

Prerequisites: MKT5201

The aims of this course are to provide the student with a basic understanding of the importance and real influence of consumers on marketing strategy.

The course emphasizes the practicality of behavioral sciences' theories as demonstrated by consumer behavior by examining how these concepts can be used by marketing practitioners to develop and implement effective marketing strategies.

MKT5204 Integrated Marketing Communications (3 Credits)

Prerequisites: MKT5201

The main goal of this course is to introduce students to the main concepts of marketing communications strategy. This course anticipates the needs of future marketing managers who are able to lead company's communication. By the end of this course students are able to define and develop company's marketing communications strategy based on corporate attitudes and values.

MKT5205 Services Marketing (3 Credits)

Prerequisites: MBA Standing

Services' marketing introduces students to state-of-the-art research and practice in services marketing. This course emphasizes discussion of the field's most current services marketing concepts, principles, and theories. Application of services marketing concepts to actual business situations is through case analysis and outside projects.

MKT5206 Marketing Research (3 Credits)

Prerequisites: MKT5201

This course explores the use of marketing research as an aid to making marketing decisions. Specifically, this course addresses how the information used to make marketing decisions is gathered and analyzed. This course is designed for all marketers, both those who will use market research results and marketing researchers.

MKT5210 International Marketing (3 Credits)

Prerequisites: MKT5201

This course enhances the knowledge and skills gained during previous courses. The course examines companies operating in international markets, where competition is not limited to local producers offering competitive products. Students learn different models of entry into new markets and the differential application of customization versus standardization strategies.

MKT5213 Event Marketing (3 Credits)

Prerequisites: MKT5201

Event marketing requires a well-planned strategy that allows the corporate marketing partner to communicate with its target market through an event in ways that go beyond the sponsorship package. This course introduces the most effective tools for conducting every phase of a successful, integrated marketing campaign for events, from conferences and expositions to fairs and festivals. It explains the powerful forms of promotion, advertising, and public relations that are needed to attract broad attention, motivate people to attend, and achieve the desired goals of an event.

MKT5214 Strategic Brand Management (3 Credits)

Prerequisites: MKT5201

This course addresses important branding decisions faced by organizations. The objectives are: to increase the students' understanding of important issues in planning and evaluating brand strategies; to highlight appropriate theories, models, and other tools that enhance branding decisions; and to provide a forum for students to apply these principles. Particular emphasis is on understanding the customers' psychological principles, resulting in improved managerial decision-making regarding brands. The course will make these concepts relevant to most types of organization (public or private, large or small). During the course students will be introduced to the theoretical concepts of branding and brand management. Interactive learning integrates theory into practice through case studies, analysis of video materials, and analysis of brand strategies for the company operating in Kazakhstan and its presentation.

MKT5260 Selected Topics in Marketing (3 Credits)

Prerequisites: MKT5201

This course examines specific contemporary issues in marketing at an advanced level. Topics vary according to the interests of the students and the instructor.

OPERATIONS MANAGEMENT AREA

OPM5201 Quantitative Methods for Decision Making (3 Credits)

Prerequisites: MBA Standing

The course aims to develop the student's ability to understand and apply basic quantitative and statistical methods in business and economics. It will cover such important topics as elements of the probability theory, sampling surveys, statistical modeling, hypotheses testing, non-parametrical methods, regression analysis, analysis of variance, decisions making and time-series forecasting, including the neural network approach.

OPM5202 Operations Management (3 Credits)

Prerequisites: OPM5201

This course helps students to develop the skills and concepts needed to ensure the ongoing contribution of a firm's operations to its competitive position. It helps them to understand the complex processes underlying the development and manufacture of products as well as the creation and delivery of services. The students will understand the importance of production and operations management in all organizations. The course covers such areas as P/OM integration in the organization, productivity, forecasting, total quality management, product planning, capacity planning, scheduling, production layout, project planning, world-class manufacturing, just-in-time operations, time-based competition, business re-engineering and operations strategy.

EXECUTIVE MBA COURSES

EBA 5254 Organizational Behavior and Development, 3 credits

This course examines management and leadership tasks associated with the effective design of an organization to achieve strategic objectives. Emphasis is placed on creating alignment among people, culture, structure and reward systems of an organization to assure high performance. The course considers international best practice in management and HR techniques and compares with practices prevalent in Kazakhstan today. This course also

examines the role of the leader in the organization and facilitates the development of fundamental leadership skills such as self-awareness, strategic thinking, creating a motivating environment, empowerment and delegation, managing change, and team processing in modern organizations. The course will also explore the emergence of corporate ethics in the business/work environment, its impact on the role of the leader and how it can be applied in Central Asia. **EBA 5231 Applied Managerial Economics, 3 credits.** The course examines market behavior and focuses on actions of real consumers. The course analyzes how market behavior impacts on production, competition, monopolies and oligopolies. The principles of macroeconomics and microeconomics are reviewed. The course provides students with the ability to understand and utilize economic information relevant to management decision-making in domestic and multinational companies based in Kazakhstan.

EBA 5206 Finance and Accounting: Theory and Applications

This course surveys the basic concepts and tools of Accounting and Finance:

- **Finance:** The course provides an overview of main concepts and issues of the modern financial systems including financial markets and financial institutions. Theoretical grounds for such concepts as time value of money, bond and stock valuation, net present value and investments valuation will be discussed along with the emphasis on practical skills of problem solving by students. This course will lay background for the future advanced courses in Finance.
- **Accounting:** This course focuses on establishing understanding of the underlying principles making it possible to account for business/financial transactions in numeric sense. Students will become familiar with financial statements, and will learn how not only to construct but also to interpret different financial statements. Importance of financial reporting and analyses will be emphasized both during the lecture and through practical case studies.

EBA 5221 Management Control System, 3 credits

The objective of this subject is to provide the participants with a thorough understanding of the Management control structure and processes in firms, specifically in the implementation of control instruments in

organizations. Also discussed are the accounting and financial control systems as a part of the overall control system with emphasis on the financial information and feedback of organizational performances as well as human behavior aspects of management control.

EBA 5216 Financing and Investment Decision Making, 3 credits

The course examines in detail financing and investment decisions, and their interrelatedness. The overall goal is to obtain a comprehensive and in-depth perspective of the area of Financial Management. Special emphasis is given on integration of the concepts of financial management into a total systems approach to business decision-making. Major topics include financial analysis and planning, valuation, capital budgeting, capital structure, dividend policy, working capital management, mergers and acquisition, hybrid financing, bankruptcy, multinational financial management, and risk management.

EBA 5242 Strategic Marketing, 3 credits

In this course, students learn to develop and implement effective marketing strategies: the identification of target markets and creation of competitive advantage. Strategic marketing, as a process of creating market-driven strategies, contributes to the students of development of core strategy and competitive positioning.

EBA 5252 Strategic Management and Business Policy, 3 credits

This course covers the decisions and actions by top management for the objective of formulating and implementing short and long-term plans that determine organizational performance, role of top management decision-making in establishing the firm's mission, strategic analysis of alternative actions, and evaluation of external and internal environmental conditions, industry characteristics, and organizational capabilities in determining the strategy of the firm for the 21st century. Control systems are also covered with emphasis on new management practices. The course integrates the different business disciplines for the purpose of developing the student's strategic decision-making skills. The focus is on (complex) case studies, strategic thinking, project management, the use of quality to improve performance and assignments related to the development of top management.

EBA 5257 Leadership and Ethics, 3 credits

Course description - The purpose of Leadership at the graduate level is designed to prepare the, mid to senior level managers to understand different leadership theories, maximize their preferred style of leadership and to differentiate leadership applications. Students will have the opportunity to practice and further develop their leadership styles as well as to identify and form strategies for dealing with conflicting leadership styles. Ethics part of the course will emphasize the individual as decision-maker and focus upon ethical issues and dilemmas facing managers in most business organizations. The specific objectives of the course are to raise students' general awareness of ethical dilemmas at work, to place ethical issues within a management context subject to analysis and decision-making action, and to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma.

EBA 5255 Global Business, Innovation and Risk Management, 3 credits

The course introduces the student to the “real world” of international business and covers the theory and practice of international business since the political transformations in the world in the 1980s/1990s. The areas covered are globalization, country factors, global trade and investment, global monetary system, regional economic integration (Americas, Europe, Asia Pacific and others), strategy and organization, joint ventures and strategic alliances, international business operations such as export and import management, global manufacturing, global marketing, global human resource management, international accounting and financial management and their implications for business. Case studies of international, multinational and global enterprises and practical managerial applications in Kazakhstan and neighbor CIS countries are part of the course.

The course also provides comprehensive analyses and insights in risk management performed by corporations and financial institutions. The course will focus on case studies and discussions in order to study the fundamentals of financial risk management. It covers techniques to identify, measure, and manage financial risk, as modern financial markets and regulation require. Specifically, topics of discussion will include the development of Value-at-Risk and stress-testing, the management of exchange rate risk, interest rate risk, credit risk, liquidity risk, operation risk and integrated risk. We covers risk management applications

of forwards and futures, option strategies, swap strategies, as well as credit derivatives and learn the pros and cons of many derivative securities. Students will be exposed to various risk management issues in today's marketplace.

EBA 5273 Global Logistics and Supply Management, 3 credits

The course focuses on managing resources in service and production operations environments for globalization and outsourcing for competitive advantage from a strategic viewpoint. Participants will learn how the value chain and lean synchronization improves SCM design. The course builds a solid foundation in designing SCM networks, process design, capacity assessment and operations network configuration in SCM. The role of location and distribution networks, customer handling, order fulfillment and service quality design in SCM are identified. Participants will understand the applications of strategic forecasting, inventory flow, MRP, vendor selection and evaluation, purchasing and subcontracting, contract preparations, management of integrated project planning and financial analysis for global strategy formulation.

EBA 5281 Business Intelligence Applications, 3 credits

This course explores issues associated with Information and Communication Technologies (ICT) in managing information systems (MIS) as well as managing a business. Participants will learn (a) about the role ICT play in developing business systems, and (b) about ICT tools and techniques that enable better corporate management including system design and database management. Both international and local perspectives of ICT/MIS business development are emphasized. Systems concepts in business intelligence and data management are discussed to illustrate contemporary developments and management practices. Methods and issues in managing information security/quality and information systems resources are covered. The course also looks at data quality, data handling, data mining operations and techniques for knowledge management with appropriate software tools and applications in computer information systems.

EBA 5292 Integrated Business Research Projects, 3 credits

Students of KIMEP ExMBA program are required to complete and defend the Integrated Business Re-

search Project - ExMBA Thesis. This required individual IBRP weight is 3 credits. The description as follows: under the supervision of his/her academic adviser or full-time faculty, the participant completes an individual research project in an area of interest, which may include domestic or international business applicable to Kazakhstan and/or CIS countries. The research proposal should be submitted to the EMBA faculty / adviser specializing in the area of interest. The research work may also include theoretical and practical aspects, conclusions and recommendations. ExMBA Thesis consists of the following two parts:

Part I: Strategic Audit of an Organization

Preferably, company of current employment; however, it may be company of past employment, or other organization.

Part II: Research Project in area of Interest:

Business Studies Areas: (I) Accounting; (II) Finance; (III) Management; (IV) Marketing; (V) Information Systems; (VI) Operations Management and/or any other relevant area of Business Studies.

The primary purpose of the thesis work is to enhance and apply the body of knowledge acquired by a student in the ExMBA program. The secondary purpose is to share this knowledge with interested parties in the society. These purposes are accomplished through an in-depth investigation of a particular business issue and dissemination of the findings.

DOCTOR OF BUSINESS ADMINISTRATION COURSES

RESEARCH METHODOLOGY AND ECONOMETRICS

BUS 6301 Research Methods I (3 credit hours)

The concept of rank and methods of solving systems of linear equations will be considered. The course will give also main concepts of the probability (some often used discrete and continuous models), and univariate statistics (random variables, samples, central limit theorem, point and interval estimators including MLE and GMM, parametrical and non-parametrical hypotheses testing, ANOVA, ANCOVA, and regression analysis).

BUS 6302 Research Methods II (3 credit hours)

Prerequisites: BUS6301 Research Methods I

The course gives important concepts of matrix algebra (Eigen-values, Eigen-vectors, spectral decomposition, square-root matrix, etc.), multivariate normal distribution (parameters estimation, hypotheses testing, MANOVA, MANCOVA, etc.), multiple multivariate linear regression, logistic regression, principal components and factor analyses, canonical correlation analysis, discriminant analysis and clustering.

BUS 6303 Econometrics (3 credit hours)

Prerequisites: BUS6301 Research Methods I

This course is designed to build a solid background in econometric theory and its applications to economic and business problems. It provides the necessary background to perform empirical studies by focusing on conceptual skills in basic and multivariate linear regression models, simultaneous equation systems, stationary and non-stationary time series analysis, panel data analysis, and policy evaluations.

MAJOR AREA: ACCOUNTING

ACC6301 Accounting Research (3 credit hours)

Prerequisites: None

This course discusses the nature of scientific theories and the development of modern accounting theory as it relates to accepted theories in economics and finance. This course introduces students to major areas of accounting research and research methods. During this course, students develop substantial skills in absorbing and critically evaluating contemporary accounting research.

ACC6302 Accounting Related Capital Markets Research (3 credit hours)

Prerequisites: ACC 6301 Accounting in Research

This course focuses on research evaluating the usefulness of accounting information for valuing equities securities. The course builds a foundation for conducting accounting related capital market research.

ACC6303 Management Accounting Research (3 credit hours)

Prerequisites: ACC 6301 Accounting in Research

This course focuses on theoretical foundations and empirical testing of current management accounting issues.

ACC6304 Judgment and Decision Making in Accounting (3 credit hours)

Prerequisites: ACC 6301 Accounting in Research

This course introduces the major areas of inquiry in judgment and behavioral decision making research in accounting. The course focuses on major theoretical and methodological issues and assesses the practical implications of the research.

ACC6305 Special Topics in Accounting (3 credit hours)

This course focuses on intensive study and critical examination of special topics, contemporary or emerging as an interest in accounting. These topics may include, but not limited to international accounting, taxation and etc.

MAJOR AREA: FINANCE

FIN6301 Theory of Finance (3 credit hours)

Prerequisites: None

The course engages intensive study and critical examination of modern finance theory, emphasizing the integration of firm investment and financing decisions under certainty and uncertainty, as well as, under perfect and imperfect capital markets. Major topics may include, but are not limited to, asset pricing and valuation, capital budgeting and real options, capital structure and dividend policies, capital market efficiency, information asymmetry and agency theory, term structure of interest rates, option valuation, international parity relationships, etc. Empirical studies that have bearing on modern finance theories are also explored.

FIN6302 Research in Finance (3 credit hours)

Prerequisites: BUS 6301 Research Methods I + BUS-6302 Research Methods II + BUS 6303 Econometrics + FIN 6301 Finance Theory

In this course, students acquire knowledge and research skills necessary to conduct original and applied financial researches. Students will master empirical and analytical research skills in the studies such as financial information and capital market behavior, problem of information asymmetry in financial markets, pricing and valuation of assets and claims, financial decision making of firms and financial

intermediaries, and other wide spectrum of empirical testing and development of theoretical models using advanced econometric tools and statistical methods.

FIN6303 Corporate Finance (3 credit hours)

Prerequisites: FIN 6302 Research in Finance

The course focuses on intensive review and study of theories and practices of corporate financial policies and strategies. Areas of study include complex capital budgeting under certainty and uncertainty, valuation of projects and firms, capital structure and cost of capital, dividend policy and stock repurchases, corporate risk management, mergers, acquisitions and corporate restructuring, working capital management, corporate governance and control, agency conflicts, information asymmetry, etc. Case study may be utilized to examine, analyze, and integrate corporation decision-making. Also, theoretical and empirical literature on corporate finance issues will be reviewed.

FIN6304 Financial Markets and Institutions (3 credit hours)

Prerequisites: FIN 6302 Research in Finance

The course focuses on intensive review and study of the financial environment, including securities, markets, and institutions. Emphasis is on interest rate determinants, fixed income, equity and derivative securities, and the operations and management of all types of financial intermediaries. Theoretical and empirical literature on models and behavior of financial intermediaries, structure and regulation, interest rate theories, financial markets, and the impact of macroeconomic policies and procedures on financial markets and institutions are explored. Regulatory structure over capital markets and institutions, market developmental issues, market microstructure issues, creation of capital market infrastructure, and impact of globalization and technological development are also discussed.

FIN6306 Special Topics in Finance (3 credit hours)

This course focuses on intensive study and critical examination of special topics, contemporary or emerging as an interest in finance. These special topics may include but are not limited to international finance, financial derivatives, risk management, financial engineering, real estate finance, etc..

MAJOR AREA: MANAGEMENT

MGT 6301 Business and Entrepreneurship (3 credit hours)

Prerequisites: None

The purpose of this course is to provide DBA students a solid knowledge about business and industrialization history of different developed countries. It will prepare them for taking future leadership in entrepreneurial activities and steer economic development of the country. Topics will cover history of industrial development of leading industrial countries in the world, different economic systems, different governance systems, and different national business system from a global perspective. The Japanese Keiretsu, Korean Chaebol, Italian Industrial Clustering, and German Corporatism concepts will be discussed in details and lessons for emerging countries will be identified. From an entrepreneurial perspective, in will include issues related to new business identification, small business financing, capital budgeting tools, project management and evaluation techniques, market research, product pricing, technology innovation and management for new venture creation in an emerging economy context.

MGT 6302 Organizational Behavior and Leadership Theories (3 credit hours)

Prerequisites: None

Organizational Behavior is a field of study that is primarily concerned with understanding individual and group behavior in work organization. The OB course is designed to explore in depth the core body of literature that constitutes organizational behavior and to investigate the central debates, methodological issues, ethical concerns, and other contemporary concerns within the field at an advanced level. In addition, participants are expected to be able to apply these theories to the design, assessment, reengineering, and adaptation of systems and processes that will ensure the maximum organizational, group, individual, and technological performance. This course also will enable students to understand the history and development of leadership theories. Emphasis will be given on ethical responsibilities of leadership and learn how, as leaders and followers, actively engage in change process to create a better organization and society.

MGT 6303 Management and Organization Theory (3 credit hours)

Prerequisites: MGT 6302 Organizational Behavior and Leadership Theories

The objectives of this course are to (1) familiarize student with seminal works and theories of management and organization studies, (2) identify the research gaps in existing literature and recommend future research opportunities. The student will study elements of theory and model development from macro and macro perspectives. The intent will be to understand how these different concepts of modern business organizations are meant and shape the generalist point of view into management theory and practice in both a national and global context. The classical management theories, cultural theories, institutional theories, regulation theories, modernism and post-modernism debate, Fordism, Toyotism, TQM, Six Sigma, Lean Production, etc. will be included in this course. Further it will look into grounded theory approach to understand the development of new theories and approaches in management and organization analysis.

MGT 6304 Strategic Management and Competitiveness Analysis (3 credit hours)

Prerequisites: MGT 6301 Business and Entrepreneurship

Students will explore current academic research in strategic management and global competitiveness of business organizations. This course examines the standard models of mission, vision, policies, procedures, resources, competencies, capabilities, control, and evaluation of organizational strategies, and their impact on organizational performance. For competitiveness analysis, it will look into industrial clustering and competitiveness, the competitive and comparative advantages of nations, social capital, the diamond theory, the network theories, social structures and capabilities of markets, and international competitiveness from a global perspective.

MGT 6305 Special Topics in Management (3 credit hours)

This course will look at intensive study and critical examination of any emerging area of management studies. The topic will vary depending on the interests of the students and course instructor.

COLLEGE OF SOCIAL SCIENCE

FOUNDATION COURSE

CSS5000 Critical Thinking and Writing

Prerequisites: None

This course is designed to prepare you for the writing of a masters thesis by addressing the challenges common to graduate research writing. Students will learn how to analyze and present valid arguments. Practice includes developing writing skills that enable students to clearly present claims to support their conclusions and avoid reinforcing biases. Topics addressed include the relationship between critical thinking and clear writing, credibility of sources, rhetorical devices, fallacies, unclear or misleading language, and the characteristics of various types of arguments.

ECONOMICS AREA

ECN5012 Econometrics I (3 Credits)

Prerequisites: None

Econometrics deploys economics, mathematics and statistics to specify economic relationships that help people forecast and make decisions. The course presents basic concepts in applied econometrics, such as probability distributions, hypothesis testing, correlation and regression analysis.

ECN5013 Econometrics II (3 Credits)

Prerequisites: ECN5012

This course extends Econometrics I. It considers, in detail, violations of assumptions that guarantee the value of classical linear regression. The course also presents several topics in estimating single equations: Distributed lag models, causality problems, logit and probit models, and dummy variables. We also analyze simultaneous equation models and methods. Finally, the course briefly introduces time series analysis. Students practice their skills with a user-friendly statistical package, Eviews.

ECN5021 Microeconomics I (3 Credits)

Prerequisites: none

This course covers consumer and producer theory; welfare measures; and comparative statics as well as

general equilibrium analysis. Students analyze economic structures with perfect information, enforceability, limited market power and no externalities.

ECN5022 Microeconomics II (3 Credits)

Prerequisites: ECN5021

This course extends analysis of economic equilibria by incorporating time, uncertainty and asymmetric information in the presence of externalities and of market power.

ECN5031 Macroeconomics I (3 Credits)

Prerequisites: none

This course treats, with rigor, standard macroeconomic theory. It dissects Keynesian theory by integrating product and financial markets (i.e., the IS-LM model). The course also views Monetarist and the New Classical (Rational Expectations) models through the prism of choice theory. Other topics include: Stabilization policy with international linkages, the aggregate production function, and economic growth.

ECN5032 Macroeconomics II (3 Credits)

Prerequisites: ECN5031

This course deepens your knowledge of such macroeconomic issues as inflation, unemployment, the business cycle, and economic growth. It uses math to present theory and empirics.

ECN5142 International Trade (3 Credits)

Prerequisites: ECN5021

This course covers the basic theory of trade, including gains from exchange and specialization; factor and goods prices; tariffs; imperfect competition in trade; distortions in commodity and factor markets; and economic integration. . Topics include: Ricardian theory of comparative cost; the Heckscher-Ohlin model and the impact of factor abundance on trade; increasing returns and product differentiation; factor movements; commercial policy -- tariffs, quotas, export subsidies, and infant industries; international oligopoly and strategic trade; and economic integration, exemplified by free trade areas and customs unions. The course complements one on international finance but can be taken alone. A basic undergraduate course in trade would be useful

although not necessary. Students should also have had an undergraduate course in intermediate or advanced microeconomic theory. The course deploys calculus and basic statistics.

ECON5143 International Finance (3 Credits)

Prerequisites: ECON5031

This course deals with macroeconomics, financial markets, and monetary institutions, all from an international point of view. The field is eclectic, so the course can cover only a few theoretical topics: The balance of payments; international asset markets; and the exchange rate. The course concludes with contemporary policies in the international monetary system. The course complements International Trade (ECON5142) but can be taken alone. Students should have had undergraduate macroeconomics and microeconomics. Basic undergraduate courses in international trade and finance, as well as in money, would be useful. The course will use calculus and basic statistics.

ECN5226 Industrial Organization (3 Credits)

Prerequisites: ECN5022

The study of industrial organization is important for understanding industrial economics and corporate behavior. It is also essential for students aiming to serve the industrial sector of the economy. The course focuses on an empirical and theoretical examination of the structure, conduct, and performance of firms and industries at the micro and macro level. What determines the market structure and how is it measured? How do firms in an industry behave or perform in a given market structure? The course emphasizes production and cost functions; productivity growth; technical change and technical efficiency; corporate investment; dividend policy; and financing behavior. Major topics include the theory of the firm; profit maximizing and growth maximizing models; price and output determination under different market structures; and measures of market structure and market performance.

ECN5261 Public Economics I (3 Credits)

Prerequisites: ECN5021

This course examines the role of the public sector in the economy. It analyzes the behavior of the public sector and the incidence of its attempts to fulfill

allocation, distribution and stabilization functions. It begins by asking the central questions of whether or not markets work, and if not, what is to be done about it. It discusses the market failures -- externalities, public goods, imperfect competition and asymmetric information -- that arise when competitive markets cannot give a socially desirable outcome. Topics may include the provision of public and private goods; collective decision-making; taxation --tax incidence, equity, efficiency, and optimal taxation; theory of and evidence on government expenditure policy; redistribution and welfare policy; social cost-benefit analysis; fiscal aspects of macroeconomic theories; and local government. This would be a good course for students interested in: 1) generally, the economist's view of the appropriate roles for government within markets; 2) specifically, in the analysis and institutional background of government programs and initiatives in both expenditures and taxation.

ECN5296 Labor Economics (3 Credits)

Prerequisites: ECN5021

This course develops theoretical models of the labor market, presents related empirical research, and discusses policy applications. Topics include labor supply, labor demand, market equilibrium and compensating wage differences, investment in human capital, and cyclical unemployment. Additional topics may include labor unions, minimum wage laws, compensation policies and productivity, wage indexation, and discrimination and equal-opportunity laws.

ECN5334 Monetary Economics (3 Credits)

Prerequisites: ECN5032

This course first covers such basic concepts as the demand for and supply of money. It consists of three parts: Theory of Money, Monetary Macroeconomics, and Monetary Policy. The first part examines the origin and concept of money and the structure of the money market. The second part is an extension of Macroeconomics related to monetary issues. The third part examines the contemporary theories of monetary policy. The course examines Classical, Keynesian and Rational Expectations theories of money as well as Cagan's study of hyperinflation. Then it deals with the contemporary theories of monetary policy, including those addressing the choice between rules and discretion and the choice of monetary regime.

ECN 5354 Financial Economics (3 Credits)

Prerequisites: ECN5021, ECN5031, or consent of the instructor

This course surveys foundations of modern financial economics. It applies economic analysis and modern theory of finance to investors and firms. Topics related to investors include portfolio theory, Capital Asset Pricing Model, options and futures contracts, including the Black-Scholes option pricing model and bond analysis. Related topics for firms include discounted cash-flow techniques in relation to budgeting problem associated with alternative investment projects, capital structure, including new issues of securities, debt and dividend policy based on the value of the firm. Issues related to mergers and acquisition, financial distress and bankruptcy, and corporate restructure will be discussed. Students will read journal articles to related topic covered.

ECN5801 Research Methods and Methodology/ Thesis I (3 Credits)

Prerequisites: None

The methods and methodology of academic research are studied, using samples of work by outstanding economists. Students are urged to develop their own ideas and projects. The course will guide the student through a substantial amount of writing, including a term paper. At the end of the course students should write proposal of future Master dissertation.

ECON5829 Quantitative Methods for Economics (3 Credits)

Prerequisites: None

This course covers topics necessary for Econometrics, Financial Economics, Actuarial Economics, and intermediate economic courses. Those topics include: probability distribution, statistical inference and linear regression, as well as matrix algebra and techniques of Calculus applied to optimization in economics.

ECN5888 Internship in Economics for MA (3 Credits)

Prerequisites: ECN5021, ECN5031, permission of academic advising faculty member, and permission of the employer.

This independent research project, undertaken in a work environment, provides students with data, people, and experience for studying an economic

issue. Related readings, a daily journal, and an analytical paper supervised by a faculty member are required. The student must obtain permission before the start of the semester in which he enrolls.

ECN5890 Special Topics in Economics (3 Credits)

Prerequisites: varies depending on the topic

Selected topics in Economics of interest to students and faculty. The course may be repeated for credit if the topics are different.

ECN5990 Thesis II (3 Credits)

Prerequisites: ECN5801

(Former Thesis I)

The student will undertake independent research in his major field of study and defend his thesis in an oral examination.

ECN5991 Thesis III (3 Credits)

Prerequisites: ECN5990 or concurrent enrollment

(Former Thesis II)

The continuation of the thesis.

JOURNALISM AND MASS COMMUNICATION AREA

JMC5603 Newswriting (3 Credits)

Prerequisites: None

This course emphasizes news writing and reporting for print media. The course covers news values, news story structure, AP style, grammar and usage, and basic news reporting skills. Students will learn how to write news stories on a variety of subjects and issues. The course also examines ethical and legal issues related to the practice of journalism.

JMC5604 Ethics in Journalism, PR and Advertising (3 Credits)

Prerequisites: None

The course addresses the issues of lies, manipulation, temptation, bias, fairness, power and value systems in the context of social and business environments. The course will help students to improve their personal values and emphasize the importance of truth, fairness and respect.

JMC5607 Journalism of Kazakhstan and CIS (3 Credits)

Prerequisites: None

The purpose of this course is to describe print and broadcast media in Kazakhstan and other CIS countries, including regional problems that relate to journalism. The course surveys different media outlets in Kazakhstan, examines their specifics and introduces their types.

JMC5608 Introduction to Public Relations (3 Credits)

Prerequisites: None

This course is designed to provide students with introductory theoretical knowledge of public relations and beginning practical experience. It surveys the basics of the PR process and PR-related communication theories. It also introduces students to PR strategies and tactics and discusses public relations professional ethics. The course offers students an opportunity to use some of the strategies and tactics used to create real public relations campaigns for real-world clients.

JMC5621 Internship (3 Credits)

Prerequisites: None

Students complete internships at print, broadcast outlets or public relations firms. The course is designed to provide hands-on knowledge of the field and the opportunity to network. Course may be retaken for credit with departmental permission.

JMC5622 Advertising Writing, Layout and Strategies (3 Credits)

Prerequisites: None

Advertising is the financial backbone of the mass communications industry. Media executives must be able to implement successful sales, presentation and production strategies. And those involved within the advertising department must understand and be able to employ successful copy writing, layout, and graphic or multimedia production. The Advertising Writing, Layout and Strategies course is designed to provide that foundation of knowledge and skills to be successful on the business side of the mass communications industry.

JMC5623 Writing for Russian Language Media (3 Credits)

Prerequisites: None

This course takes a skills oriented approach to train students in the basics of reporting and news writing in Russian language according to western professional standards. The main objective is to help develop a clear, concise writing style and a passion for thorough, accurate reporting. Students will report on local issues in Russian. The course also includes analysis of local media.

JMC5624 Broadcasting in Russian (3 Credits)

Prerequisites: None

Broadcasting in Russian is ideally taken after Broadcast Journalism (1) to continue building basic video technical skills and broadcast journalism skills initiated in the previous course, and (2) to better prepare students for potential employment especially within the dominant Russian-speaking broadcast/video industry. Students will continue developing on-camera and behind-camera skills, including news/script writing, video editing, and directing skills. They will employ their video/broadcast skills in real and/or realistic settings, producing news and informational programming.

JMC5628 Special Topics in Journalism and Communication (3 Credits)

Prerequisites: None

This course will be offered whenever the department chair decides that a worthwhile topic in international journalism has been proposed by a faculty member. The course will generally be taught in a seminar format; it will focus on important issues that are not formal portions of the department's curriculum.

JMC5661 Thesis I : Research Methods in Mass Media and Mass Communication (3 Credits)

Prerequisites: None

This course introduces students to quantitative and qualitative methodologies they will use to conduct research for their theses/professional projects. The course will examine such quantitative methods as surveys, content analysis and experiments. Qualitative methods introduced in the class include participant observations, in-depth interviews, focus groups and textual analysis.

JMC5662 Thesis II: Research proposal and Literature Review (3 Credits)

Prerequisites: JMC5661 (Thesis 1)

This and the following course in the “Thesis” sequence are designed to provide students with supervision in writing a thesis, the capstone project for the Master’s program. In collaboration with a supervisor, students develop a research proposal, work out a theoretical framework, collect necessary data, and write a review of the literature.

JMC5663 Thesis III: Thesis Writing and Defense (3 Credits)

Prerequisites: JMC 5662 (Thesis 2), Research Proposal and Literature Review

In this course, students continue writing a thesis under the guidance of a departmental supervisor. During this semester students analyze their data, write the body of the thesis, provide conclusions, submit the completed document to the Program Thesis Committee, complete the thesis defense, and deliver the thesis to the Department.

JMC5666 Introduction to the Kazakhstani Media Market (3 Credits)

Prerequisites: None

Surveys Kazakhstani media systems; examines how the Kazakhstani media industry is structured and how it differs from the US and European media markets, and compares it with media industries of the other CIS countries; analyzes political, economic, social, technological, and cultural issues affecting media industries in Kazakhstan.

PUBLIC ADMINISTRATION AREA

CSS 5000 Critical Thinking and Writing

Prerequisite: None

This course is designed to prepare you for the writing of a master’s thesis by addressing the challenges common to graduate research writing. Students will learn how to analyze and present valid arguments. Practice includes developing writing skills that enable students to clearly present

claims to support their conclusions and avoid reinforcing biases. Topics addressed include the relationship between critical thinking and clear writing, credibility of sources, rhetorical devices, fallacies, unclear or misleading language, and the characteristics of various types of arguments.

PAD5113 Research Methods and Statistics (3 Credits)

Prerequisite: None

The purpose of this course is to introduce students and practitioners to some of the basic research methods and statistical concepts and issues in public administration as they relate to problems that typically exist within public agencies. All statistical techniques used by public administration professionals are covered by integrating both quantitative and qualitative approaches to research. Emphasis will be on the use of commonly available statistical software programs such as Excel and SPSS. The course’s overall aim is to develop effective, efficient research skills among future public administrators so that they will be better policy makers and good administrators.

PAD5114 Essentials of Public Administration and Management (3 Credits)

Prerequisite: None

This is an introductory course for all MPA students. The main goal of this course is to present students with a basic and yet comprehensive understanding of the field of public administration. Students will be acquainted with various terms, definitions, theories, concepts and models used in the field. It also covers aspects of public management, such as strategic management, performance management, and organizational behavior. At the end of the course, students should have a clear understanding about the processes and mechanisms of public decision-making and implementation.

PAD5117 Public Policy Analysis (3 credit)

Prerequisite: PAD5114

The objective of this course is to develop students’ capacity to conceptualize policy issues and problems, devise strategies for addressing them, and comprehend policy documents. Students will gain an understanding of what is involved in studying public policy, how the

political, social, cultural and the social contexts shape public policy, and how public policies are typically made, implemented and evaluated.

PAD5122 Administrative and Management Ethics (3 Credits)

Prerequisite: PAD5114

The course provides students with a basic understanding of ethics in government. Topics that will be covered include the ethical dimension of public service, contemporary insights and current ideas on management practice in ethics, practical tools and organizational initiatives to aid administrators, and achieving ethical quality of decision-making. Towards the end of the course students are expected to understand what are administrative ethics, ethical dilemmas, managerial ethics, notions of social responsibility, sources of ethical values in organization, key concepts and strategies that individuals and organizations use to deal with ethical dilemmas, and principal categories of enforcement mechanisms.

PAD5123 Economic Perspectives on Government (3 credit)

Prerequisites: None

This course is about economic issues concerning the public sector and its interface with the private sector in a mixed economy. It examines the free market as the basis for the allocation of scarce resources (market governance) and identifies the causes of market failure that may justify intervention by the state (state governance). It considers the role, scope and capacity of government in terms of the protection and promotion of welfare of society in the face of market instabilities, market inefficiencies, and market inequalities and injustices.

PAD5131 Thesis I (3 Credits)

Prerequisite: None

This is an introductory course in social science research methodology and the first step in writing a Master's Thesis. It is designed to introduce you to basic concepts and problems encountered in social scientific investigation, including types of data and measurement, sampling, probability, and research design. Structuring research is about the planning of scientific inquiry, designing a strategy for finding out something. Ultimately, scientific inquiry

comes down to making observations and interpreting what you have observed. However, before you can observe and analyze you need a plan. You need to determine what you are going to observe and analyze - why and how. That's what research design is all about. This course will also emphasize the importance and limitations of theory and methodology in social science research as well as the purposes of applied research, program evaluation, policy analysis, and research ethics. By the end of the first semester you will design an original research project that will hopefully turn into your Master's thesis.

PAD5213 Local Government (3 Credits)

Prerequisite: PAD5114

The course is designed to provide students with an understanding of the political, institutional, and legal framework of local governments' activities. The focus will be on decentralization in Kazakhstan, with regard to particular problems and constraints that local governments encounter. Students will learn how core public services are provided and managed. Other areas that will be emphasized are fiscal decentralization, and notions of accountability and responsiveness.

PAD5214 Fiscal Governance (3 Credits)

Prerequisite: PAD5114

The study of the budget cycle, legislative control of the budget and the politics of the budgetary process; market failure and the role of government; fiscal and monetary policies; types of public budget formats; program design, planning, and evaluation; cash management, risk management, and pension funds.

PAD5216 Public Management and Leadership (3 credit)

Prerequisites: PAD5114

The aim of this course is to introduce students to the existing research in public management. The course will focus on critical examination of the evolution of public management philosophies through the time and assess the impact of managerial reforms by using comparative case study approach. In the course students will learn about challenges that public leaders face in making public organizations more performance and customer oriented and how they are prepared to meet demands of citizens and other stakeholders with different and competing interests in a context of fragmented authority.

PAD5218 Project Evaluation and Management in Public Sector (3 credit)

Prerequisites: PAD5114

This course is designed to help students enhance their skills in project evaluation and management. This course emphasizes the practice and process of project evaluation. In the course, we will not only develop an understanding of why projects fail, but also how they can succeed. The course provides practical tools, techniques and best practices adapted to the local environment. Students will be accompanied and supervised throughout all stages of the evaluation process. No previous experience with evaluation research and empirical or qualitative data analysis is required.

PAD5219 Public Sector Reform (3 credits)

Prerequisite: PAD5114

The focus of this course is on the changing role of the public sector in the context of globalization and marketization trends in the contemporary political-economic environment. Students will explore issues related to allocative, distributive and stabilizing role of the state in the market economy. Among issues to be discussed will be questions of scale and scope of the public sector, public and private sector competition and partnership, the role of quasi-autonomous organizations, and tension between majoritarian and non-majoritarian institutions.

PAD5222 Social Policy (3 credits)

Prerequisite: PAD5114

This course introduces students to the concepts, history, and development of social policy, the funding authority and patterns of service delivery, and how political and social ideologies influence policy development. It shows that policy is a function of social, political, and economic context and transitions. An analytic framework is utilized to identify trends and assess gaps in policies and programs, especially as they impact on women, child support enforcement, nutrition programs, and medical care.

PAD5223 Public Sector Economics (3 credits)

Prerequisites: PAD5114, PAD5123

This course focuses on the role of the government in the economy. It discusses how the government affects the

economy, what the government should and should not do, and why. It addresses the range of questions of why some economic activities are undertaken in the public sector, and others are in the private sector. Students will study the size and scope of the public sector in selected countries, and will explore the reasons of why there are substantial differences in government sector activities in countries around the world. While the main goal of the course is to develop students' critical thinking about the government involvement in the economy, students will study reasons for government intervention such as a market failure, public goods, government redistribution programs, and government taxation policies.

PAD5230 Internship in Public Administration and Management (3 Credits)

Prerequisite: PAD5114

Internship is designed to provide the student with an experiential learning opportunity by placing the individual in the office of a public official or a nonprofit organization on a part-time, volunteer basis. Students are expected to examine and analyze the functions, processes and outputs of organizations in the public or private sector.

PAD5230.1 Applied Research Project in Public Administration and Management (3 credit)

Prerequisite: PAD5131

The project involves the development and implementation of a solution for a theoretical or design problem. Methodological knowledge and skills play a vital role both in developing and conducting applied research project. Although Master's projects generally address a practical research/design problem and its background, they can also focus specifically on an academic research question.

PAD5231.1 Thesis II: Thesis Proposal (3 Credits)

Prerequisite: PAD 5131

Under the guidance of a PA faculty member, all students are expected to submit a proposal before the end of the second semester. A proposal should make a genuine contribution to the understanding and analysis of public policy issues, management, and administration in Kazakhstan. All students shall have a "Thesis Proposal Defense" before three members of a Master's Thesis Committee constituted by the Graduate Program Director. The Thesis Committee consists of a thesis supervisor and two full-time faculty members. One member of

the Committee may be a full-time faculty member from another department, when the discipline represented is relevant to the student's thesis. Once the proposal has been approved, permission to enroll in Thesis Option III Form may then be issued by the Graduate Director.

PAD5231.2 Thesis III: Thesis Defense (3 Credits)

Prerequisite: PAD5231.1

Before a student may enroll for Thesis Option III a successful thesis proposal defense must be held, during which the thesis proposal is discussed by the student and all committee members. The final revised draft of the completed thesis should be submitted to the Thesis Committee Chair (thesis supervisor) at least four weeks prior to graduation. Students are expected to carefully consider the comments of their Thesis Committee. The Committee Chair (the supervisor) has final responsibility for thesis approval. The supervisor, in consultation with the student, shall set a date for the oral defense of the thesis before the Master's Thesis Committee.

PAD5260 Selected Issues in Public Administration and Management (3 credits)

Prerequisite: PAD5114

This course examines particular issues of public administration and management. Topics vary according to the interests of students and instructor.

INTERNATIONAL RELATIONS AND REGIONAL STUDIES AREA

IRL5512 Research Methods/Thesis I (3 Credits)

Prerequisites: None

This course will train students how to design and carry out research in the social sciences. Structuring research is about the planning of scientific inquiry, designing a strategy for finding out something. Ultimately, scientific inquiry comes down to making observations and interpreting what you have observed. However, before you can observe and analyze you need a plan. You need to determine what you are going to observe and analyze. That's what research design is all about. Although this sounds rather simple and trivial, the craft of designing social research is quite complex and, what is more important and pertinent to the goals of this course, is that no formal courses on how

to structure and design research in the social sciences are offered in the former USSR. This course provides a general introduction to research design and elaborate on its specific aspects. It lays out various possibilities for social research. We will also disclose the inner structure of research proposals; documents that people write to obtain grants and other forms of funding for major projects. Research proposals are prepared according to some established rules and should incorporate the major elements of research design.

IRL5513 Theories of International Relations (3 Credits)

Prerequisites: POL 2511 & IR 2512

The course examines old and new theories used in International Relations, Realist, Liberal/internationalist, globalist and Marxist. Modern theories of globalization, modernization, dependency and human rights will also be discussed. The purpose of this course is to acquaint students with the theories and concepts used in the field of IR and to sharpen their theoretical knowledge and analytical skills so that they can understand and explain modern complex issues and conflicts in IR from a theoretical perspective and framework

IRL5515 International Political Economy: Politics in the World of Interdependent Economics (3 Credits)

Prerequisites: POL 2511 & IR 2512

The main objective of this course is to acquaint students with the dynamics and changes of the field, and to discuss the scope boundary and methodologies used in the study of IPE. It critically examines and analyzes major international economic trends and institutions such as international monetary and financial organizations, globalization of production and distribution, international trade and investment, development, dependency and foreign aid. Issues and problems of order, stability and transformation of world economy are also discussed.

IRL5521 Central Asia in Global Politics (3 Credits)

Prerequisites: POL 2511 & IRL 2512

This course brings together studies of post-colonial, post-Cold War interactions between state and non-state actors. The unanticipated collapse of the USSR initiated a profound crisis in the theory of international relations. The Cold War is rapidly moving into history.

The post-Cold War interregnum seems to have come to an end on September 11, 2001. What theory is out there to help us comprehend incisive change in international affairs? We will use elements borrowed from political realism and constructivism to analyze change underway in one particular region: Central Asia. The objective of the course is to provide greater comprehension of the nature of the post-colonial ‘Great Game’ underway in that part of the world and to relate that game to the transformation in Central Asia.

IRL5525 Thesis II (3 Credits)

Prerequisites: IRL 5512

Students have to write an M.A. thesis. The thesis proposal must be approved in writing, first by the prospective thesis supervisor, and then by the Thesis Committee. The M.A. thesis research is carried out under the guidance of a KIMEP Professor. An M.A. thesis is rarely an original contribution to knowledge as it is required from a doctoral dissertation or the publications of a mature scholar. In his/her M.A. thesis dissertation the student has to demonstrate that he/she can design and execute with competence a major piece of research. The length will vary with the nature of the topic, but it should be developed in 50-60 pages (double-spaced). Requests to exceed this limit must be approved by the respective supervisors. This course is designed to help students prepare their thesis materials under the guidance of the thesis supervisor. By the end of the semester, students will have completed the introduction, the theoretical framework and the methodology (literature review and bibliography) and arranged for their thesis project committees.

IRL5526 Thesis III (3 Credits)

Prerequisites: IRL5525

This is the writing and finalization of the research thesis. By the end of the semester, students will have completed and submitted the thesis to the Thesis Committee. A grade of “incomplete” is recorded for this course if the thesis defense is not successfully passed by the end of the semester in which the student registers for Thesis III. A successful defense within one semester of being awarded the “incomplete” results in the changing of the grade to a letter grade; failing to defend within one semester results in the reversion of the grade to an “F”.

IRL5533 Developmental Studies: Selective Models (3 Credits)

Prerequisites: IRL 2512 & POL 2511

This is a seminar course on development studies. A comparative analysis of approaches to the study of development and underdevelopment will be offered here, including structural-functional, neo-classical, Marxist, and dependency theories. The main objective of the course is to acquaint students with various theories, concepts and models of development and provide them with the necessary skills and methodology so that they can independently study, compare and contrast among various developmental models. This course will select several models of development from various parts of the world and study and evaluate them from comparative, historical perspectives. Students are expected to actively participate in the class.

IRL5534 Internship in International Relations (3 Credits)

Prerequisite: IRL 2512

The internship is designed to provide the student with a hands-on learning opportunity by in a consulate, the Foreign Ministry, an NGO, private company or other agency. A program of study and activities is collaboratively designed by the students’ advisor and the participating agency. In the past, departmental internships have been pursued at the Foreign Ministry, US and UK consulates, the UN, the OSCE, and the EurAsEC.

IRL5534 Applied Research Project in International Relations (3 Credits)

Prerequisite: IRL 2512

An applied research project involves the development and testing of a hypothesis or research methodology. Students may develop questionnaires, a series of interviews, an ethnographic framework, and proceed to work out a qualitative or quantitative data analysis as they prepare materials for their thesis project.

THE SCHOOL OF LAW

LAW5201 Legal Method, Skills and Reasoning (3 Credits)

Prerequisites: None

Certain skills are required for the successful study of law. This course teaches those skills: Methods

of Study, Use of Language, Critical Thinking, Legal Text Interpretation, Legal Research and Writing, and Architecture of Argument. The course uses legislation, case reports, and research assignments to achieve its multiple objectives. Writing about the law and learning the art of advocacy are taught through solution of practical problems. This course must be taken during the first semester in which a student enrolls in the LLM program.

LAW 5202 Methods of Legal Argument (3 Credits)

Prerequisites: None

This course primarily is a course in Logic modified for legal study. It covers the following subjects of logic: (1) Basic Logical Concepts, (2) Analyzing Arguments, (3) Language and Definitions, (4) Fallacies, (5) Categorical Propositions, (6) Analogical Reasoning, and (7) Probability. The objective is to teach students how to identify arguments from other types of statements, such as explanations, to distinguish between correct and incorrect reasoning, and to deconstruct legal texts and judicial opinions. Practical and inductive reasoning are emphasized as these are the tools of the lawyer. The course also advances the proposition that: Law is not logic, but a system of authority. The facade of stylized reasoning is pierced. This course must be taken during the first semester in which a student enrolls in the LLM program.

LAW5203 Public International Law (3 Credits)

Prerequisites or Corequisites: LAW5201 and LAW5202

Public International Law is the system of law that governs the international community; thus the aim of the course is to provide a framework to understand the normative dimensions of international relations. The course introduces students to the fundamental principles and doctrines of public international law as a meaningful tool for providing order to world politics and for minimizing global conflict. The course reflects the breadth and diversity of international law by covering all main branches, including: sources; the subjects and international institutions; the law of treaties; peaceful settlement of international disputes; the use of force; territory; human rights; diplomatic and consular law and international economic law. A problem-oriented approach to various case studies is used in both lectures and discussions.

LAW5204 International Commercial Law (3 Credits)

Prerequisites or Corequisites: LAW5201 and LAW5202

The first portion of this course examines the sources of law comprising international law governing relations between private parties as opposed to sovereign states. Since the Convention on the International Sale of Goods is one of the most successful conventions unifying international commercial law, it is studied in depth, especially in terms of contractual obligations. Course coverage also includes commercial terms of the sales agreement (Incoterms 2010), shipping contracts, insurance, financing arrangements (e.g., Documentary Credits, Standby Guarantees), and customs documentation. The laws of transport operators, including multi-modal transport, are examined, as well as any applicable treaties. Freight forwarders, mandatory carrier regimes, and the respective liabilities of the parties involved in international transport are identified. The second portion of this course examines expansion of business through: export/import, licensing and franchising, and specialized modes of foreign direct investment. Students who have previously taken LAW5222 International Business Law, LAW 5901 International Business Transactions or MGMT5222 Business Law & Ethics may not enroll in this course.

LAW5205 Private International Law (3 Credits)

Prerequisites or Corequisites: LAW5201 and LAW5202

Private International Law is the set of legal rules to determine the jurisdiction, applicable law and the recognition and enforcement of judgments in cross-border business transactions. Preliminary matters such as renvoi, characterization, and historical principles guiding forum selection and applicable law are covered. There is no uniform “international convention” in this field excepting the Hague Conventions dealing with the Service Abroad of judicial and extra-judicial documents in civil matters and the Taking of Evidence Abroad in civil and commercial matters. Several “dead” Hague conventions may be examined to facilitate an understanding of the aims of unification of rules. Since there are similarities among the rules found in several jurisdictions, this course covers the subject matter from a comparative perspective. The Private International Law rules of the United States [decisional development], the European Union [Regulations], and the Republic of Kazakhstan serve as the foundation

for study of private international law principles. The CIS Treaties governing enforcement of arbitral awards within the member States are identified and discussed. Pertinent provisions of the Customs Union Agreement are tracked during the course.

LAW5206 International Commercial Arbitration (3 Credits)

Prerequisites or Corequisites: LAW5201 and LAW5202

International Commercial Arbitration [ICA] is a fundamental course in the law of international business. ICA provides an alternative to litigation within the courts of a Nation State. The basic concepts of ICA are studied as well as the numerous complex issues some of which remain unresolved today. A paradigmatic ICA usually involves private merchants/companies that submit their civil dispute to an institutional arbitration centre. Ad hoc arbitration is also covered. Equally important is an understanding of domestic arbitration in Kazakhstan, and CIS Treaties dealing with enforcement of arbitral awards.

LAW 5299 Selected Graduate Topics in Law

Prerequisites: None

This course provides further study into various areas of law. Topics covered will vary from semester to semester depending on expertise and interests of instructors and students' particular needs and strengths. This course may be repeated for credit if the topics are different.

LAW5701 Company Law (3 Credits)

Prerequisites or Corequisites: LAW5201 and LAW5202

This course examines business organizations, applicable legal rules, and best practices from a comparative perspective. The company law of the State of Delaware, United Kingdom, the European Union, and the Republic of Kazakhstan serve to explore common principles pervading the object of company law across multiple legal systems. All business forms – ranging from proprietorship to the Joint Stock Company - are delineated, purposes explained, and liability consequences discussed. Tax advantages and disadvantages of each business organization are identified, though not examined in depth. The course identifies the duties and liabilities of officers and directors under laws of the legal systems identified. It also investigates the various theories of company law:

Coases' Theory of the Firm, Easterbrook's Economic Structure of Corporate Law, and Company Law as a Matrix of Financial Data. Discussions of publicly listed companies include disclosure, management requirements, trading restrictions, proxy contests, and insider trading.

LAW5702 Tax Law of the Republic of Kazakhstan (3 Credits)

Prerequisites or Corequisites: LAW 5201 and LAW 5202

Tax law is one of the most important legal courses for any successful lawyer-since taxation is present in almost every aspect of professional and business life. This course introduces students to the fundamental principles of taxation both from the theoretical and practical perspective. Specifically, students will explore the key sources of tax law in Kazakhstan - Tax Treaties, Tax Code, Transfer Pricing Legislation, relevant administrative guidance and instructions, including the most important tax returns, but will also familiarize themselves with the important case law. The course covers elements of taxes, basic rules of tax calculations for major taxes (corporate and personal income tax, value added tax, subsurface use taxation, excise and customs regime, special tax regimes) and the importance of tax considerations for business decisions and tax planning. It also focuses on the rights of taxpayer and tax authorities, rules related to tax (de-) registration, tax control procedures, tax dispute resolutions, administrative and procedural tax rules, appeal procedures at tax administration and court levels. Students should also explore and distinguish between tax evasion and tax avoidance, understand the key anti-avoidance provisions and also study the relationship of Ethics and Tax Planning

LAW5703 Business Litigation Practicum (3 Credits)

Prerequisites: LAW5201 and LAW5202

This class gives students an opportunity to participate in a real-life experience complex business litigation. In this simulation class, students will draft claims, answers, replies, motions, appeals, cassation appeals, and Supreme Court petitions under the Kazakh rules of procedure. The class is based on an actual rich and complex case study drawn from practice. The Practicum is intended to cover all four levels of the current Kazakh court system: the trial court, the appellate court, the cassation panel, and the Supreme

Court. After drafting the relevant court documents, students will act as the attorneys and participate in scheduled trial and appellate hearings before lawyers and faculty members serving as judges. In this course students will not only develop their writing and oral advocacy skills, but will also learn the substantive law involved in the case and the rules of procedure in civil practice. The course may be conducted in the Russian and English languages or both. For example, trial court level proceedings (both the written documents and the actual hearings) may be conducted in Russian, while the appellate level litigation may be conducted in English.

LAW5704 International Energy and Natural Resources Law (3 Credits)

Prerequisites: LAW5201 and LAW5202

Acknowledging the importance of energy on a global scale, and particularly to the economic development of Kazakhstan, this course introduces students to international legal principles (sovereignty, territoriality, principles of compensation, liability etc) and relevant treaties, especially the Energy Charter Treaty, that govern the interaction between states and other potential subjects of international law relevant to energy. The course explores the agreements/contracts/treaties and negotiations between states (public) and multinationals (private) in the exploration, supply of, and investment in energy resources. The course examines the role of major players in energy resources including international organizations in the energy sector, such as OPEC, the OECD, the IEA, the UN, the EU as well as NGOs. International energy investment disputes are most often resolved by arbitration as the preferred mode, with ICSID the forum of choice. International energy disputes can also be environmental and human rights disputes, litigated in international courts and national courts. While using oil, natural gas and nuclear power as examples for the course, we will look toward the future and evaluate the international legal and policy (regulatory) issues facing the development and expansion of renewable energy, such as biofuels.

LAW5705 Intellectual Property Law (3 Credits)

Prerequisites or Corequisites: LAW5201 and LAW5202

The law of Intellectual Property is fast becoming a significant area of law due to the increasing value of company intangible assets and the World Wide Internet.

It also raises the question of balance of property within the public domain and property that may be privatized with economic rights exercised by the holder. The subjects covered are: Introduction to IP, Copyright, Patents, Trademarks, Trade Secrets, Geographical Indications, Industrial Design, Patents, WIPO and other international treaties. The trend toward harmonization, protection of IP rights, and open source are consistent themes throughout the course.

LAW5706 International Banking Law (3 Credits)

Prerequisites: LAW5201 and LAW5202

The International Banking Law course commences with a study of money and central banking policy. The relationship between currency and trade is identified. A country's Balance of Payments is key to understanding this function of international banking. This aspect of international banking law is properly called the "international public law of banking". The course then proceeds to identify the business activities of banks, the creation and function of bank holding companies, cross-border banking structures, and the definition and function of "international banking activity". This is properly called the international private law of banking. Payment systems, bank formation, branching, and restrictions on banking activities are discussed from a comparative view. The course then pursues financial institution regulation, risk valuation and control, insolvency, and restructuring of banks.

LAW5707 International Commercial Arbitration Practicum (3 Credits)

Prerequisites or Corequisites: LAW5201 and LAW5202;

This Practicum is designed to teach students the fundamental and advanced principles of International Commercial Arbitration in the context of an international sales transaction through the use of a case study. The case study is based upon an Arbitration problem released by the Willem C. Vis International Commercial Arbitration Moot. The first phase of the Practicum is a study of the fundamental principles of International Commercial Arbitration, the UNCITRAL Model Law [amended as of 2006], the New York Convention of 1958, and the Convention on the International Sales of Goods, in preparation for the release and examination of the Vis Moot problem (usually early October). The Problem is read, analyzed, and parsed for identifying key facts and legal issues. Additional treaties may

be examined depending upon the issues raised in the case study. The class is divided into teams of four students representing the Claimants and the Respondents. Each team is responsible for submission of two written pleadings on behalf of the respective parties. Subsequent to submission of the pleadings, the teams then prepare for oral argument that takes place in a simulated International Commercial Arbitration; practice sessions are held. The four best-performing students are selected to represent KIMEP at the 19th Annual Willem C. Vis International Commercial Arbitration Moot held in Vienna, Austria during the Spring Semester as a co-curricular (non-credit) activity. Students representing the KIMEP team are responsible for submission of written pleadings and for argumentation at the competition.

LAW 5708 Administrative Law of the Republic of Kazakhstan (3 Credits)

Prerequisites: None

This course introduces students to the legal issues and activities of public administrative bodies with special focus upon the constitutional basis of these entities and their operations. Students are introduced to the place of organs of state administration in the general system of state bodies, and the forms and methods of activity of executive bodies. The course also covers the constitutional basis and administrative organization of state service; administrative liability and administrative process issues; control over the activities of executive bodies; and the constitutional and administrative law protection of rights and interests of individuals and legal entities in relations with the state administration organ.

LAW5801 Corporate Finance (3 Credits)

Prerequisite: LAW5201, LAW5202 and LAW 5701

This course is a business financial management and law course, combining theory and applications. The course describes the major sources of finance for the company: debt and equity, and describes the legal implications of each for both the issuer and the owner. The course then focuses on capital budgeting methods including financial planning and forecasting, net present value, internal rate of return, capital budgeting under uncertainty, risk and return analysis, capital structure policy, dividend policy, working capital policy, corporate restructuring and interactions of investment and financing decisions. The use of a financial calculator is required for the solving of modern day financial business problems.

LAW5802 International Taxation Law (3 Credits)

Prerequisites: LAW5201, LAW5202, and LAW5702

This course is an advanced tax law course focusing on the issues of international taxation, including the sources of international tax law and their interpretation and application. The students will study in depth both perspectives of international taxation – country of source and country of residence tax issues. The structure of tax treaties will be studied in detail and students will learn to apply the key principles of international tax planning in practical scenarios. The domestic and tax treaty based anti-avoidance rules (including transfer pricing, thin-capitalization, controlled foreign corporation rules as well as other applicable principles beneficial ownership and limitation of benefits clauses) and their application will also be explored as well as other challenges related to tax planning and avoidance.

LAW5803 International Investment Disputes (3 Credits)

Prerequisites: LAW5201 and LAW5202

International investment arbitrations involve dispute between a private investor and a sovereign State acting in a commercial capacity. This type of arbitration has become increasingly important due to the growth of foreign direct investment. It is particularly important in Kazakhstan that relies heavily upon foreign participation in the development of its energy sector. Bilateral investment treaties are triggered and their terms may or may not provide clarity on arbitration issues. The Washington Convention [ICSID] was created to settle disputes between private investors and States. Under the Convention, States waive their sovereignty and agree to comply with an ICSID award. The jurisprudence of the Washington Convention is a rich resource for legal analysis in this area. In addition, in spite of the waiver of sovereign immunity, difficult questions of enforcement of an award against a State remain a centerpiece of litigation. Class presentation and paper written on this topic.

LAW5804 Mergers and Acquisitions (3 Credits)

Prerequisites: 5201, 5202 and LAW5701

This course covers the following topics as they relate to mergers and acquisitions: company law, exchange controls and foreign investment restrictions, anti-trust law and restrictions on monopolistic practices, and tax

law. Both domestic and international M&A transactions are discussed, as well as mergers, divisions, transfers, acquisitions, and public takeovers. The practical dimension of the course requires students to develop and understand the legal documents necessary to effect an M&A. The Republic of Kazakhstan features as the situs of the content of the course, but references to the law of other jurisdictions is made as needed.

LAW5923 Internship or Internship Substitute (3 Credits)

Prerequisites: (1) 18 credit hours of studies, (2) including successful completion of (i) Legal Method, Skills and Reasoning (LAW5201) and (ii) Methods of Legal Argument (LAW5202) courses, and (3) good academic standing. (3 Credits)

An internship provides students with the opportunity to learn about the practice of law through the supervised performance of legal work in: judicial chambers; prosecutor's office and other government agencies; law firms; in-house legal departments; or other placements approved by the faculty supervisor. In addition to enhancing practical skills and to exposing students to the world outside academia, internships offer the opportunity to increase the knowledge of substantive law, often in a specialized area. The Internship program requires students to work at least 150 qualifying hours, of which at least 100 hours must be spent in the field and 50 hours, preparing internship documents. Interns must file an internship report with the Faculty Supervisor conforming to the requirements of the School of Law for the LL.M program. The Internship Guidelines and Forms contain all details regarding the operation of the Internship program. Students who have worked for a minimum period of one year in a law firm or related field may apply to waive the Internship requirement. The waiver requirements are set forth in the Internship Guidelines. Students who qualify for a waiver are required to take a 3 credit elective course instead of the Internship.

LAW5990 Thesis Seminar (3 Credits)

Prerequisites: Successful completion of at least 15 credits of work within the LL.M. program

The Thesis Seminar is designed to provide a step-by-step approach to writing an LL.M. thesis. The course starts with assisting students develop an appropriate theme or problem statement upon which to write

a thesis, and to form a Supervisory Panel. The Supervisory Panel implements a quality assurance function during the implementation of the course. The course subsequently covers every stage of the thesis writing process from draft proposal and formal proposal through submission of the final written thesis. The objective of the course is to assist students to produce an acceptable thesis to submit to the Supervisory Panel and proceed to the oral defense. The LL.M. Thesis Guidelines and Forms contain a full description of the course and the procedures to follow.

PART VI

COLLEGE OF CONTINUING EDUCATION

GENERAL INFORMATION

PROFESSIONAL DEVELOPMENT AND
CERTIFICATE PROGRAM

WORLD LANGUAGES AND PREPARATORY
PROGRAM

CLUBS AND SUMMER SCHOOLS



ADMINISTRATION

Dean

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Statement of Purpose

The main goal of the College is encouraging lifelong learning and providing inspiring, innovative and effective personal and professional development opportunities.

The College accomplishes its purpose by offering courses, trainings, seminars, workshops, forums and conferences catered to a wide range of interests.

Through the College's commitment to collaboration with business, government and non-profit sectors, we have been able to contribute to many facets of Kazakhstani society and have consistently provided relevant and practical skills and knowledge. We serve the education needs of learners in Almaty and beyond via both traditional face-to-face interaction and online instruction. With over two thousand registrations annually, our clients range from school students preparing to enter university, to leaders of government and business exploring issues of national interest.

Mission

The mission of the College is to provide cost effective, accessible, quality and recognized career enhancing trainings and courses for students and employees alike.

The CCE provides flexible access for working professionals throughout Central Asia to obtain up-to-date skills and business knowledge in economics, management, finance, accounting and other related fields and for both individuals and companies, a wide range of language training is offered. In today's global and rapidly changing business environment there is only one source of long-term competitive advantage: human capital. Businesses will succeed through the efforts, knowledge and skills of their employees.

KIMEP's College of Continuing Education helps individuals and organizations develop and sustain this competitive advantage.

The College of Continuing Education equips those wishing to undertake university entrance exams with preparatory programs in languages, mathematics and other core disciplines.

The College of Continuing Education Programs and Offerings

- Professional Development and Certificate Program (PDCP)
- World Languages and Preparatory Program (WL&PP)
- Distance Learning Program (DL)
- College sponsored conferences, forums, clubs, roundtables, workshops and training partnerships

PROFESSIONAL DEVELOPMENT AND CERTIFICATE PROGRAM (PDCP)

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Statement of Purpose

The Professional Development and Certificate Program provides learning and networking opportunities for working professionals. In operation since 1998 it services both individuals and organizations alike. A full program of courses, trainings and workshops are regularly scheduled and customized trainings developed on demand. The program offers 'stand alone' and integrated series of courses, seminars and trainings. Participants can gain knowledge of the fundamentals and then, if they choose, pursue an advanced understanding of topics including management, accounting and finance, marketing and sales, human resource management, information technologies, and business administration. New offerings and learning opportunities are introduced every year.

Mission

The mission of the Professional Development and Certificate Program is to deliver high quality learning opportunities to meet customer needs and to support the viability of Central Asia business community. The program strives to develop and offer opportunities that:

- Are relevant to the current business environment
- Provide excellent value and a sound investment in career enhancement and human capital
- Instill knowledge and skills that are immediately applicable in the workplace
- Are delivered at times and by means accessible to any professional

Program Offering

Courses and trainings are offered in a variety of different learning modes to maximize accessibility:

- Short-term (2-5 days) intensive trainings are regularly scheduled throughout the week
- Meeting weeknights and on the weekend, are scheduled over longer periods of study, usually lasting 4-6 weeks
- Hybrid trainings and courses, combining face-to-face and online learning are also offered
- Some training is also provided via self-study with a trainer available for consultation as needed

Participants in this program can earn various levels of certification including:

- ‘Certificate of Completion’: This is a certificate confirming participation in a specific course.
- ‘Certificate of Specialization’: Students wishing to pursue one field of study may earn a certificate of specialization by successfully completing six courses, five of which must be within the defined area of specialization.
- ‘Advanced Certificate of Specialization’: Students wishing to gain mastery of one field of study may choose to complete nine courses (eight of which are within the designated specialization) and thus earn an ‘Advanced Certificate of Specialization’.

The duration, or number of contact hours/days and the methods of student evaluation vary according to the training’s objectives, the nature of the course content and the mode of delivery.

Training is generally offered in Russian. Trainings in English or Kazakh are upon the client request.

Teaching techniques utilized in the program differ from

traditional methods in the local training market. They consider the specific needs and goals of adult training. An interactive approach is utilized to involve all participants in the training process. Discussions and teamwork also promote knowledge sharing and networking.

The program utilizes its wide network of adjunct faculty drawn from both the corporate and academic world to deliver its training. Their skills and knowledge make training practical and applicable to every day business.

Enrollment Policy

You can obtain a registration form by contacting us (email/ phone/ fax) or by downloading it from our website and you can return the application by e-mail, fax, telephone or to our office. When registering, please include on the application form the course title, course dates and bank payment information.

Cancellation and Transfer Policy

Should circumstances make it necessary for you to cancel your enrollment, a refund, less an administration fee, will be made provided notice is given in writing prior to the start of the course. If no written notice is made and you fail to attend the training, the full tuition fee will be charged. A substitute attendee will be accepted in place of a cancellation.

If you are unable to attend a course or training, but would like to attend a later offering, your payment can be credited. Only one such transfer will be granted and then the cancellation policy will apply.

List of Areas of Specialization

- Finance and Accounting
- Management
- Marketing and Sales
- Human Resource Management
- Administrative and Secretarial Skills

List of Courses by Specialization

Finance/Accounting:

1. Accounting/Finance Principles (core)
2. Budgeting, Planning and Controlling (core)
3. Managerial/Cost Accounting
4. Corporate Finance
5. Financial Statements: How to Develop, Read and Interpret
6. International Financial Reporting System
7. Taxation and VAT
8. Financial Performance Analysis
9. Financial Statement Analysis Using EXCEL

10. Financial Accounting
11. Auditing Marketing and Sales:

1. Fundamentals of Marketing (core)
2. Strategic Marketing (core)
3. Effective Business Communication Skills
4. Marketing Research
5. Sales from Start to Finish
6. E – Marketing
7. Services/Consumer Marketing
8. Making Successful Presentations
9. Effective Negotiation Skills
10. Brand Management

Management:

1. Essential Management Skills (core)
2. Accounting/Finance Principles (core*)
3. Finance and Accounting for Non-Financials (core*)
4. Total Quality Management
5. Effective Business Communication Skills
6. Conflict and Stress Management
7. Making Successful Presentations
8. Effective Negotiation Skills
9. Team Building
10. Managing Innovations
11. Decision Making in Challenging Environments
12. Legal and Regulatory Issues on Tenders
13. Business Plan Development
14. Small Business and Entrepreneurship
15. Financial Performance Analysis

Human Resource Management:

1. Fundamentals of HRM (core)
2. RK Labor Code and Regulations (core)
3. Effective Business Communication Skills
4. Conflict and Stress Management
5. Performance Appraisal
6. Motivation
7. Team Building
8. Compensation: Effective Reward Programs
9. HR Document Maintenance: Monitoring and Legal Support

Administrative and Secretarial Skills:

1. Skills for Success: Guide for Secretaries and Administrative Assistants (core)
2. Customer Service (core)
3. Effective Business Communication Skills
4. Telephone Selling

5. Conflict and Stress Management
6. Time Management
7. Essential Management Skills
8. Team Building
9. Making Successful Presentations
10. Archive/Documentation Administration and Legislation

Additional Courses:

1. Database Maintenance (Microsoft Access)
2. Advanced EXCEL
3. Auto CAD for Businesses
4. Data Analysis Using SPSS
5. MS Project
6. Multimedia technologies to develop presentations
7. E-document Circulation and ERP System for Management

** Participants may choose one or the other as a core course.*

THE WORLD LANGUAGES AND PREPARATORY PROGRAM (WL&PP)

Nigel Cox, Coordinator

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Office 113 EEC

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Website: www.kimep.kz/academics/cce/wlpp

Statement of Purpose

The World Languages and Preparatory Program (WL&PP) provides language and preparation courses for the widest range of clients: from children to business community, internally and externally. The Program affords its clients with the opportunity to become fully proficient and to be able to operate in the modern global economy by providing extensive language training (English, Kazakh, Russian, Chinese, Turkish, French, Spanish and Italian languages) and preparation for KIMEP, Kazakhstani and International exams at both Bachelor and Master levels. During the teaching sessions in KIMEP, participants have the opportunity to communicate with native speakers from the USA, Great Britain, China, Turkey, etc. The WL&PP provides its customers with a wide choice of courses varying from tailored corporate business English courses to preparation for internationally recognized language and university entrance certificates such as IELTS, TOEFL, GMAT, GRE, SAT, SET and KazTest.

Mission

The mission of the World Languages and Preparatory Program is to offer and deliver the best quality and most relevant courses to any individual or company that need to improve their language skills or need to raise their educational skills and qualifications to the highest level possible.

Main activities

- World Languages and Preparatory Program offers language courses for all interested parties from children to business community.
- World Languages and Preparatory Program offers preparation for KIMEP, Kazakhstani and International exams for undergraduate and graduate students
- World Languages and Preparatory Program holds conferences and trainings for all interested people

Program offerings

The Program offerings are divided into two categories: 'Language Courses' and 'Preparation Courses'. New courses and programs may be developed in the future based on market demand.

Language Courses

This category of the World Languages and Preparatory Program (WL&PP) offers high quality multi-level General and Business English language courses as well as Kazakh, Russian and other world languages for both KIMEP and non-KIMEP learners and the local business community.

English Language Courses:

- English for All - a 10-level English course. Each level's duration is 7 weeks.
- English for Kids (with a native speaker) - a three-block English language course.
- Business English - Beginner to Advanced - a 32-hour course delivered over 8 weeks per level
- Intensive Business English for Specific Purposes - a 60-hour course for working professionals in various fields (oil and gas, banking, accounting, customer care, etc.)
- Survival English - a fast-track English course for travelling
- In Company English (corporate training courses)

Kazakh Language Courses:

- Kazakh for Foreigners (Beginner to Advanced) - a 3-level written and spoken Kazakh course
- Business Kazakh - a 32-hour Upper - Intermediate and Advanced level course delivered over 8 weeks
- Intensive Kazakh for Specific Purposes - a 60-hour course per level.

Russian Language Courses:

- Russian for Foreigners
- Survival Russian/Kazakh for ex pats.

Exam Preparation Courses

This section of the World Languages and Preparatory Program offers a wide range of various exam preparation courses for both undergraduate and graduate applicants who want to raise their level of proficiency in the chosen area before entering different universities locally and abroad.

Preparation Courses for International Exams

- TOEFL (the Test of English as a Foreign Language) - an 8-week course.
- IELTS (the International English Language Testing System) - an 8-week course
- GMAT (the Graduate Management Admission Test) - an 80-hour course of quantitative and verbal sections of GMAT in English.
- GRE (the Graduate Record Exam) - a 24-hour course in English.
- SAT (Scholastic Aptitude Test) - a 40- hour course in English. Preparation Courses for Kazakhstani Exams
- Preparation for the Unified National Testing (UNT) in the following subjects: History of Kazakhstan, Mathematics, Kazakh, Russian, Kazakh Language for Russian schools, Russian Language for Kazakh schools, Physics, Geography and other related disciplines; each course lasts 40 hours.
- KazTest - a civil service Kazakh Language Test preparation course.

Preparatory Courses for the KIMEP Entrance Exams

- Preparatory Intensive English Program- a 195-hour course of English for students
- Preparatory English Course for Executives - a 116-hour course of English for working professionals
- KEET Preparation – a 5-level English grammar,

- reading, use of English, vocabulary course.
- KUAT (KIMEP Undergraduate Admission Test) - an 80-hour History of Civilization and Mathematics course in English.
 - KGET (KIMEP Graduate Entrance Test) - a 40-hour course to upgrade mathematical and critical thinking skills.

Cancellation and Transfer Policy

Should circumstances make it necessary for a client to cancel the enrollment, a refund, less an administration fee, will be made according to the Program refund policy provided notice is given in writing prior to the start of the course.

CLUBS AND SUMMER SCHOOLS

Saturday English Conversation Club

It is popular and attractive for learners of English who want to enhance their speaking skills and skills of debating. Moreover, they are able to communicate with native speakers. The attendance is free of charge.

Sunday Clubs for High School Students

The free course is designed for high-school students who would like to have the opportunity to study Math and/or English with KIMEP Professors from Academic Programs Colleges and General Education College of KIMEP in order to become aware of KIMEP's unique way of teaching and its excellent facilities.

Summer Camp – for Schoolchildren and Kids

The course offers children a wonderful, enjoyable opportunity of being in an English – speaking environment, to learn English by playing and having fun while learning English. Excursions are also included.

Language Summer School for Foreigners

The course is structured for international students who desire to take instruction in Kazakh or Russian, Kazakh/Russian literature or Kazakh history while visiting the country.

CONFERENCES, ROUND TABLES, FORUMS, CLUBS AND WORKSHOPS

Tel: +7(727) 237-47-84

Fax: +7(727) 237-47-85

E-mail: cce@kimep.kz

The College of Continuing Education also supports the business community by introducing new alternative learning and networking opportunities. These take many forms and can be designed to serve audiences ranging from the general community to specific industries or business functions. We invite you to visit our website regularly to learn what new opportunities we can provide you and your organization.

Seminars and Conferences

CCE along with organizing its own conferences, seminars and benchmark testing of employees, helps to organize KIMEP-wide seminars, conferences, symposiums both in-house and virtually and hosts HR and Marketing clubs. CCE also cooperates closely with other KIMEP colleges and units in hosting different events and offers various training for outside clients.

KIMEP HR Club

Our college continues to create learning and networking opportunities that will benefit working professionals of Kazakhstan. Created in 2009 in the College of Continuing Education the KIMEP HR Club (Forum) provides HR directors and other HR representatives from the KIMEP CCE partner companies with the opportunity to discuss the challenges they are facing in their organizations and to collectively seek solutions. The Forum offers a series of “workshops” designed for people working in Human Resources. The workshops are free of charge and offer practical solutions and modern instruments to HR representatives. Apart from main target, it also gathers together experienced HR coaches, business consultants, trainers and private business owners. HR Club members meet every second month of the year, ultimately, as a result of the Forum discussions, the CCE organizes International HR conferences for both members and non-members of the Club. Participants come from different companies of Kazakhstan, Russia and Kirgizstan. The practical role of the HR Forum meetings cannot be overestimated as the HR Forum serves as a strong networking point for local and international HR specialists.

KIMEP Marketing Club “Navigator”

The mission of the KIMEP CCE’s Marketing Club “Navigator” is to build a platform for working professionals to enhance their knowledge and understanding of modern marketing practices and important professional skills. We also strive to provide the Club’s members with the exclusive opportunity to network with representatives from the most distinguished companies of Almaty city and the chance to interact socially with their peers. According to the mission of the Marketing Club, the major focus of its activities are on the marketing issues, including direct marketing, online marketing, and many others. More importantly, the Club’s participants are offered to speak out on different topics and the audience is encouraged to actively discuss the practical significance of these issues and challenges that they pose towards local marketers, ways to adjust them to local business environment. In general, the practical implication of the Club’s sessions is difficult to undervalue as the Club serves as an effective experience-sharing and strong network-creating platform for local marketers.

CCE Workshops for Teachers

CCE WL&PP arrange teacher-training seminars conducted in an interactive workshop format, and are intended for teachers of English, so that to expose language teachers to current methods and techniques for teaching English as a foreign language (EFL). These seminars feature classroom-proven techniques that are developed, collected and adapted based on the foreign language teaching experience. The teachers learn the “why” and “how” of successful strategies that are based on the latest research and bench mark practices. As a final result of these workshops, Almaty students will benefit from these ideas that will increase their interest, and motivation in learning languages.

PART VII

INTERNATIONAL RELATIONS OFFICE

GOALS AND OBJECTIVES

INTERNATIONAL STUDENTS

INTERNATIONAL FACULTY AND RESEARCHES

INTERNATIONAL PARTNERS AND EXCHANGE PROGRAMS

INTERNATIONAL SUMMER PROGRAMS

KIMEP INTERNATIONAL STUDENTS ASSOCIATION



ADMINISTRATION AND STAFF

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Web-site: [http://www.kimep.kz/academics/
international](http://www.kimep.kz/academics/international)

Goals and Objectives

- To create an international environment at KIMEP by recruiting international students (degree, non-degree, regular, exchange, and summer program students), by giving information to prospective international students and motivating them to study at KIMEP
- To create an international environment at KIMEP and to contribute to the quality of education by assisting KIMEP's academic departments in the recruitment of international faculty (full time, exchange, visiting) in giving information to prospective international faculty and motivating them to work at KIMEP
- To create conditions for international students, faculty, and staff for their successful study/work at KIMEP and their stay and life in Almaty in collaboration with other KIMEP departments and to advise them on academic, cultural, and social issues. This includes organizing orientation programs and social and cultural events
- To enhance the awareness and reputation of KIMEP in the global academic community by creating and developing partnerships with esteemed academic

universities worldwide and by organizing concrete joint activities such as student and faculty exchange programs, International Summer programs, joint degree programs, joint research programs, international conferences, seminars, and events

- To create opportunities for KIMEP students and faculty to study, do internship or research abroad as part of their academic program/work at KIMEP through exchange programs, overseas Summer programs, or international scholarship programs; to provide KIMEP students and faculty with information on these programs and to assist them before and after their stay abroad
- To collaborate with international organizations on all these international activities

INTERNATIONAL STUDENTS

KIMEP has the ambition to increase the number of international students at KIMEP (degree, non degree, and exchange students). KIMEP participates in leading study abroad fairs in several countries, actively advertises and collaborates with leading international student recruitment agencies. KIMEP accepts applications throughout the year. This makes it possible for students to start studying at KIMEP from any semester: Fall, Spring or Summer semester. All applications need to be sent directly to the International Relations Office at international@kimep.kz for verification procedure.

Bachelor applicants educated outside of Central Asia should complete Online Application Form, submit their apostiled high school diplomas and transcripts, or certificate from their high schools certifying that they graduated or are studying in their final year at high school with a current transcript of grades, and notarized copy of their passports.

Master applicants educated outside of Central Asia should complete Online Application Form, submit their apostiled university diplomas and transcripts, or certificate from their university certifying that they graduated or are studying in their final year in university with a transcript of grades, notarized copies of their passports, a resume in English, covering academic achievements and work experience, letters of recommendation from university or work, and a program motivation essays.

International applicants from outside Central Asia who satisfy KIMEP admission standards after a procedure of verification (based on the application documents they provide) will be exempted from KIMEP Entrance

Examinations (for Bachelor and Master students), as well as the KIMEP English Language Entrance Exam.

In order to be admitted to KIMEP applicants educated in Central Asia are required to pass KIMEP Entrance Exam (for Bachelor and Master students), as well as the KIMEP English Language Entrance Exam.

Bachelor applicants pass KIMEP English Entrance Test and KIMEP Undergraduate Admission Test (consists of 2 parts: Math and World History). Applicants choosing International Relations and Regional Studies and Journalism and Mass Communications Programs write program essays as an entrance exam.

Master applicants pass KIMEP English Entrance Test and KIMEP Graduate Entrance Test (depending on a program). Applicants choosing International Relations and Regional Studies and Journalism and Mass Communications Programs write program essays as entrance exam.

International applicants who wish to transfer to KIMEP must have completed the first academic semester of study at their current university. Not more than fifty (50) percent of student's degree program courses can be transferred. Transfer students are admitted upon the same admission requirements as regular bachelor or master students.

A non-degree student who intends to independently enroll for courses at KIMEP's Bachelor's or Master's programs without following the full degree program, need to submit the application package for verification and pass the KIMEP English Entrance Test.

Those admitted students exempted from entrance exams, need to pass a diagnostic KIMEP English Language Test, which is administered upon student's arrival to determine English language ability and to determine a suitable program of study to maximize chances of academic success at KIMEP. The admission decision is communicated to applicants in 2 weeks after they completed their application. Once admitted a student may apply for a student visa. If there is an interest to do internship in KIMEP or one of the business organizations – corporative partners of KIMEP in Kazakhstan, Almaty we would welcome international students upon their request to the International Relations Office or a relevant college.

More information on the admission procedure and requirements can be found at www.kimep.kz/academics/international/is

INTERNATIONAL FACULTY AND RESEARCHERS

KIMEP prides itself to have the biggest (in the CIS) contingent of international professors with western terminal degrees from such countries as the USA, Canada and EU-member states. KIMEP has the ambition to further increase the number of international faculty (visiting and exchange faculty). More information on vacancies and other opportunities, application procedures and KIMEP's proposition can be found on the KIMEP website.

KIMEP welcomes international university fellows which get affiliation with one of its Colleges' department. The Fulbright follows, independent researchers, faculty members from partner universities do their research in collaboration with KIMEP faculty members.

INTERNATIONAL PARTNERS AND EXCHANGE PROGRAMS

KIMEP has partnerships established with over 70 higher educational institutions in Europe, North America, and East Asia. These collaborations entail student exchange programs, dual programs, joint international summer programs, faculty mobility programs, and joint research opportunities.

Exchange programs offer KIMEP students the opportunity to spend either a semester or a full academic year at one of its partner universities abroad. It is not only for the excellent learning opportunity - exchange programs enable you to gain valuable international experience, make new friends all over the world, improve your English and study other languages.

Students who want to experience a study and life abroad should apply to the International Relations Office. Generally, applicants are selected based on their overall GPA, language skills, extracurricular activities, and recommendation letters. Preference is usually given to undergraduate students who have earned from 30 to 100 credits and masters degree students who have earned at least 12 credits. KIMEP Fast Track masters degree students may apply after being admitted to the Master program.

Exchange students remain registered at KIMEP. The courses they take at a partner university can generally be counted towards their degree and number of

credits to be transferred depends on the program requirements. Undergraduate students who take part in the exchange programs may take a minimum of four courses and graduate students - a minimum of three courses per semester. They pay tuition fee for courses to KIMEP prior to departure. Exchange students keep receiving scholarship at KIMEP on conditions that they meet all scholarship requirements.

The whole list of international partner universities, as well as the list of those offering student exchange places, the description of each university's application procedure, costs, and course transfer procedure can be found on the KIMEP website <http://www.kimep.kz/academics/international/>

Students from partner universities who have selected KIMEP as their destination for exchange program should apply to the International Offices at their home university.

INTERNATIONAL SUMMER PROGRAM AT KIMEP

KIMEP established an International Summer School (ISS) in the summer of 2010. The aim of this new program is to increase diversity of student and faculty community. Through ISS we would like to attract more visiting international faculty members to teach at KIMEP and students from outside KIMEP – Kazakh and international students. The ISS 2012 program is organized in July, 2012 (three-week program). Undergraduate and graduate students are welcome.

At ISS, you will take classes in business, law, or social sciences taught by international faculty coming from different universities in such countries as, for example, the United States, the UK, France, Japan, India, or Australia. Students will have classes in English, and have the opportunity to learn Russian and Kazakh. At KIMEP, students will be in the heart of Almaty, Central Asia's cultural capital, with the Tian-Shan mountains on one side and the world famous Kazakh steppes on the other. At ISS, the courses are often innovative in content or format. Students can earn 3 credits (6 ECTS) and a certificate from KIMEP.

Early bird applicants will receive a tuition fee discount. Participants from partner universities receive an automatic 50% tuition fee discount.

In order to apply for the ISS the application from international students should be sent to the International Relations Office by email: iss@kimep.kz. The application form, important dates, and more information on the ISS 2012 can be found on the KIMEP website <http://www.kimep.kz/academics/international/iss>

KIMEP students wishing to apply to the ISS 2012 (Summer 2 semester) should follow the regular on-line procedure for registration for courses.

Study Abroad opportunities

KIMEP aims to offer KIMEP students “a window to the rest of the World”. International Relations Office announces a number of overseas programs, some with scholarships, to study for a semester or more abroad, to participate in Summer programs, as well as opportunity for internships. The IRO is a liaison between universities and students in different scholarship programs and activities apart from the exchange programs. Usually requirements and selection criteria are set up by hosting universities. Students may get advice at the IRO on application and transfer course procedure. The list of universities, costs, scholarship offers, etc are available at <http://www.kimep.kz/academics/international/programs/students/studentoverseas>

International students who would like to take courses at KIMEP remaining enrolled at their home universities will be accepted as non-degree students.

KIMEP INTERNATIONAL STUDENTS ASSOCIATION

KIMEP International Students Association (KISA) is a student organization being created to help international students to better adjust to the KIMEP environment, Almaty, and Kazakh culture. KISA appoints a buddy for every international student to assist him or her with different issues that the student may have throughout the entire period of study at KIMEP. KISA organizes various cultural events for both international and local students, as well as contributes greatly into the planning and implementing of International Student Orientation sessions and Welcome/Farewell Parties for international students, faculty, and staff that the International Relations Office organizes in Fall, Spring, and Summer semesters.

PART VIII

OLIVIER GISCARD d'ESTAING LIBRARY

STATEMENT OF PURPOSE

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ADMINISTRATION

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Statement of Purpose

The mission of the Olivier Giscard d'Estaing Library is to serve the academic information needs of the KIMEP community. To fulfill this mission, the library is building a permanent research collection and providing access to electronic resources that support KIMEP academic requirements, as well as exchanging information resources with other organizations locally and internationally. The library is committed to helping all patrons evaluate and use the available information resources.

Profile

The Olivier Giscard d'Estaing (OGE) Library offers open access to local and global information resources for its patrons seven days a week. KIMEP renovated a campus building in the academic year 2005-2006 to house expanded library services. This new building was designed to serve up to 400 students at a time. It houses public reading areas, the library's circulating, reference, and periodicals collection. The library maintains its reserves materials collection here as well. Electronic resources are accessible in two independent study laboratories with computer and multimedia workstations within the library. Additional workstations are provided in other locations for use of the online catalog, and the reference and periodicals resources. Librarians are available to assist students with finding and evaluating all of the library and e-resource material. Other public use areas include a Conference Room, ID and Document Processing Center for the preparation of reserves materials, and a lounge in the lobby with vending machines. Across campus in the Valykhanov building adjacent to KIMEP's Textbook Rental Center, the library operates a satellite reading room with 99 seats and 15 computers.

COLLECTIONS

Currently the KIMEP has about 100,000 print volumes: approximately 62,000 in English with the remainder in Kazakh and Russian. In addition, the library provides electronic access to over 1,000,000 documents including journal articles, newspapers, conference papers and reference materials. The students may search these collections using KIMEP's online, Web-accessible catalog and the library's electronics resources page. These collections contain works in all of the academic disciplines taught at KIMEP including business, social sciences, law and journalism and a variety of other subjects. The reserves collection contains required readings for KIMEP courses as determined by course teachers. Donations to KIMEP's library collection include gifts from government organizations, leading firms as KPMG, from faculty members and from private organizations as the Korean Studies Center.

Reference and Periodicals

The reference collection is constantly being updated to provide the most current reference materials available. Periodicals maintain a small collection of international newspapers, academic journals and popular periodicals in English and a similar collection of local publications in Russian and Kazakh.

CARD. KIMEP librarians have created and continually update CARD (Central Asia Research Database), a bibliographic database of periodical articles on Kazakhstan and other Central Asian countries focusing on topics of particular interest to KIMEP students. For those interested in continuing their education abroad, the reference librarians gather information about universities in Europe, the United States and Canada as well as some universities located in Asia. In the periodicals area students can find a variety of publications, from popular magazines and scholarly journals to local and international newspapers.

Electronic Resources and Multimedia

The Olivier Giscard d'Estaing Library brings students information sources not readily available in Kazakhstan through the Internet. From almost every computer on campus students have access to a number of databases with bibliographic citations and full text articles from hundreds of periodicals including refereed academic journals. Some of these databases require training to use effectively and patrons should feel free to ask any librarian for assistance.

KIMEP's electronic databases originally included EBSCOHost (a collection of databases that covers all disciplines), ProQuest ABI/Inform Global (a business information database), SSRN (a repository of scholarly research in the social sciences), JSTOR (an archive of scholarly journals maintained by academic and research institutions), Paragraf (Kazakhstan legal database – formerly Jurist), and Ebrary (over 50,000 e-books in all academic subject areas). In 2009-10 the library was able to add Lexis Nexis Academic, Compustat Global, GMID Passport, and Emerald and Sage journal collections to its academic e-resources and Zakon as a second Kazakhstan legal database (published by the Ministry of Justice RK). In 2010-11 Datamonitor's MarketLine Libraries database (collection of company, industry and country information) and Cabell's Directory of publishing opportunities were added to the OGE Library electronic resources collection. The library maintains its own database, CARD, the Central Asian Research Database, which has bibliographic entries on articles of regional and topical importance and assists colleges such as CSS in database needs.

Students may also use the library's collection of audio and videocassettes, CDs and DVDs in the Electronic Resources Laboratory, which is located on the second floor of the library's new building.

Campus-wide Information Resources

Students and faculty may access any of KIMEP library's electronic databases from any computer in any of the computer laboratories or offices throughout campus.

The library also works closely with several other KIMEP units to meet KIMEP's information needs, including the Computer and Information Systems Center, the Language Center, Distance Learning, Corporate Development Department, and others. These units maintain collections relevant to their missions, and the library contributes to those collections.

Course Textbooks

At KIMEP, as at other Western-style institutions of higher education, students purchase the course textbooks and other materials they require for study throughout the semester. The library does not loan textbooks or other course materials to individual students for the entire semester (but see Textbook Rental below). Reserve copies of required course

readings are available for use in the library reading rooms, which are open every day. Some reserve copies of textbooks may be rented overnight.

Textbook Rental

KIMEP operates a Textbook Rental Center to assist students who cannot purchase their required course materials. The library manages this service.

Students place a textbook security deposit at the beginning of each semester. The required amount is 15,000 KZT. Students then receive the required materials for their courses at the Textbook Rental Center. The Center charges a rental fee for all materials provided. The amount of the fee is 25% of the cost of the material and it is deducted from the textbook security deposit. This rental fee deposit must be brought back up to 15,000 KZT before the beginning of the next semester in order for a student to rent the next semester's textbooks. At the end of a student's KIMEP career, the balance of the deposit is returned to him. The security deposit and rental fee amounts are adjusted periodically to reflect changes in the quantity and cost of textbooks and other course materials.

KIMEP expects that there will be the usual wear and tear of a textbook used for a semester. However students turning in mutilated or destroyed books or books exhibiting more than usual wear and tear must pay fees and/or fines according to the rules for library books (see Fees and Fines below).

LIBRARY RULES AND REGULATIONS

The Olivier Giscard d'Estaing Library Administration determines the library's rules and regulations according to the mandates of the KIMEP Executive Committee. The rules and regulations, particularly the fee and fine schedules, are adjusted periodically according to changes in the quantity and cost of library resources; fees and fines listed in Part IV of this Catalog are for the academic year 2011-2012.

1. KIMEP Identification Card

A plastic Identification Card (ID) is issued to all individuals affiliated with KIMEP. Thus a person enrolled in an executive Master's class or taking classes through the

College of Continuing Education may be eligible for an ID card also. A patron is allowed only one card, thus, if you are both a student and an employee of KIMEP, you must discuss which card is the most appropriate for you.

The ID card should be carried with you at all times while on campus. A student must produce this card or the Kazakhstan identification card when requested by faculty, staff or security personnel. If the student refuses to provide identification information, they will be immediately escorted off-campus. A second failure to provide identification information may result in the arrest for trespassing of the student. This card also serves as the library ID card and gives access to the library. It should be presented when borrowing materials and may be required to enter the library. (Students enrolled in KIMEP's various short-term, certificate, or evening programs may also be asked for a security deposit in tenge or an additional official identification document when borrowing library materials.) The ID card is issued free of charge; the replacement fee is 3000 KZT. If a card is broken or has been stolen a replacement will be free upon the presentation of broken parts or the certificate from local police. Please report the loss or theft of the card to the library so that the account can be disabled. This ensures that no one else can use your card. The ID card is issued to the person named on it. Its use is strictly limited to the bearer and is non-transferable. Allowing another person to use the ID card will result in the loss of the bearer's right to it and thus to use the library and library resources. The ID card is the property of KIMEP. The card must be surrendered to KIMEP upon termination of the status of the bearer or upon violation of library rules and regulations.

Upon graduation, students must relinquish their IDs. A fee of 1000 tenge should be paid if the student cannot turn in his card.

2. Library Loan

Circulation

Library materials circulate according to the item status (main collection, reserve item, reference item, etc.) and the type of borrower. For students, main collection library materials (excluding fiction collection items) circulate according to these guidelines:

- Undergraduate students: 1 week, 1 renewal, 5 item limit
- Graduate students: 2 weeks, 1 renewal, 5 item limit

For textbooks in the Reserve collection, circulation is irrespective of the type of student.

Textbooks from the Reserve collection are allowed to be checked out overnight and must be returned by 10:30 the following morning or fines will begin to accrue. Textbooks that are held in the Reserve Collection but that are still available through the Textbook Rental Center for rental are available for overnight check out from the Reserves Collection only with a fee of 300 KZT.

Faculty may check out textbooks for up to one full semester. Teachers have a limit of 20 volumes. Reference books may be checked out for up to 2 weeks with one renewal.

Regardless of the type of patron (faculty, student or staff), fiction collection items are checked out for 4 weeks with one renewal with a 3 item limit.

Overdue fines are levied when items are overdue, damaged or missing (see below, Fees and Fines).

Recalls

If a student or faculty member has found an item in the catalog that has been checked out by another patron, he may request that the library issue a recall notice to the patron who has this item. Within three days of receiving such notice the person notified must return the material to the library. Failure to do so will result in overdue fines of 300 tenge per day until the item is returned, and the current replacement cost of the item will be charged to the patron if the item is not returned within 7 days of the recall notice due date.

Reserves Collection

The purpose of the reserves collection is to make limited information resources available to all students who enroll in a course. When a department notifies the library that a specific title is assigned reading for a course, the library withdraws that title from circulation and places it on reserve in one of the reading rooms. Reserve titles can be used only in the library reading rooms. To use a reserve title in the reading room, students must first deposit their ID with the circulation librarian. There is a time limit on using the item, determined by the circulation librarian (relying on information of the item's popularity), after which it should be returned to the circulation desk. When there are multiple copies of a reserve title on the reading room shelves, the circulation librarian may permit a student to use the reserve title outside of the reading room for 3-hour maximum. The student

must deposit ID with the circulation librarian during this time. An overdue fine may be levied if the material is not returned on time (see below, Fees and Fines). The overnight loan of reserve titles can be arranged 2 hours before the library closes (typically not before 18:00). The student must deposit ID with the library overnight. Items are due the next morning NO LATER THAN 10:30 a.m. Fines will be incurred by the student if the title is returned late (see below, Fees and Fines).

Reference and Periodicals

Reference works, periodicals and journals are located on the third floor of the main library building. These are non-circulating materials and may be used only in the Reference and Periodicals areas. Dictionaries and encyclopedias can not be checked out. Other materials may be available to be used outside the Reference area for a limited time.

3. Library Use

The library is a place for independent research and study. In consideration of students' needs for quiet and study space, the following regulations are enforced: Outer coats, bags, computer bags, briefcases, food and drink must be deposited in the coatroom before entering the library reading areas and laboratories.

The use of cellular telephones is not permitted in the library reading areas and laboratories (telephones may be used in stair wells and in the library lounge). Ringers must be turned off in the building.

The consumption of food and drink is not permitted in the library reading areas and laboratories. Food and drink may be consumed ONLY in the lobby of the library building.

4. External Users

The KIMEP Library maintains collections to support the University's educational activities in the fields of business and social sciences. Individuals and organizations in the wider community are welcome to use the library's collections for the purpose of academic or professional research in these fields.

Registered external users of the library are allowed to use the KIMEP collection and Electronic Resources

in the library and study in the library facilities, during regular working hours, according to policies and procedures established for all patrons (with some restrictions in materials check out).

For the registration of external users refer to the library's administration or any library station.

5. Fees and Fines

ID CARDS. The replacement of the ID card is 3000 KZT. A fee of 1000 KZT must be paid if the card cannot be returned to the library upon the patron leaving KIMEP (i.e., upon graduation, termination of employment, etc.).

TEXTBOOK RENTAL. The textbook rental fee deposit is 15000 tenge. The rental fee for a textbook is 25% of the replacement cost of the book. Renting a textbook overnight from the library's Reserve Collection, if textbooks are available at TRC, 300 tenge (if not available for rental, checkout is free).

OVERDUE FINES. The overdue fine for any item checked out overnight is 300 tenge per hour or additional part of an hour. The overdue fine for any item checked out for a period of more than one day is 300 tenge. Failure to return a recalled item on time will incur overdue fines of 300 tenge per day until the item is returned, and the current replacement cost of the item if not returned within three days of the recall notice due date.

DAMAGED OR UNRETURNED BOOK FINES. A patron is responsible for the any books borrowed under his name (through his card). The patron should inspect the book prior to taking it out of the library to ensure that it is in good condition. The library staff will note and record any deficiencies in the book's condition. The patron will be charged for any damage to a book while checked out in his name. Damaged or unreturned books will be charged on the following basis as determined by the Deputy Director or Director of the Library:

- Damaged item – current replacement cost of the book (current retail price plus taxes plus shipping plus import duties)
- Badly marked or torn pages – proportional to the amount of damage based on current replacement

cost of the item, as calculated by the library

- Minor wear and tear – cost of repair
- Failure to return an item for any reason will result in a fine, typically 3 to 5 times the original cost of the item; this fine is not refundable.

Patrons observed violating these regulations may be asked to leave the library. In case of repeated violations, or a single egregious violation (as determined by the Deputy Director or Director of the library), the student patrons may be denied access to the library and library resources, and may be referred to the Dean of Student Affairs and Academic Disciplinary Committee.

PLEASE NOTE

Rules and regulations in the catalog are subject to change without notice. Inquire at the Library's Administrative office for the most current ones.

PART IX

DEPARTMENT OF QUALITY ASSURANCE AND INSTITUTIONAL RESEARCH

STATEMENT OF PURPOSE
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DEPARTMENT PROFILE
QUALITY ASSURANCE POLICY
INSTITUTIONAL RESEARCH ACTIVITY IN BRIEF
REGULAR SURVEYS
ON-REQUEST SURVEYS
KIMEP FACT BOOK



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Statement of purpose

The Department of Quality Assurance and Institutional Research (QAIR) is a corporate unit operating under the President of KIMEP.

The purpose of QAIR is to provide quality assurance systems that promote integrity and effectiveness in KIMEP's activities by developing practices of evaluation and review that highlight areas for attention and improvement.

Goals and objectives

The Department monitors, analyses and evaluates institutional performance, supports planning and decision-making processes within KIMEP and provides secure information on KIMEP's activities for external agencies.

The QAIR also liaises with external partners, such as state bodies, higher education institutions, national and international agencies, to share best practices and develop wider-ranging strategies for the benefit of the community as a whole. It also contributes to arrangement of institutional conferences and symposia.

Department profile

The Department carries out surveys and reviews of KIMEP's activities and provides summaries and detailed analyses for senior management, individual departments and other interested parties. Working in partnership with the academic colleges, schools and centers, QAIR ensures that KIMEP offers high quality in teaching, learning and assessment to its students.

In cooperation with the support and administrative units of the Institute, it provides systems that ensure integrity and quality in the wide range of services for the academic community.

The QAIR is responsible for KIMEP's regular reporting to the Ministry of Education and Science of RK and other state bodies. It also contributes to KIMEP's reporting to various external agencies, both national and international.

QUALITY ASSURANCE POLICY

KIMEP is committed to working to rigorous systems, policies and procedures that will ensure delivery of a quality experience for students. Furthermore, it will put in place measures to continually assess and evaluate its performance, through an independent corporate Department.

The role of the Department of Quality Assurance and Institutional Research is as follows:

1. To develop and implement quality assurance systems and procedures across the full range of KIMEP's activities.
2. To monitor the implementation of quality assurance procedures and processes institution-wide.
3. To undertake such reviews and audits as are necessary to safeguard the integrity and quality of the institution's activities.
4. To provide the information and analysis necessary to support decision-making at the institutional level and within colleges / divisions.
5. To advice the Institution on the quality implications of proposals, policies and strategic plans.

INSTITUTIONAL RESEARCH ACTIVITY IN BRIEF

The QAIR regular activities include KIMEP internal assessment tools - teaching evaluation by students, students' satisfaction survey and faculty satisfaction survey, as well as external ones – surveys of KIMEP alumni and their employers.

The Department also carries out various on-request studies that investigate particular quality aspects in individual academic programs or separate areas of Institute's activities. Reports on regular surveys conducted during the last four academic years as well as in AY 2010-11 are available to all interested parties on QAIR page of KIMEP website (<http://www.kimep.kz/administration/opad/qualityassurance/surveys>).

REGULAR SURVEYS

Faculty Teaching Evaluation Survey (FTES)

The FTES allows retrieving the valuable opinion of students on quality of teaching in each subject they take and serves as an effective feedback channel between faculty and students - the main stakeholders in educational process.

Evaluation results are made available to faculty members and academic management via KIMEP Intranet. Full reports on quality of teaching KIMEP-wide and by units as well as the analysis of its dynamics are submitted to top management and available for the academic community on the website.

Survey results help to determine particular teaching aspects requiring improvement and to promote the quality of education in following ways:

- allows faculty member to identify stronger/weaker sides of own performance
- creates the spirit of healthy competition among faculty members
- serves as a feedback tool between students, faculty and academic management
- allows the Institute to closely monitor and further maintain the quality of teaching.

Faculty Satisfaction Survey (FSS)

The FSS measures the level of faculty satisfaction with working conditions, professional development and leadership at KIMEP to further develop the Institute as a good place to work.

The survey is conducted each Spring semester since 2005-06 AY, except 2009, on an anonymous and voluntary basis. All faculty members are invited to take part in the survey.

Survey results are presented to top management and faculty community in the form of a report that highlights stronger and weaker aspects of working conditions and presents the general picture of satisfaction dynamics in comparison with previous period.

Based on survey findings, KIMEP top management develops action plans to further enhance KIMEP working environment.

Student Satisfaction Survey (SSS)

The SSS aims to investigate the level of students' satisfaction with their academic and non-academic experience, which provides a picture of the overall effectiveness of KIMEP services to students.

The survey is conducted each Spring semester since 2005. All registered students can fill in the survey via KIMEP website on a voluntary basis.

The survey report is submitted to Institute's management and disseminated among KIMEP community. The results allow KIMEP decision makers to continuously monitor the effectiveness of the Institute's operations and highlight areas for further improvement of services offered to students.

KIMEP Alumni Survey (KAS)

The KAS aims to assure the quality of professional preparation of graduates by collecting their feedback about working experience, job performance and level of satisfaction with the quality of KIMEP education, which would allow identifying areas for improvement.

The survey is conducted each summer since 2005 by the means of e-mails and phone interviews with graduates of previous year.

The survey results are reported to the top management and shared with KIMEP faculty and students. The key messages are taken as the basis for the further enhancement of KIMEP programs, services and environment.

Employer Survey of KIMEP Alumni (ESS)

ESS seeks opinion of employers on levels of KIMEP graduates' professional preparedness in terms of knowledge, skills, and attitudes.

The survey is conducted every fourth year since 2007 through different channels: electronic mail, fax, post and visits.

The survey results illustrate employers' perception of KIMEP graduates' professional quality and help to determine the ways of further improvement of academic programs.

ON-REQUEST SURVEYS

The non-regular studies undertaken by the Department in different academic years vary depending on Institute's current needs and focus. In AY 2010-2011 the QAIR, inter alia, conducted/reported results of the following surveys.

Surveys with internal focus

Freshman Satisfaction with Advising Services Survey was conducted with the purpose of assessing the quality of advising services to first year undergraduates by collecting their feedback on professional skills/attitude, assistance in particular areas and Orientation Program.

CSS Students Satisfaction Survey aimed to measure the level of students' satisfaction with CSS programs and specializations to facilitate strategic planning on further improvement of academic services.

Survey on Quality of Student Services was undertaken to get a snapshot of students' level of satisfaction with the services of KIMEP departments directly dealing with student issues.

Surveys with external focus

"Why people choose KIMEP?" – survey, conducted among applicants, with the purpose to identify the main reasons that encouraged them to choose KIMEP, factors influencing their decisions and the outcomes they expect from their studies.

ExMBA program survey aimed at getting the valuable opinion of ExMBA students and alumni on the quality of program and means of improving its marketability.

Special-focus projects

To identify the levels of KIMEP graduates' contribution to the country's development, several special-focus projects were implemented.

Employer Survey of KIMEP Alumni seeks opinion of employers on levels of KIMEP graduates' professional preparedness in terms of knowledge, skills, and attitudes.

Alumni Success Stories Projects identify, gather and promote the fascinating stories of graduates' careers

and achievements to motivate current students and wider community, as well as tentatively outline the Institute's contribution to the development of the Republic's elite national cadre.

KIMEP FACT BOOK

Since Fall 2006, the Department has been annually preparing the KIMEP Fact Book, which provides reliable comprehensive information on the Institute and its activities for potential students and collaborators.

The key rubrics include:

- Student body statistics
- Faculty body statistics
- Alumni statistics
- Success stories of KIMEP alumni
- Administrative staff - Academic programs and specializations
- Financial aid and fees
- Campus and facilities
- Key contact details

The Book is published in English, Russian and Kazakh. All issues are available online at <http://www.kimep.kz/administration/opad/qualityassurance/KIMEPFactBook>.

PART X

DEPARTMENT OF CORPORATE DEVELOPMENT AND ALUMNI ASSOCIATION

ADMINISTRATION

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Statement of Purpose

The Corporate Development Department was established at KIMEP in 1998 in order to create and maintain long-term beneficial relationships with business community. The mission of the department is to develop KIMEP as the leading institution of higher education in the region. CDD contributes to KIMEP's sustainable development by generating external resources and promoting mutually beneficial partnership relations with the corporate community, non-government organizations and government agencies in Kazakhstan, the Central Asian region and worldwide.

Goal and objectives

The goal of the department is to promote KIMEP among businesses, foundations, and organizations in Kazakhstan and around the world, and invite them to cooperate with KIMEP and offer them the opportunity to contribute to KIMEP's development. The department seeks financial sponsorship and support from national and international donor organizations and companies. All connections established by the Corporate Development Department with the business community and donor organizations strictly adhere to the principle of mutual benefit.

Activities

The department works to raise funds for KIMEP's academic and institutional development. Through various activities and projects, the department engages the corporate community in campus life.

The activities of Corporate Development Department include:

- Establishing partnership relations with the business community and foundations in Kazakhstan, the CIS and abroad
- Seeking financial sponsorship and support from national and international donors
- Fundraising for scholarships and grants for KIMEP students
- Concluding trilateral agreements between companies/ organizations, students and KIMEP
- Providing the business community with opportunities to advertise their businesses and find prospective interns/employees from KIMEP
- Bringing companies, foundations, and non-profit organizations to campus for speaking engagements, conferences and seminars

ALUMNI ASSOCIATION

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Purpose

The Alumni Association was established to maintain a permanent relationship between KIMEP and its alumni, with the purpose of mutual service and support. An active alumni network makes a stronger university and multiplies the value and prestige of a

KIMEP degree.

Goal and objectives

The goal of the Alumni Association is to keep Alumni conversant with the programs and activities of KIMEP and provide support to the Institute and its program. Alumni Association assists the Institute in the growth of its cultural and extracurricular activities and facilitates KIMEP's involvement in the community. Alumni currently serve on KIMEP's business advisory board and as mentors to various student organizations on campus.

Activities

Alumni Association activities include:

- Developing an active network of alumni branches, as well as discipline-specific alumni groups;
- Serving an important role to KIMEP as benefactors, as spokespersons and advocates for the Institute, as advisors to the Colleges, and as a positive voice championing the importance of a KIMEP degree;
- Acting as role models for current KIMEP students;
- Fundraising for current students through the Rakhmet Scholarship Fund
- Annual reunions, luncheons and networking activities that recognize outstanding alumni in spheres of professional development and community service

CAREER AND EMPLOYMENT SERVICES OFFICE

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Career and employment opportunities

The Mission of Career and Employment Services is:

- To be a bridge bringing together KIMEP students with the business community in Kazakhstan and abroad;
- To provide a wide range services in the development of the marketability of KIMEP students and graduates;
- To speed up and to simplify the job selection process

KIMEP's placements are focused on young business professionals seeking opportunities with large multinational companies, international companies operating in Kazakhstan and new emerging and well-established national com-

panies, institutions and organizations.

Career and Employment Services concentrates its efforts on assisting leading companies around the world as a source of the most successful and dynamic talent and has succeeded in attracting an important and regular corporate clientele seeking employees.

Our electronic database ensures access to a broad range of personnel and employment opportunities.

Career and Employment Services provides KIMEP students and alumni job seekers with the career skills and employment services.

The Career and Employment opportunities are available for graduate and undergraduate KIMEP students seeking full or part-time work. Assistance is provided to employers seeking either full- or part-time employees. Students have a choice of either getting information from the Career and Employment Services webpage, the University life course, or to visit and meet our staff personally.

Our goal is to help you:

Become better career decision-maker and planner by developing job search competencies, learning about employment opportunities and connecting with employers through:

1. Placing the students with relevant jobs and Internships
2. Consulting every day with students about how to develop the right career skills required by employers
3. Consulting every day with students on how to composing CVs, interviewing techniques and job search techniques (mock interview programs)
4. Conducting Annual Job Fairs (providing KIMEP students with direct contact to company representatives)
5. Inviting guest lectures and arranging presentations of companies at KIMEP
6. Career and Employment office Events Calendar (to be developed)
7. Career and Employment office website
8. E-newsletter (to be developed)
9. Providing students with Job opportunities database, part-time Job Database, Internship database
10. On-line Job-agencies database
11. Alumni guest lectures

For KIMEP Students we offer:

Job placement for students of undergraduate and graduate programs.

Career skills development

Organization of Annual KIMEP Job Fair for familiarizing students with companies -future employers and for information on employment opportunities.

Organization of in-company projects

Organization of guest lectures, round tables, trainings company presentations.

Organizing sessions to improve student's skills that will help them to find a job (such as resume writing, passing employer interviews etc...)

For Employers we offer:

Personnel selection

Candidate interviews

Candidate pre-selection

Organization of company presentations, master classes

Annual KIMEP Job Fair

Internship in collaboration with Internship offices

PART XII

COMPUTER & INFORMATION SYSTEMS CENTER

ADMINISTRATION

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Statement of Purpose

The CISC Mission is to support and enhance the teaching, learning, research and administrative processes at KIMEP and to facilitate the endeavors of KIMEP students, faculty and staff in meeting the institutional mission and goals through continuous development and maintenance of information and computing facilities and through the provision of the highest quality information technology services.

Profile

CISC administers KIMEP's computer facilities and local area network; develops and supports software applications, databases, and web-based services. Currently, CISC employs 39 staff. 8 are full time system administrators and engineers, 3 are software programmers, 24 full-time and part-time lab supervisors, and 4 administration staff.

FACILITIES AND SERVICES

Currently, there are 1334 computers at KIMEP, all of which are connected to LAN, and 1280 are connected to the Internet. Hardware facilities also include 493 printers, 29 scanners, 22 web-cameras, 91 LCD-projectors, 2 interactive boards, and 21 servers. All facilities are upgraded or replaced on a regular basis, in order to keep up with changing technology, and institutional needs. There are 17 computer laboratories on campus, which include 421 computers. 80 additional computers are available for students' use in language lab, multimedia lab (JMC department), math lab (mathematical center) and the

reading halls and multimedia lab in the Library. The current student to computer ratio is 7. All computers in the laboratories are connected to LAN and the Internet. The computer laboratories are open early in the morning till late in the evening with some open 7 days per week. KIMEP's classrooms are equipped with LCD-projectors, interactive boards and computers, which allow multimedia presentations, access to file servers, electronic materials, and the Internet during lectures. The multimedia lab in the Department of Journalism and Mass Communications provides means for graphics and publishing, as well as the necessary hardware and software for video editing. The multimedia lab in the Library provides for research of multimedia materials stored on any types of carriers. The Language Laboratory at the Language Center provides opportunities to use computer technology in learning foreign languages. The conference and lecture facilities at the CCE allow for simultaneous translation and videoconferencing.

Finally, a number of conference halls, such as the Great Hall and the High-Tech Conference Hall, are equipped with all necessary hardware to run multimedia presentations for groups of varying size. Access to the Internet is provided through a fiber optic line with total bandwidth of 20 Mbps (7Mbps is for connecting all computers in offices, 10Mbps - for connecting all computers in computer labs, and 3Mbps for connecting the classroom computers and videoconferencing). The computers are connected through a certified Category 5 local area network, and Wi-Fi connection is available in some of the public areas.

Faculty members have the opportunity to publish their lectures and teaching materials in electronic format for the students on the file-server known as L-Drive. The L-Drive is accessible for students from any computer in the world via the Internet upon logging in. Students have the opportunity to store their papers and projects on the file-server known as H-Drive, which is accessible from all computer labs, classrooms, and also via the Internet. The internal and external electronic communication is carried out through e-mails. Every faculty member, student, and all office employees have individual e-mail addresses, which are combined into appropriate e-mail lists. Faculty members are able to communicate via e-mail

with the students in their classes, and administration is able to communicate with specified groups of students. Students are expected to check their student e-mail on a regular basis, and any communication sent to them by the administration or faculty is considered to be received and read by the students.

KIMEP offers an opportunity for distance learning for those students who are away from campus, or for those with tight schedules. The DL server operates at the CCE using the Moodle course management system. KIMEP has developed its own unique Online Registration System, which allows the students, faculty, the registrar, and administration to enjoy a number of web-based real-time services, and effectively supports the administering of the education process. Using the system, students can exercise the following features from any location in the world online: check the schedule for the upcoming semester, communicate with their academic advisors, choose the courses according to their descriptions and prerequisites, register for courses, check their grades for the previous semester, check their GPA for the previous semesters, check their financial obligations to KIMEP, and check their individual academic requirements.

The faculty members can exercise the following features directly from their offices online: check the actual number of students registered for the course during the registration period, obtain the list of students registered for the course, carry out advisory services, and enter final grades. The Office of the Registrar can obtain the following current and exact information on any student directly from the office online: number of credits obtained, GPA, list of courses completed, individual schedules, and financial obligations. Finally, the administration can obtain the following information directly from their offices online, which is necessary for decision making, planning, and forecasting: number of registered students by colleges, academic programs, courses, and years of study; tuition revenue by colleges, and academic programs.

Additionally, KIMEP uses the following systems, some of which have been developed internally, and some have been outsourced: Automated Accounting and Finance System including HR module, Online Admissions, Dormitory Database, Online Directory,

Automated Library System, etc. KIMEP strictly follows a policy of using only licensed, freeware, or shareware software packages.

The above online functions are available through the Intranet site accessible only on campus, and through the official KIMEP website: www.kimep.kz. Appropriate access rights are granted to different groups of users upon logging in. The KIMEP website serves as an important source of information about KIMEP for students, parents, faculties and staff, potential employees, incoming students and alumni, and the community.

RULES OF USING COMPUTER LABORATORIES

The purpose of the following rules is to ensure reasonable order of operation of computer laboratories, as well as to protect KIMEP local area network from viruses and unauthorized access. Computer laboratories should be used for study and research purposes only. The students are obliged to satisfy the following requirements:

1. Present a KIMEP student ID to the computer laboratory supervisor upon request.
2. Register in the journal, indicating the time in and out.
3. Log-in when starting working on a computer.
4. Fulfill all instructions and recommendations of the computer laboratory supervisor.
5. Present all removable disks in use to the computer laboratory supervisor for virus checking.
6. When working with the local area network, comply with the instructions located at each workstation.
7. The students may work with the information located at the following network disks: Default on cl327n (K:), Default on cl329n (E:), Lecture on 'l-drives' (L:), and H-Drive. Accessing other disks is subject to penalty (see note**).
8. In the case of a line, students may work in computer laboratories up to 2 hours at a time only.
9. The volume of information kept by each student on the H-Drive is limited to 100 Mb.
10. Log-off when finished working on a computer.
11. In case of any non-standard situation (system failure, etc.), ask the computer laboratory supervisor for help. Attempts to solve the problem by own means often lead to the damage of software.

It is strictly prohibited for students to:

1. Install software of any kind on servers and workstations, as well as on H-Drive.
2. Make changes to system files and network configuration.
3. Move, replace, or make attempts to fix computer equipment in computer laboratories.
4. Work on servers.
5. Access pornographic or hacker Internet websites, as well as any websites not related to the academic process.
6. Download, execute, or save on workstations, file servers, or H-Drive any executable files (*.exe, *.com, *.bat), information from pornographic and hacker websites, any files of the following types: *.mpg, *.avi, *.mp3, *.rep, as well as any other files not related to the academic process. It is prohibited to save files locked with passwords, and archive files containing viruses. These files will be deleted without notification.
7. Use other person's UserName and/or Password, as well as to provide UserName and/or Password to other person(s).
8. Bring outside persons to the computer laboratory.
9. Breach the printing policy in the computer labs
10. Break computer laboratories' operating schedule
11. Leave the workstation for more than 15 minutes. After expiration of this period of time, all files will be closed, and the workstation will be provided to another student.
12. Bring food or drinks to the computer laboratories, as well as enter the computer laboratory in overcoats

In case of violation of the above rules, the student loses his/her privilege to use KIMEP computer laboratories according to the following penalties:

- Accessing Internet websites not related to the academic process (Games, all types of Messengers, entertaining sites, pictures, videos, postcards, etc.) – 1 week.
- Failure to register in the journal (indicating the time in and out) – 1 week.
- Loss of username and/or password – 1 week.
- Exceeding the H-Drive limit – 1 week.
- Bringing food or drinks to the computer laboratory – 1 week.
- Breach the printing policy in the computer labs – 1 week.
- Break computer laboratories' operating schedule

- 1 week.
- Use other person's username and/or password, as well as providing username and/or password to other person(s) – 1 month.
- Downloading, executing, or saving on workstations, file servers, or H-Drive of any files of the following types: *.exe, *.com, *.bat, *.mpg, *.avi, *.mp3, *.rep, as well as of any other files not related to the academic process – 1 month.
- Work on servers – 1 month
- Installation of software, or changing system or network configuration – 1 year.
- Accessing pornographic or hacker websites – 1 year.

Notes:

** In the case of repetitive violation according to articles 1-7 the student loses his/her privilege to use KIMEP computer laboratories for a period of 1 year.*

*** Students who perform activities, which damage the consistency of the KIMEP computer system, lose their privilege to use KIMEP computer laboratories without the right to recover these privileges.*

STUDENTS ELECTRONIC MAIL

Every KIMEP student is provided with an e-mail address on the server umail.kimep.kz, which is considered to be his/her official student e-mail address. This e-mail system is an official means of communication, and is intended to supplement other communication means. Important announcements, news and messages regarding the academic affairs, student life, or administrative issues can be communicated to the appropriate students via this e-mail system. All students are expected to check their student e-mail on a regular basis, and any communication sent to them by the administration or faculty is considered to be received and read by the students. E-mail addresses are assigned to students by the Computer and Information Systems Center, and are identical to the students' local area network logins. Students should not use other student's e-mail username and/or password, or provide their e-mail username and password to other person(s). Students can be held responsible for misuse of their email address and online privileges by third parties. The student e-mail system should not be used for spam purposes, for monetary gain, for dissemination of illegal information or any purpose in violation of KIMEP's code of practice.

PRINTING POLICY (KIMEP COMPUTER LABORATORIES)

Each computer laboratory at KIMEP has at least one printer available for students during working hours of the laboratory. KIMEP assumes that users understand that printers are expensive and fragile equipment and cannot be used as copy machines for producing multiple copies. Only currently enrolled KIMEP students are allowed to use the printers.

The purpose of this policy is to provide equipment safety and reduce toner costs in computer laboratories.

It is strictly prohibited to print the following materials in computer laboratories:

- Any information from Internet
- Any information from L-drive
- Accessory and auxiliary materials
- Materials unrelated to academic process
- Slides

It is allowed to print the following materials in computer laboratories (one copy only):

- Final version of student's assignment (project)
- Resume
- Questionnaire
- Group assignment (project)

PART XIII

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