

Committed to Excellence



KIMEP UNIVERSITY

CATALOG

2012-2013



DISCLAIMER

KIMEP University wishes to emphasize that the materials in this catalog, including policies, academic programs, curricula and tuition fees, are subject to change, alteration, or amendment at the absolute discretion of KIMEP. Specifically, all tuition fees and other related charges presented in the Catalog are applicable to the academic year 2012-2013 only. In addition changes applicable to the academic year 2012-2013 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 2012-2013 KIMEP Catalog is to provide students, faculty members, administrators and all other interested persons with the details of graduate and undergraduate studies at KIMEP University. 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.

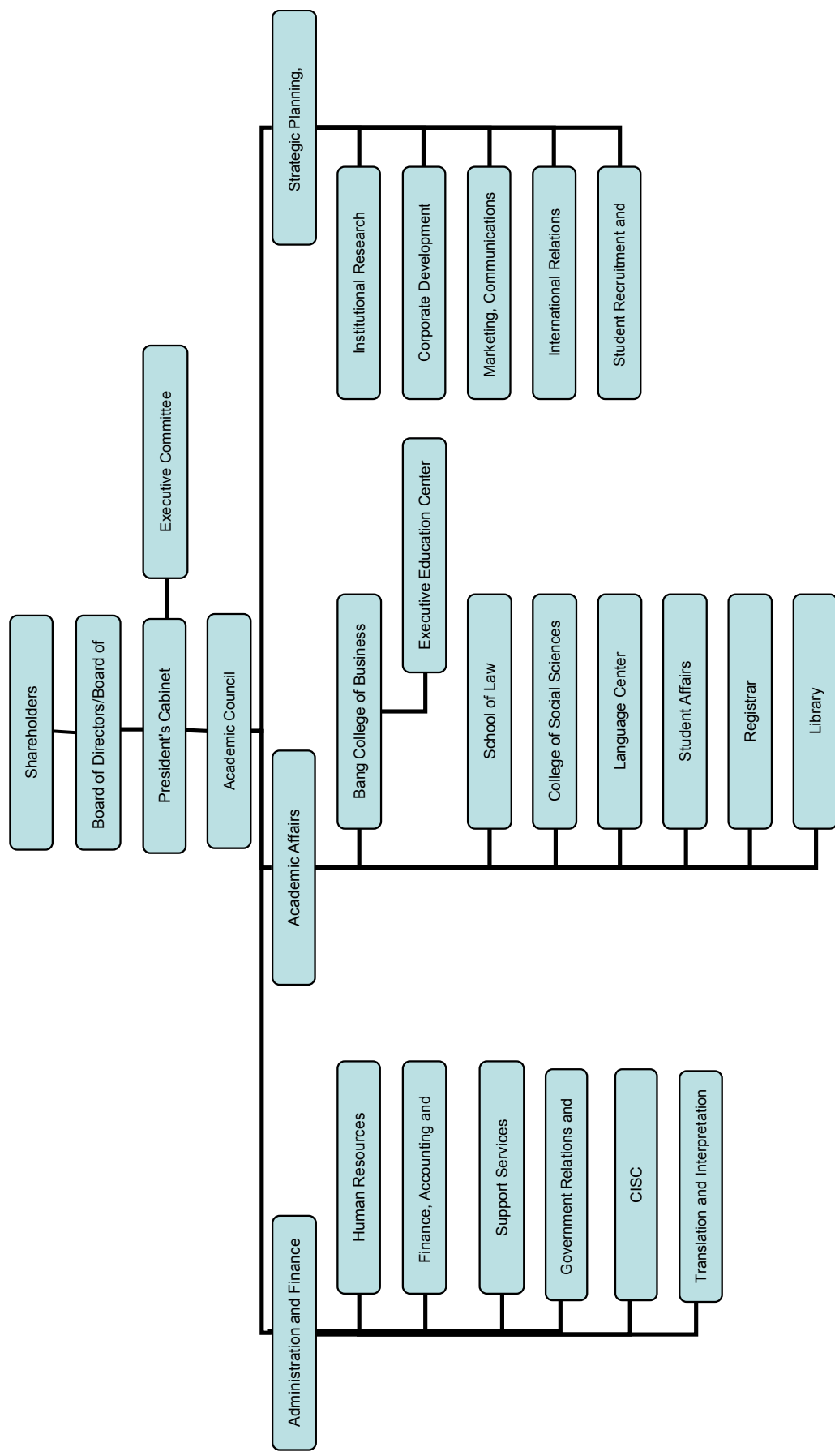
The 2012-2013 Catalog also renders detailed descriptions of academic policies and procedure, rules and regulations, academic departments, programs, curricula, and organization structure of the University. All students should read the Catalog carefully and abide by the rules and policies published by KIMEP University. In case students are unsure about particular issues, they should bring those issues to the attention of KIMEP authorities for further explanation and elaboration.

MISSION STATEMENT

KIMEP University 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 University 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, 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.

ORGANIZATIONAL STRUCTURE OF KIMEP UNIVERSITY



PART I

GENERAL INFORMATION

ACADEMIC CALENDAR
HISTORY AND ACHIEVEMENTS OF KIMEP UNIVERSITY
KIMEP UNIVERSITY PROFILE



Academic calendar 2012-2013 AY

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
Withdraw from a Foundation Course with 0% Tuition Refund (online)	May 18 - June 22, 2012	Fri-Fri
Last Day to Withdraw from a Foundation Course with 0% Tuition Refund (online)	June 22, 2012	Fri
Classes End	June 29, 2012	Fri
Final Grades due from Instructors	July 6, 2012	Fri
Summer 2 Semester, 2012 Foundation English		
(99 hours, 4 weeks, Mon-Sat, 210 min classes per day: 3 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
Withdraw from a Foundation Course with 0% Tuition Refund (online)	July 18-August 3, 2012	Wed-Fri
Last Day to Withdraw from a Foundation Course with 0% Tuition Refund (online)	August 3, 2012	Fri
Classes End	August 10, 2012	Fri
Final Grades due from Instructors	August 17, 2012	Fri
Fall 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)	July 2, 2012	Mon
Classes Start	August 14, 2012	Tue
Add/Drop period	August 14-15, 2012	Tue, Wed
Withdraw from a Foundation Course with 100% Tuition Refund (online)	August 14-20, 2012	Tue - Mon
Withdraw from a Foundation Course with 50% Tuition Refund (online)	August 21-27, 2012	Tue - Mon
Withdraw from a Foundation Course with 25% Tuition Refund (online)	August 28-September 10, 2012	Tue - Mon
Withdraw from a Foundation Course with 0% Tuition Refund (online)	September 11 - 21, 2012	Tue - Fr
Last Day toWithdraw from a Foundation Course with 0% Tuition Refund (online)	September 21, 2012	Fri
Classes End	September 27, 2012	Thu
Final Grades due from Instructors	October 4, 2012	Thu

Fall 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)	September 25, 2012	Tue
Classes Start	October 8, 2012	Mon
Add/Drop period	October 8-9, 2012	Mon, Tue
Withdraw from a Foundation Course with 100% Tuition Refund (online)	October 8-14, 2012	Mon - Sun
Withdraw from a Foundation Course with 50% Tuition Refund (online)	October 15-21, 2012	Mon - Sun
Withdraw from a Foundation Course with 25% Tuition Refund (online)	October 22-November 4, 2012	Mon - Sun
Withdraw from a Foundation Course with 0% Tuition Refund (online)	November 5-16, 2012	Mon - Fri
Last Day to Withdraw from a Foundation Course with 0% Tuition Refund (online)	November 16, 2012	Fri
Classes End	November 21, 2012	Wed
Final Grades due from Instructors	November 28, 2012	Wed

Spring 1 Semester, 2013 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 3, 2012	Mon
Classes Start	January 9, 2013	Wed
Add/Drop period	January 9-10, 2013	Wed-Thu
Withdraw from a Foundation Course with 100% Tuition Refund (online)	January 9-15, 2013	Wed-Tue
Withdraw from a Foundation Course with 50% Tuition Refund (online)	January 16-22, 2013	Wed-Tue
Withdraw from a Foundation Course with 25% Tuition Refund (online)	January 23-February 5, 2013	Wed-Tue
Withdraw from a Foundation Course with 0% Tuition Refund (online)	February 6-15, 2013	Tue - Fri
Last Day to Withdraw from a Foundation Course with 0% Tuition Refund (online)	February 15, 2013	Fri
Classes End	February 22, 2013	Fri
Final Grades due from Instructors	March 1, 2013	Fri

Spring 2 Semester, 2013 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 20, 2013	Wed
Classes Start	March 11, 2013	Mon
Add/Drop period	March 11, 12 2013	Mon, Tue
Withdraw from a Foundation Course with 100% Tuition Refund (online)	March 11-17, 2013	Mon-Sun
Withdraw from a Foundation Course with 50% Tuition Refund (online)	March 18-24, 2013	Mon-Sun
Nauryz Day-KIMEP is closed	March 21,22,23 2013	Thu-Sat
Withdraw from a Foundation Course with 25% Tuition Refund (online)	March 25 -April 7, 2013	Mon-Sun
Withdraw from a Foundation Course with 0% Tuition Refund (online)	April 8 -19, 2013	Mon-Sun
Last Day to Withdraw from a Foundation Course with 0% Tuition Refund (online)	April 19, 2013	Fri
Classes End	April 26, 2013	Fri
Final Grades due from Instructors	May 3, 2013	Fri

Fall Semester 2012		
(16 weeks including 1 week of break. Examination period is not included into these 16 weeks)		
Advising starts	May 21, 2012	Mon
Payment Period begins (1/3 payment is required prior to registration for Fall semester)	June 15, 2012	Fri
Registration for 4th year undergraduate students, Honored students, students with special needs and all Master students begins	June 21, 2012	Thu
Registration for 3d year Undergraduate students begins	June 25, 2012	Mon
Registration for 2d year Undergraduate students begins	June 28, 2012	Thu
Registration for 1t year Undergraduate students begins	July 2, 2012	Mon
Registration for non-degree students begins (100% payment for all courses is required)	July 30, 2012	Mon
Registration ends	August 13, 2012	Mon
Classes start	August 14, 2012	Tue
Add/Drop period	August 14-20, 2012	Tue -Mon
Late Registration period for all students (need Instructors' approval)	August 21-27,2012	Tue -Mon
Withdraw from a Course with 80% Tuition Refund (online)	August 21-27,2012	Tue -Mon
Withdraw from a Course with 60% Tuition Refund (online)	August 28-September 3, 2012	Tue -Mon
Constitution Day-KIMEP is closed	August 30, 2012	Thu
KIMEP open for: Make up classes for August 30, 2012*	August 26, 2012 or September 2, 2012	Sun
Withdraw from a Course with 40% Tuition Refund (online)	September 4 - 10, 2012	Tue -Mon
First Mid-term Assesments Period (5'th week of classes)	September 10 - 16, 2012	Mon-Sun
Withdraw from a Course with 20% Tuition Refund (online)		
(after this date there are no refunds for withdrawals from courses)	September 11 - 17, 2012	Tue -Mon
Second Payment Deadline (second 1/3 of total tuition is due) [1]	September 15, 2012	Sat
Mid-term Assessments Due	September 24 - 30, 2012	Mon - Sun
Fall Break (8th week of semester)	October 1-7, 2012	Mon - Sun
Third Payment Deadline (final 1/3 of total tuition is due)	October 15, 2012	Mon
Second Mid-term Assesments Period (11'th week of classes)	October 22-28, 2012	Mon-Sun
Kurban Ait-KIMEP is closed	October 26, 2012	Fri
KIMEP open for: Make up classes for October 26, 2012*	October 21 or 28, 2012	Sun
Last Day to Withdraw from a Course with grade of "W" (online)	November 23, 2012	Fri
Final Assesment Starts	November 26, 2012	Mon
Classes End	December 3, 2012	Mon
Examination Period	December 4-15, 2012	Tue - Sat
Semester Ends	December 15, 2012	Sat
Independence Day KIMEP is closed	December 16, 17 2012	Sun, Mon
All grades officially submitted	December 22, 2012	Sat
"I" grades from previous semester convert into "AW"s	December 22, 2012	Sat
Change Grade Forms due	January 12, 2013	Sat
* 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. Please allow 3-4 working days for bank transfers to clear.		

Spring Semester 2013

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

Advising starts	October 25, 2012	Thu
Payment Period begins (1/3 payment is required prior to registration for Spring semester)	November 15, 2012	Thu
Registration for 4th year undergraduate students, Honored students, students with special needs and all Master students begins	November 22, 2012	Thu
Registration for 3d year Undergraduate students begins	November 26, 2012	Mon
Registration for 2d year Undergraduate students begins	November 29, 2012	Thu
Registration for 1t year Undergraduate students begins	December 3, 2012	Mon
Registration for non-degree students begins (100% payment for all courses is required)	December 24, 2012	Mon
New Year's Day-KIMEP is closed	January 1, 2, 2013	Tue,Wed
Christmas-KIMEP is closed	January 7, 2013	Mon
Registration Ends	January 8, 2013	Tue
Classes Start	January 9, 2013	Wed
Add/Drop period	January 9-15, 2013	Wed-Tue
Late Registration period for all students (need Instructors' approval)	January 16-22, 2013	Wed-Tue
Withdraw from a course with 80% Tuition Refund (online)	January 16-22, 2013	Wed-Tue
Withdraw from a course with 60% Tuition Refund (online)	January 23-29, 2013	Wed-Tue
Withdraw from a course with 40% Tuition Refund (online)	January 30-February 5, 2013	Wed-Tue
First Mid-term Assesments Period (5 th week of classes)	February 4-10, 2013	Mon-Sun
Withdraw from a course with 20% Tuition Refund (online)		
(after this date there are no refunds for withdrawals from courses)	February 6-12, 2013	Wed-Tue
Second Payment Deadline (second 1/3 of total tuition is due)	February 15, 2013	Fri
Mid-term Assesments Due	February 25 -	
March 3, 2013	Mon - Sun	
SPRING Break (9 th week of semester)	March 4 - 10, 2013	Mon - Sun
Women's Day-KIMEP is closed	March 8, 2013	Fri
Second Mid-term Assesments Period (10 th week of classes)	March 14 - 20, 2013	Thu-Wed
Third payment Deadline (final 1/3 of total tuition is due)	March 15, 2013	Fri
Nauryz Day-KIMEP is closed	March 21,22,23 2013	Thu-Sat
KIMEP open for: Make up classes for Nauryz 23 and 25, 2013*	March 31 and April 7, 2013	Sun
Last Day to Withdraw from a Course with grade of "W" (online)	April 19, 2013	Fri
Final Assesment Starts	April 24, 2013	Wed
International Labor Day-KIMEP is closed	May 1, 2013	Wed
Classes End	May 3, 2013	Fri
Examination Period	May 4 - 15, 2013	Sat-Wed
Victory Day -KIMEP is closed	May 9, 2013	Thu
Semester Ends	May 15, 2013	Wed
All grades officially submitted	May 22, 2013	Wed
"I" grades from previous semester convert into "AW"s	May 22, 2013	Wed
Graduation Ceremony	May 25, 2013	Sat
Change Grade Forms due	June 5, 2013	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. Please allow 3-4 working days for bank transfers to clear.		

Summer 1 Semester, 2013 (7.5 weeks, 60 min classes)		
Advising starts	March 18, 2013	Mon
Payment period begins (100% of total summer tuition fee should be paid before registration)	April 15, 2013	Mon
Registration for 4th year undergraduate students, Honored students, students with special needs and all Master students begins	April 16, 2013	Tue
Registration for 3d year Undergraduate students begins	April 19, 2013	Fri
Registration for 2d year Undergraduate students begins	April 23, 2013	Tue
Registration for 1t year Undergraduate students begins	April 26, 2013	Fri
Registration for non-degree begins	May 6, 2013	Mon
Registration for Summer ends	May 19, 2013	Sun
Classes Start	May 20, 2013	Mon
Add/Drop period (for students who already registered)	May 20-21, 2013	Mon - Tue
Late Registration period for all students (need Instructors' approval)	May 22-23, 2013	Wed - Thu
First Mid-term Assessments Period (2'd week of classes)	May 27 – June 2, 2013	Mon -Sun
Second Mid-term Assessments Period (5'th week of classes)	June 17-23, 2013	Mon -Sun
Last Day to Withdraw from a Course with grade of "W" (no refund)	June 28, 2013	Fri
Capital Day-KIMEP is closed	July 6, 2013	Sat
Make up class for 8 July, 2013	July 7, 2013	Sun
Classes End	July 10, 2013	Wed
Final Examinations	July 11-13	Thu-Sat
Semester Ends	July 13, 2013	Sat
All grades officially submitted	July 20, 2013	Sat
"I" grades from previous semester convert into "AW"s	July 20, 2013	Sat
Change Grade Forms due	August 3, 2013	Sat
Summer 2 Semester, 2013 (For Modules by KIMEP and visiting professors) (3 weeks, 150 min classes)		
Advising starts	March 18, 2013	Mon
Payment period begins (100% of total summer tuition fee should be paid before registration)	April 15, 2013	Mon
Registration for 4th year undergraduate students, Honored students, students with special needs and all Master students begins	April 16, 2013	Tue
Registration for 3d year Undergraduate students begins	April 19, 2013	Fri
Registration for 2d year Undergraduate students begins	April 23, 2013	Tue
Registration for 1t year Undergraduate students begins	April 26, 2013	Fri
Registration for non-degree begins	July 1, 2013	Mon
Registration for Summer ends	July 14, 2013	Sun
Classes Start	July 15, 2013	Mon
Add/Drop period	July 15-16, 2013	Mon - Tue
First Mid-term Assessments Due (1't week of classes)	July 19, 2013	Fri
Second Mid-term Assessments Period (2'd week of classes)	July 26, 2013	Fri
Last Day to Withdraw from a Course with grade of "W" (no refund)	July 26, 2013	Fri
Classes	August 2, 2013	Fri
Final Examinations	August 3, 2013	Sat
Semester Ends	August 3, 2013	Sat
All grades officially submitted	August 10, 2013	Sat
"I" grades from previous semester convert into "AW"s	August 10, 2013	Sat
Change Grade Forms due	August 24, 2013	Sat

Summer 1 Semester, 2013 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 26, 2013	Fri
Classes Start	May 20, 2013	Mon
Add/Drop period	May 20,21, 2013	Mon, Tue
Withdraw from a Foundation Course with 0% Tuition Refund (online)	May 22-June 28,2013	Wed - Fri
Last Day to Withdraw from a Foundation Course with 0% Tuition Refund (online)	June 28, 2013	Fri
Classes End	July 3, 2013	Wed
Final Grades due from Instructors	July 10, 2013	Wed
Summer 2 Semester, 2013 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 26, 2013	Fri
Classes Start	July 15, 2013	Mon
Add/Drop period	July 15, 16, 2013	Mon, Tue
Withdraw from a Foundation Course with 0% Tuition Refund (online)	July 17 - August 2, 2013	Wed-Fri
Last Day to Withdraw from a Foundation Course with 0% Tuition Refund (online)	August 2, 2013	Fri
Classes End	August 10, 2013	Sat
Final Grades due from Instructors	August 17, 2013	Sat

HISTORY AND ACHIEVEMENTS OF KIMEP UNIVERSITY

The Kazakhstan Institute of Management, Economics and Strategic Research was established on January 1, 1992, by resolution of the President of the Republic of Kazakhstan, Nursultan Nazarbayev. In early 2012 a new charter was accepted by the Ministry of Justice of the Republic of Kazakhstan, and the Institute became KIMEP University. The main mission of the university 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, graduates from KIMEP

1998

- The 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 studies.

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
- Online registration system introduced

2002

- Renovation of Academic Buildings completed.
- 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 an MA in International Relations and an MA 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 as a member
- 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 begin in the new LLM in International Law
- A large-scale restructuring program is launched to consolidate KIMEP's educational offering and steam-line 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

- The Central Asian Tax Research Center opened
- Executive MBA in Russian is launched
- the Bachelor of Laws (LLB) is launched
- On September 19, 2011, the BSc and MBA programs in the Bang College of Business received Level II (Regional) accreditation from the Asian Forum on Business Education (AFBE)

2012

- On January 26, 2012 JSC Kazakhstan Institute of Management, Economics and Strategic Research became JSC "KIMEP UNIVERSITY"
- On February 12, 2012, the ExMBA program in the Executive Education Center, Bang College of Business, received Level II (Regional) accreditation from the Asian Forum on Business Education (AFBE)

KIMEP UNIVERSITY PROFILE

Accreditation and Specialized Membership

KIMEP University 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.

Specialized Membership

- Department of Public Administration: Member of NASPAA, The National Association of Schools of Public Affairs and Administration
- Bang College of Business (BCB): Member of AACSB International, The Association to Advance Collegiate Schools of Business
- Bang College of Business (BCB): Member of AFBE, Asian Forum on Business Education
- Bang College of Business (BCB): Member of American Chamber of Commerce

Professional Membership

The University currently holds membership in the following organizations:

- The Informational Consortium of Kazakhstani Libraries

In 2004 KIMEP University became the only institute in Central Asia to win candidacy status at AACSB, the international accreditation agency. KIMEP University's membership status in AACSB remains, and further plans to achieve college- and program-specific accreditation are underway.

International Connections

KIMEP is proud of its collaboration, academic links and exchange programs with over 50 universities worldwide. These connections have allowed the University 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
- LGEK
- 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 University 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 Institutional Research, Corporate Development, Marketing, Communications and Public Relations, International Relations Office all report to the Vice President of Planning and Development.

The Support Services Department, HR, Legal Affairs, Governance and Joint-Stock Affairs, Financial Aid 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 University. He is assisted by the College Deans, the Director of the Language Center, the Deputy to the President for Recruitment and Admissions, the Deputy to the President for Executive Education Center, the Registrar 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 five different units: the Bang College of Business, the College of Social Sciences, the School of Law, the Executive Education Center, 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
- Human Resource Management

Minors:

- 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 INTERNATIONAL RELATIONS and REGIONAL STUDIES

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

Major/career tracks in:

- Comparative Politics and Society
- International Relations
- Central Asian Studies

Master in International Relations (MIR)

DEPARTMENT of JOURNALISM and MASS COMMUNICATION

Bachelor of Arts in International Journalism (BAIJ)

Majors:

- Journalism and Media Management
- Public Relations and Advertising

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

SCHOOL OF LAW

Bachelor of Laws (LLB)

Master of Laws in International Law (LLM)

EXECUTIVE EDUCATION CENTER

Professional Development and Certificate Programs

- Courses, seminars and workshops
- Custom training

Leadership and Development Program

Clubs and Summer Schools

LANGUAGE CENTER

Foundation English

Undergraduate Academic 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 Center and Studio for Academic Writing

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 INSTITUTIONAL RESEARCH

The Department of Institutional Research (DIR) is a corporate unit that supports implementing the quality assurance policy to promote the integrity and effectiveness in KIMEP's activities. The department conducts institutional surveys and reviews that highlight areas of attention and improvement; provides reliable data and analytical reports to senior management, individual departments as well as 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 University's status as a competitive institution and an active member of the global academic community. KIMEP has links with 90 universities all over the

world. The main areas of collaboration are student exchanges, faculty mobility, joint research and joint degree programs. Annually, KIMEP University sends more than 150 students abroad and hosts over 100 international exchange students. KIMEP is also home to international students from Central Asia, the CIS, Korea, USA, UK, and many other countries.

The International Relations Office is responsible for initiation, coordination and implementation of international partnerships, student exchange programs, faculty mobility programs, 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 for international students and organizes a variety of academic and social events.

OUTSTANDING FACULTY

KIMEP's greatest resource is its Western-trained faculty. As an English language institution offering a North American-model education, KIMEP puts great emphasis on quality instruction. To this end, faculty members are selected for their experience in teaching and research. KIMEP University goes to great lengths to secure and retain the most qualified professors from Kazakhstan and abroad. KIMEP's professors, coming from more than 20 different countries, expose students to international practices and create 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 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 CIS. Students have full online access to registration information including schedules, courses offered, graduation 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 depends 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 Department also helps arrange students' mandatory internship and employment after graduation from KIMEP.

The corporate development department facilitates relations between KIMEP University alumni and their alma mater. The university frequently invites its outstanding alumni as guest speakers on campus, and to participate in initiatives such as the Leadership Development Program. The department sponsors alumni reunions each year, and publishes the annual alumni magazine. The department also launched the 'Alumni Ambassadors' program in February 2011, identifying outstanding alumni volunteers from each graduating class from 1994-2010.

Alumni Ambassadors are an important link between KIMEP and their classmates, informing them of events at the university and encouraging their active participation in university life. Ambassadors serve on KIMEP's advisory board, participate in university graduation, assist new graduates with employment, and contribute to the strategic development of the institute. KIMEP is pleased to currently have alumni ambassadors active in Almaty, Astana and Atyrau.

PART II

ACADEMIC POLICIES AND PROCEDURES

ADMINISTRATION
OFFICES OF ADMISSION
OFFICE OF ENROLLMENT RECORDS
OFFICE OF THE REGISTRAR
OFFICE OF FINANCIAL AID
ONLINE RESOURCES
ACADEMIC POLICIES
CODES OF CONDUCT
GRADUATION
ADVISING
INTERNSHIP OPPORTUNITIES



RECRUITMENT AND ADMISSIONS DIVISION

Office of Deputy to the President for Student Recruitment and Admissions
Office of Enrollment Records
Office of Undergraduate Admissions
Office of Graduate Admissions

ADMINISTRATION

Deputy to the President for Student Recruitment and Admissions

Larissa M. Savitskaya, MPA, M.ED

Director, Undergraduate Admissions

Natalya Miltseva, MA in Higher Education Administration

Interim Director, Graduate Admissions

Saule Bulebayeva, MPA candidate

Director, Enrollment Records

Anastasiya Manoilenko, MBA

OFFICES OF ADMISSION

Student recruitment and admissions

KIMEP University is committed to a policy of equal opportunity for admission to all qualified individuals. It 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 University 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 university has created clear and transparent procedures of applying and accepting individuals with diverse academic history and academic needs: Kazakhstani and international applicants, graduates of high schools and vocational professional schools, transfer students, adult learners and non-degree students. KIMEP University establishes specific

requirements for application and admission to each program. The process of application and admission is described in the separate document “KIMEP University Admission Policies and Rules”, which are updated annually and available for public (<http://www.kimep.kz/admission/>)

Office mission statement

The Office of Admissions is to contribute to the university enrollment goals through leadership in action, community partnerships, variety of services, events and programs to recruit, admit, and enroll students whose academic records, achievements and talents will ensure student success during and after study at KIMEP University.

Office vision statement

The vision of the Office of Admissions is to keep leading position in higher education administration in the region in terms of innovative advancement, best practices, and individualized approach toward each and any customer. Uniquely experienced and trained admission staff continues professional enrichment and building dynamic, enthusiastic, customer-oriented environment recognizing and professionally responding to the diversity of operations, levels of inquiry and groups served.

Office core values

In addition to KIMEP University core values, we value:

- integrity, transparency and ethics
- respectful and customer-focused functions and processes
- accountability, professionalism and resourcefulness
- staff development, teamwork and collegiality

Principles of operations

There are a number of principles that office bases its developments and practices on:

- commitment to excellence and quality of services
- customer-centered practices (“Red Carpet” services)
- open door policy
- willingness to learn and improve
- on-going cross-training and interchangeability of staff
- complete understanding of student life cycle and related issues at the entry stage

- approaches “from just in case” to “just in time”
- winning communication with targeted groups
- computerization, information technologies in services, social networking, 24/7 services, e-recruitment

Office structure and functions

Office of Admissions coordinates recruitment of students to KIMEP University for both degree and non-degree studies. It serves as a central information point for all external inquiries on applications to academic programs.

Office of Admissions has two units: Office for Undergraduate Admissions and Office for Graduate Admissions. Admissions Officers, Coordinators and Directors work together with part-time students on recruitment, applications, admission and 1st enrollment in line with the strategic and operational plans, set goals and targets at institutional, programs and admission office levels.

Our partners map is rather wide: city and regional education bodies, education associations and agencies, recruitment agencies, embassies and cultural centers, KIMEP students, alumni, faculty and staff as well as partner universities around the world.

Key functions are:

- development of recruitment strategies, goals, targets, geographical coverage in line with KIMEP goals and priorities
- building partnerships and facilitation of work with recruitment agents and key partners in the field (internally and externally)
- planning, design and organization of recruitment events (institutional and program-focused)
- organization of recruitment trips (content, group composition, schedule, recruitment effect)
- assistance in organization of entrance exams
- applications collection for all degree programs
- ensure applications completeness and review, including data entry
- selection of admitted students in accordance with criteria approved at all levels, including President’s Cabinet
- development and implementation of communication plans with targeted groups: interested individuals, applicants, exam takers, admitted students, rejected students

- development of the content for all recruitment materials (collaborative work with programs, colleges, marketing, corporate development and other units)
- analysis of recruitment events, campaigns, seasons
- data and info provision, reporting

Following recruitment strategy, the office organizes recruitment-focused events on and off campus, including, but not limited to high schools, vocational professional schools and universities. It heavily participates in educational exhibitions and education networking events as in Almaty, Kazakhstan, Central Asia and globally.

Having year-round admission cycle, the office assists Academic Affairs in organization of entrance examinations in key regions of Kazakhstan and both capitals.

Entry requirements for academic programs

Academic programs review entry requirements for their entry class annually. In the beginning of each recruitment season, program entry requirements go through the review and approval process (college, central institutional, President Cabinet).

Based on final criteria, admission office issues Acceptance Letters to all qualified candidates and subsequent communication, including required paperwork.

For undergraduate programs KIMEP requires passing scores for the Unified National Test in accordance with the Admission Policy by the Ministry of Education for the current year.

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 in various locations within Kazakhstan and Central Asia during Spring and Summer. KIMEP also accepts international tests such as TOEFL and IELTS. Students will be placed in the study course according to demonstrated level of English proficiency.

State nostrification requirements for students with foreign educational credentials

According to Article 39 of the Law on Education of the Republic of Kazakhstan of 27 July 2007, to gain access to educational and/or professional activity in the Republic of Kazakhstan, all applicants and students, who received education abroad or in branches of foreign educational institutions in Kazakhstan, are obliged to pass procedure of nostrification and/or verification of foreign educational documents. It includes both a) foreign students with foreign education credentials and b) local students with foreign education credentials. For detailed information about the procedure, please visit www.kimep.kz/admission/nostrification

OFFICE OF ENROLLMENT RECORDS

Office of Enrollment Records serves the institution and its constituencies - students, faculty, staff, and the public – as an official point-of-contact for student enrollment information and statistics for the purposes of internal and external reporting.

Office of Enrollment Records is also involved in development KIMEP Data System, including on-line resources for internal and external audiences.

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 Office of Enrollment Records 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. Some reports are supplemented with diagrams.

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, Student's Success and Retention Committee, 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 for graduates 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, staff and general public on-line. Standardized statistics reports are placed on <http://www.kimep.kz/er/> (for general public plus internal users) 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).

OFFICE OF FINANCIAL AID

Acting Director,

Zhanar Kakimova, MBA candidate

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 and approved by the President's Cabinet.

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.

OFFICE OF THE REGISTRAR

The Registrar

Uvassilya Samuratova, MBA

Deputy Registrar

Rano Pakhirdinova, MBA

Coordinator

Kamila Mussina, MBA

Mission and Purpose

The Office of the Registrar is dedicated to providing the best possible services to for KIMEP University 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 University 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.

ONLINE 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 > Office of the Registrar > Student Portal: Here a student can check

his/her advising materials, holds and blocks, checklist, personal registration and final examination schedule, wait list status, transcript, grades, payment report, degree requirements, etc.

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

ACADEMIC POLICIES

From time to time KIMEP University may change or add new academic policies. New and/or revised policies apply to all students regardless of the year of entry into KIMEP University unless specific exemptions are stated in the policy. Policies stated in this catalog replace policy statements from previous catalogs. The KIMEP University Academic Council may, during the course of the year, revise and alter current academic policy.

CREDIT SYSTEM

KIMEP University 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 credits 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 University, 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 University 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 University 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
Pass	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 University 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 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 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 all except the final requirements for a course, but due to uncontrollable factors is unable to complete the final assessment portion, the instructor may assign a temporary grade of Incomplete (“I”).

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.

The following criteria for awarding or refusing an “I” must be adhered to:

1. A grade of “I” may be awarded only for a serious event that occurs in the last few days of a course. Examples include a serious accident to the student, hospitalization, or the death or serious illness of a close relative. Documentary proof has to be produced for the above. Educational reasons, such as participation in an international educational event that coincides with a final examination, may also justify an “I”.
2. The student must have completed all course requirements prior to the uncontrollable event.
3. An “I” may not be awarded for failure to attend class at earlier periods in the semester, as the student will have had sufficient time to make up the time missed.
4. An “I” may not be awarded merely in order to give a student more time to complete a task. This gives him/her an unjustifiable advantage over other students.
5. An “I” may not be used as an excuse for failing to meet the course attendance requirements, which are stated in every syllabus.
6. An “I” may not be awarded as a substitute for a failing or poor grade.
7. A student’s need to seek employment in order to pay for his/her studies does not constitute a

justification for an “I”.

8. If an instructor feels that there may be a case for a grade of “I” to be awarded, he/she must first discuss this with the Chair or Dean or Director, who must agree that the “I” is in accordance with both KIMEP University and the college or school policy.

Removal of Incomplete

1. It is the student’s responsibility to arrange to make up the work that has been missed.
2. It is also the student’s responsibility to contact the instructor and determine what work needs to be completed in order to convert the “I” into a standard grade.
3. The instructor and the student should develop a plan to complete the remaining coursework in a timely fashion.
4. 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 the seventh week of the semester following that in which the “I” was assigned. (The summer semester is not considered a full semester.)
5. If a student fails to complete all requirements as assigned by the instructor during the allowed time period after the incomplete grade was received, the “I” will automatically convert to an “F”.
6. If an instructor who has assigned a grade of “I” to a student leaves KIMEP before the time limit, the Dean will assign another faculty member to evaluate the remaining coursework and to convert the incomplete to an appropriate letter grade. The Registrar should receive formal notification of the name of the responsible faculty member and all current assessment records of the student; course syllabus and remedial components shall be transferred from the former to the new instructor. The Registrar will not sign a final clearance form for the departing faculty member without formal notification from the Dean on all of the above.
7. 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 online 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 U-MAIL 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 must 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 University has an online 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 (for A) X 3 (credits) = 12.00
Kazakh Language B 2 credits
3.00 (for B) X 2 (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 University 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 University 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 University 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.

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 University. A student's checklist is available to the student and his/her adviser online through the registrar's website: www.kimep.kz > Office of the 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 online through the registrar's website: www.kimep.kz > Office of the 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 University 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 University 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.

Registrar Office provides with the official transcript students from partner universities study at KIMEP University on Exchange Program for one or two semesters upon the official request from the International Office with no transcript fee.

COURSE CODING

KIMEP University 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. 5000 level courses are graduate courses but in some instances may be taken by undergraduate students.

STUDENT STATUS AT KIMEP UNIVERSITY

KIMEP UNIVERSITY employs several criteria for classifying students.

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

Degree Student – is any student who intends to complete a program of study and to earn a degree, which is offered by KIMEP University. To have degree status a student must have successfully passed KIMEP University 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 University who is a degree-seeking student from another university. KIMEP University has student exchange programs with many partner universities from around the world. Students from partner universities study at KIMEP University 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 University courses. A person who is accepted under the Adult Learning status is not formally the student of KIMEP University and, therefore, do not receive any/all benefits that students have. Though the rules and conducts while taking courses have to

be followed (KIMEP University and KZ regulations). A person under the Adult Learning status can only audit the course and no course assessment will apply to these individuals. A person under the Adult Learning status take full responsibility on English proficiency to understand course materials. No course Prerequisites apply. 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 University. Registration for the courses is done on a space-available basis (any Undergraduate or Graduate courses in KIMEP University official schedule) during registration period for non-degree students. All other non-degree conditions apply, including full payment in advance with no refunds and maximum number of courses the same as degree students.

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 UNIVERSITY 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. Foundation course count as a full time load.

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 UNIVERSITY under any status as well as alumni. Documents are available in a timely manner. 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 University financial aid.

Undergraduate students

1. By the results of the first semester of study at KIMEP University 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 University, 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, whose overall GPA is still below 2.0 withdrawn from KIMEP University.
6. Student may return to KIMEP University following the policy of Returning Students.

Graduate students

1. By the results of first semester of study at KIMEP UNIVERSITY 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 UNIVERSITY, 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 University.
6. Student may return to KIMEP University following the policy of Returning Students.

REGISTRATION FOR CLASSES

KIMEP UNIVERSITY has a unique online 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 online 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 Registration

The second week of the full (Fall/Spring) semester will be opened as on-line late registration for any students whose semester registration is delayed for any reasons. During Summer semester Late Registration period is two days. 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.

Priority Registration

KIMEP University 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 ensures 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 and Adult Learners 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 a course section is full, the online registration system allows students to sign up for a waiting list, (after verification of required prerequisites, max. number of credits in a semester and tuition availability). Any course drop of an earlier registered student will result in registration of the student who is first in the waiting list, requiring student confirmation within 48 hours. Immediate notification of the waiting-listed student is made through the U-MAIL 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 on the waiting list.

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

To retake a course for a 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 advisers 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 UNIVERSITY 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 University has no obligation to run a course with low enrollments. KIMEP University 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 class cancellations prior to a semester start. When a class is cancelled, students should consult with the department or advisers 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	25-90
3000/4000	15	20	20-50
Eng/ Kaz	12	15	15-20
Graduate	10	15	15-30

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.
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.
2. 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.
3. 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).

4. Once the final exam is scheduled, no change is allowed to preserve students' rights for other than study arrangements.

LEAVE AND WITHDRAWAL FROM KIMEP UNIVERSITY

LEAVE OF ABSENCE

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 University at the end of the late registration period of non-enrollment (excluding summer sessions). Such students are welcomed back through the policy on Returning Students.

There are two types of Leave of absence at KIMEP:

Academic Leave

- Medical reasons including maternity leave
- Military service (only for 1 year)

Administrative Leave

- Financial problems
- Study Leave
- Business reasons
- Deferral for one regular semester for freshmen

Eligibility for Leave of Absence:

- Degree students are eligible for AL. This means they must have completed at least one semester at KIMEP University.
- A student must submit all supporting documents to justify the reasons for AL.
- Settle all financial obligations to the University. (Except for financial reason). If you have outstanding debts to your account while on leave, you will not be allowed to register until your debts are cleared before returning.

Application Instructions and Deadline:

- A student must complete the Leave of Absence Form through the students' portal, sign it and submit to the Registrar Office during the registration period stated in the Academic Calendar. If there is a debt then VPAF consideration needed.
- Applications will NOT be considered until grades are posted for the last semester of enrollment.
- If students are enrolled for the term they wish to begin their leave and it is beyond the drop deadline, a student must officially withdraw from course(s) following the withdraw periods and tuition refund period stated in Academic Calendar.
- Registrar Office will process the form and issue an order for Leave of Absence.

Return from Leave of Absence

- A student must complete the Returning from Leave Form through the students' portal, sign it and submit to the Registrar Office during the registration period stated in the Academic Calendar.
- Registrar Office will process the form and issue an order to reinstate student to regular status.

Withdrawal from KIMEP University

Withdrawal from KIMEP University terminates the agreements between the student and the University. Withdrawal can be initiated by the student or by KIMEP University. KIMEP University has the right to administratively withdraw students for poor academic performance, for violations of KIMEP University 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 University, a student should:

1. Process a withdrawal form.
2. Settle all debts and obligations with the University.
3. Pay a withdrawal fee:
 - a) Withdrawal fee is applied to students in the following cases:
 - Students who withdraw from KIMEP University at their own initiative.
 - b) Withdrawal fee is not applied to students in the following cases:

- Students who are readmitted to regular KIMEP University programs.
 - Students who are administratively withdrawn from KIMEP University.
4. Retrieve all official documents (such as UNT certificate) from the Admissions Office.

If withdrawn students later desire to return to KIMEP University, they 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 their letter of acceptance/ Admission order.
2. If newly admitted students have not enrolled in the period indicated in the acceptance letter/ Admission order, neither submitted the Deferral form to the Registrar office, they will be administratively withdrawn from KIMEP University on the first day of classes of the semester (summer is not included) following the semester of their admission.

POLICY ON RETURNING STUDENTS

1. KIMEP University welcomes all students who are returning after being withdrawn from KIMEP University either voluntarily or administratively (through re-admission).
2. Returning students have at least one completed semester at KIMEP University.
3. Students may not apply for readmission for at least one full Fall or Spring semester (15 weeks)¹ following the end of the semester from which they were dismissed for either academic or 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).²
 - II. In poor academic standing (GPA is below 2.0).

¹ Summer or ½ semester (Fall/Spring) are not counted.

² Graduate returning students - 3.0 GPA and above for MBA and ILM programs, and 2.67 GPA and above for MAIJ, MIR, MPA, MA TESOL above and an equivalent of 73% average passing level on non-credit courses and above).

5. The re-admission of returning students with good academic standing includes:
 - I. KIMEP University 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 5 and the official permission for re-admission from the program/college to which the student applies.
7. Transfer to another program is permitted only after one full semester of study and passing at least one credit-bearing course (credits transferred from the previous records are not counted).
8. Re-admitted students follow the catalog at the time of re-admission and must complete the degree within the time limits specified in that catalog.
9. Student can use the privilege of being re-admitted only once in terms of waiving UNT and using previous degree requirements (Catalog).

TRANSFER BETWEEN PROGRAMS

At KIMEP UNIVERSITY, 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 one full semester and have passed at least one-credit bearing course.
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 University (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 UNIVERSITY credits

Credits earned in degree status at KIMEP University are permanent and can be used in any degree program for which the credits are appropriate. If a student is withdrawn from KIMEP University 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.

A student who earned credits at KIMEP University as a non-degree student and who was later admitted to a degree program may transfer up to 36 credits (earned within a period of one calendar year maximum) to his new ID.

Grades achieved at KIMEP University under a different student ID, can be transferred automatically only if they are “C” or better.” The curriculum committee of the department or program only can consider transferring a student’s “D” grades, in which case a transfer form shall be submitted to the Registrar Office.

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 University

Coursework completed at other accredited universities in Kazakhstan or abroad can be transferred to KIMEP University. The verification of MoE license or equivalent shall accompany any college decision

on credits transferred (except for the institutions that have a formal agreement with KIMEP UNIVERSITY on academic course transfers). The number of credits transferred is a math calculation of course content as per current KIMEP University credit system.

A student with coursework completed outside of KIMEP University should present a request for course transfer to the department that would most likely be responsible for the course at KIMEP University. 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 University, the transcript will indicate the course code and course title of the KIMEP University course. The course need not transfer for the same number of credits as the KIMEP University 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 University 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 University 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 University catalog, etc.).
9. The Registrar may not accept for processing some credit transfers if not satisfied with above. The Academic Council provides 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 University credits. Each KIMEP University credit is equivalent to 2 European credits.

ECTS

1
2
3
4
5
6
7
10

KIMEP UNIVERSITY

0.5
1
1.5
2
2.5
3
3.5
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 fast-track students. Fast-track students can transfer or receive course waivers according to the guidelines of the graduate program. For KIMEP University 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 University students and instructors are provided with an official e-mail address on gmail. Since the KIMEP University e-mail system is an official means of communication, both students and instructors are expected to communicate through it.

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 academic communication.

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

CODES OF CONDUCT

Code of Confidentiality

KIMEP University'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 University 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 that 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.

These 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. Instructors are responsible for their own attendance policy. Each instructor determines the relationship between class

attendance, the objectives of the class and a 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, 45 contact hours is typically expected). The academic department and faculty monitor the completion of required contact hours. KIMEP University recognizes the official holidays of the Republic of Kazakhstan. With the purpose of maintaining the excellence in education, both instructors and students of KIMEP University are expected to follow the class make-up policies:

1. Make-up days for all class cancellations due to official holidays are scheduled in the annual academic calendar. Make-up class schedule may fall on 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 an Instructor cancels a class due to the sick leave, conference trip, or any authorized absence, a 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 University 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 University considers academic integrity to be essential for students' intellectual development. Incidents of academic dishonesty can hinder the free exchange of ideas and seriously damage the reputation of the institution.

KIMEP University 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 University 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 people who was dishonest accept the penalty, then no further action is required. If the people accused of academic dishonesty disagree with the penalty or feel that the charge of academic dishonesty is incorrect, they 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 more than one School or College, 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.

People accused have the right to appear before the committee and to make statements to the committee. The accused also have the right to counsel and to have others speak on their behalf.

The committee should examine the record of academic dishonesty (if applicable) of the accused 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 University 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 University 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 it own. The decision of the KIMEP University 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.
- Additional coursework or a project to encourage ethical behavior..

For a Level 2 offense penalties may include:

- 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.
- Additional coursework or a project to encourage ethical behavior.

For a Level 3 offense, penalties may include:

- 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 University.
- Additional coursework or a project to encourage ethical behavior.

For a Level 4 offense, penalties may include:

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

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 University. However, KIMEP University 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 University catalog. Whenever this is the case, students are informed of their options and can consult with advisers to determine the best course of action.

Thesis guidelines

All KIMEP University 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 University 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 University 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.
5. 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 University 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 the 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 University Library and the second copy is retained in the archives of the department.

GRADUATION REQUIREMENTS

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

1. Fulfill all KIMEP University requirements.
2. Settle all financial obligations to the University.
3. Fulfill all requirements, if any, of the College.
4. Fulfill all requirement of the degree program.

KIMEP UNIVERSITY Undergraduate Degree Requirements

KIMEP University 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 University.

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 University degree program. Degree program requirements are stated in later sections.

KIMEP UNIVERSITY 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 University, 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 University. Up to 6 credits of graduate coursework completed at a partner university in a KIMEP University -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 University minimum credits. The thesis and internship must be supervised by KIMEP University.
3. Receive a passing grade in all required credit and non-credit 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, MLLM).
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 their respective sections.

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 University 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 University 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 University 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 may also participate.

Graduation Participation

Student who wish to participate in the graduation ceremony should:

1. Inform the Office of the Registrar that they desire to participate.
2. Settle all debts with the University.

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 University 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 University.

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 University experience.

All students at KIMEP University 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 adviser in our website under personal page of the student.

Subjects covered by Advising

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

decision is the student's to make. Advisers discuss with students:

- Career plans and how to achieve their career goals.
- Registration procedures.
- Academic rules and regulations of KIMEP University, policies and procedures for scheduling courses, adding and dropping courses, withdrawal from the courses, transferring, selecting a Major or Minor, and other academic topics.
- Prepare, verify and utilize student forms related to advising.
- Reliable and current information about majors in which students are interested and provide guidance for students in selecting a major program that supports students' interests, goals and abilities.
- Semester-by-semester course requirements and academic progress, developing a semester schedule, and choosing general education courses and courses for major, electives, and possible minors.
- Appropriate study load, depending on students' academic standing and other circumstances.
- Graduation requirements.
- Examination rules and regulations.
- Academic and non-academic disciplinary measures of KIMEP University.
- Proper campus resources to help students solve certain concerns (e.g., Financial Aid, Medical Center, Registrar, etc.).
- Extracurricular activities.
- Any other matters related to students' life at KIMEP University.

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.

Internships introduce students to the professional world and promote a three-way partnership between KIMEP University, students and prospective employers. 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 University 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.
- Allow students to get acquainted with business and organizational practices, social relations, different spheres of economy, the sphere of administration.
- Provide the opportunity to study and master administrative and advanced professional activities that will assist in achieving their desired career growth.
- Assist in gaining employment of the students after graduation.

Undergraduate or Graduate students can take credit-bearing Internships, based on their program requirements.

Interns generally have a supervisor who assigns specific tasks and evaluates the interns' overall work. Usually a faculty member 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.

Students need to determine when to intern. If students' course load is light, they may be able to devote certain hours per week to an internship. Students can register for internships with academic credit through the College Internship Offices.

Requirements to take an internship are based on each program requirements at KIMEP University.

Students can look for internship opportunities through the Internship Offices or can find internship placements by themselves.

The list of organizations providing internships include trade companies, financial organizations, audit companies, analytical institutions, advertising agencies, recruitment agencies, production companies, government agencies, non-government organizations, and many others.

PART III

STUDENT AFFAIRS

ADMINISTRATION

STUDENT LIFE

KIMEP STUDENT ASSOCIATION (KSA)

HELP DESK FOR PARENTS AND STUDENTS

STUDENT FACILITIES:

STUDENT CENTER

GREAT HALL

SPORTS CENTER

STUDENT DINING

MEDICAL SERVICES

DORMITORY

OFF-CAMPUS HOUSING PROGRAM

RESIDENTIAL ASSISTANTS' PROGRAM

UNIVERSITY CODE OF BEHAVIOR

DISCIPLINARY PROCEDURES



ADMINISTRATION

Shiraz Paracha,
Dean of Student Affairs

Ainura Ashirmetova, MBA,
Acting Director of Student Affairs

Zulfiyat Almukhanova, Diploma,
Director of Dormitory

Natalya Ussorokh, Diploma,
Senior Doctor of Medical Center

Yergazy Orazaliyev, BA,
Director of Sports Center

Ainura Ashirmetova, MBA,
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 University's mission. The Office of Student Affairs reinforces and extends KIMEP University's influence beyond the classroom. Its services include student support services such as Recreation and Sports, Student Housing, Student Health, and Student Life.

KIMEP STUDENT ASSOCIATION (KSA)

KIMEP University is one of the few universities in the world where students are part of the decision-making process. The KIMEP Student Association (KSA) vigorously protects student interests at all levels and can influence Administration's decisions and policies. Elected student representative sit on almost all major standing committees such as the KIMEP Budget Committee, Disciplinary Committees, Tender Committee and so on. All full-time KIMEP University 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 student events and activities in collaboration with the Student Affairs Office. The KSA plays a key role in student life at KIMEP University. 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 KSA contribute greatly to the intellectual and personal development of the student community.

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

HELP DESK FOR PARENTS AND STUDENTS

To facilitate parents and students, a "Help Desk" has been established at the Office of Student Affairs, Room 112. It serves students in the following ways:

- 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 suggestions or concerns 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 University.
- d) It requires credible and detailed documentary evidence about a violation/mistake on the part of KIMEP University.
- e) Anonymous requests are not entertained.

Once a written concern is lodged with the Help Desk,, the Dean or the Director of SA sends the question or complaint to related persons, units or departments for their comments or with a request for appropriate action. The SA keeps students informed about the status of their complaints.

STUDENT FACILITIES

STUDENT CENTER

The Student Center provides cultural, social, leisure and extra-curricular activities for the KIMEP University 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. SA plans to renovate the Student Center and introduce new variety of fast food at the Center.

GREAT HALL

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

Use of KIMEP University Facilities for Activities

The use of KIMEP University 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. Unacceptable behavior might 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. 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 University 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 choose. The Dean of Student Affairs and Office of Student Affairs must be notified at least three weeks 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 a 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 occur. Ultimately, it is the responsibility of the Event Host to make sure that all participants are obeying KIMEP University rules and regulations. The administration encourages events on the campus to target KIMEP University 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 University security reserves the right to ask for official identification of any participant, including members and their guests. In the event, that such a request is made and the participant does not have such identification, security has the right to refuse entrance of the person. Non-KIMEP University participants must be invited by an acknowledged member in order to be admitted to KIMEP University events, and members and their guests must seek admittance into the event at the same time. Guests will not be admitted separately from their acknowledged KIMEP University host. Member will be held responsible for the behavior and conduct of their invited guests. In other words, members will be held responsible for any unacceptable or unethical behavior of their guests as if the members themselves misbehaved. This rule will be strictly enforced. The Event Host must provide a registration list for all guests, which will be used only to identify members and their accompanying guests. 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. When Security is satisfied and sees no obvious grounds for refusal of admittance, only then will the guest be admitted. KIMEP University Security discretion and

judgments in these regards are final. Only members who bring guests will be required to sign this list jointly with their accompanying guests. All other members are free to enter the event after they have been identified as a member. 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.

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 University 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 University property, and the Head of Security and the Chair of KDC are convinced that the safety and security of students are in danger and they themselves 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 KDC have the right to contact the appropriate law enforcement authorities without further consideration. 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 University 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-defense lessons and aerobics. The Sports Center regularly schedules competitions between the students and faculty. The Sports 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 University students, faculty and staff. The outdoor sports field also offers a variety of outdoor sports activities for KIMEP University students, faculty and staff.

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 University Grill; light snacks and hot and soft drinks at the Coffee Inn, Black & Brown, and K-store; and home-cooked local dishes at the Dormitory Canteen. . All locations offer friendly service and delicious and affordable meals. These locations are popular among students who want to eat, drink, or just simply socialize between classes.

MEDICAL SERVICES

The mission of the KIMEP University Medical Center includes the provision of medical care and emergency services to KIMEP students, faculty and staff. The 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 Medical Center controls medical certificates for absences of students and employees because of a health-related conditions that may affect their work and require medical attention.

The KIMEP University Medical Center works in partnership with students, faculty and staff to provide medical information and to promote healthy lifestyles.

THE DORMITORY

Student housing is conveniently located on the KIMEP University 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 24 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 University 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 University campus, offers a secure environment 24 hours a day. KIMEP University 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 database which will be utilized in assisting KIMEP university staff, faculty members, international students, and local students from other regions of the country to find off-campus housing.

RESIDENTIAL ASSISTANT PROGRAM

The Dormitory operates a Residential Assistant (RA) Program to support the mission of the University. 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 help other students with their questions about on-campus living, payment arrangements, housing policies, employment in housing, and other topics. Students should feel free to discuss any 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 RAs 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 dormitory residents by reporting violations of dormitory rules along with working to maintain the well-being of each resident. Duties also include: helping dormitory residents with their questions about on-campus living, payment arrangements, housing policies and other topics.

Selection Process

There will be a maximum of eight RAs in the Dormitory, with two RAs 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 University 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 Residential 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 Residential 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 University policy to take all steps necessary to avoid disciplinary action. KIMEP University continues to work proactively in order to reduce the need for disciplinary action. Given the complexity of the university, however, the need for disciplinary actions occasionally do arise. It is the general policy of practice at KIMEP University to take 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 University regarding academic and personal code of behavior for all students, faculty and staff.

As citizens and residents of the Republic of Kazakhstan, members of this academic community enjoy the same basic freedoms, rights and responsibilities as all other citizens and residents of this Republic. In particular, students and faculty at KIMEP University 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 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 University is a privilege. In order to maintain the ideals of scholarship, character and commitment to excellence, KIMEP University 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 University 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 University 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 University 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 University
2	Physically Fighting or Displaying Physical Aggressiveness & Contact Towards Another Student	1st Offense: Disciplinary Probation 2nd Offense: Immediate & Permanent Dismissal from KIMEP University
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 University
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 University
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 University

6	Alcohol Intoxication/Possession Of Unlawful Substances on Campus	1st Offense: Immediate confiscation of the substance by security personnel Disciplinary Probation 2nd Offense: Automatic Suspension or Dismissal
7	Smoking is banned at KIMEP University. Violation of smoking policy anywhere at KIMEP University Campus.	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 University 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 University Official 2nd Offense: Disciplinary Probation 3rd Offense: Automatic Suspension or Dismissal

Policy on Sexual, Religious and Ethnic Harassment

It is the policy of KIMEP University to provide a safe and positive learning environment for all faculty, staff and students. To ensure such an environment, KIMEP University 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 University 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 University. 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 who implicitly or explicitly threatens termination if a subordinate refuses the supervisor's sexual advances; a student who repeatedly follows an instructor around campus and sends sexually explicit messages to the instructor's voicemail or email; demands by anyone 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 University 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, assists 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 University 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 or any member of the KIMEP University community for sexual favors or to insult, harass, threaten or assault any person for reason of their religion, ethnicity, gender or sexual orientation.

KIMEP University Drug and Alcohol Policy

The Executive Committee reaffirms legislation that KIMEP University 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. 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 University.

For further clarification, refer to the "Bylaws" of KIMEP University'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 University authorities and then reviewed and discussed by the Student Affairs Discipline Committee.

KIMEP University Gambling Policy

Gambling is prohibited on KIMEP University premises, and violators will be subject to sanctions. Based on this, it is important that KIMEP University 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 KIMEP University'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 University's Policy Regarding Gambling. Cases where there is evidence that there has been a violation of this policy will automatically be referred to our KIMEP University 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 University 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 University 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 University has implemented a disciplinary procedure for those who do not comply. After one written warning by the security staff or other KIMEP University personnel, the student will be referred to the KIMEP University 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 University. He/she will lose all tuition and other fees paid to KIMEP University for the time of suspension.

Fifth Disciplinary Action – The student may be suspended from KIMEP University 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 University 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 University 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 University Disciplinary Committee (KDC) serves as the appeals committee.

1. The KIMEP University 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 the College Disciplinary Committees.
2. Violations of published laws; policies or rules and regulations may subject violators to appropriate disciplinary action by KIMEP University 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 University 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 University. 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 University.

Suspension

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

Exclusion

The student is told to leave campus and not allowed to return to KIMEP University. Any degree candidacy

or academic standing is automatically nullified. The student is forbidden to enter KIMEP University buildings and premises unless they have the written consent of the Chair of KIMEP University Discipline Committee.

Community Service/Work Experience

The student is asked to perform a specified number of hours of volunteer work, either at KIMEP University 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 University 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 University 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 University 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 University.

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 Computer and Information Systems Center has discretion in cases of suspension of up to one month. Longer suspensions require action by the KDC.

PART IV

FINANCIAL AID SERVICES

ACADEMIC CALENDAR

TUITION PAYMENT POLICY

SPECIAL STATUS AND INDIVIDUAL PAYMENT
PLAN FOR STUDENTS

FINANCIAL AID

TUITION FEES

INFORMATION ON PAYMENT FOR SERVICES OF
'KIMEP UNIVERSITY' JSC

REFUND POLICY

STUDENT ACTIVITY FEES EXPENDITURES
GUIDELINES



ACADEMIC CALENDAR.

KIMEP University Refund Schedule Based upon a 15-week term and is linked to the withdrawal schedule as follows:

End of Week 2	80% Refund
End of Week 3	60% Refund
End of Week 4	40% Refund
End of Week 5	20% Refund
No Refund Subsequent to that time	

KIMEP University Refund Schedule Based upon an 8 - 10 week term and is linked to the withdrawal schedule as follows:

End of Week 1	80% Refund
End of Week 2	60% Refund
End of Week 3	40% Refund
End of Week 4	20% Refund
No Refund Subsequent to that time	

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 has 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's tuition for all years of study, regardless of future tuition increases.
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 University by their respective due dates. (Please follow the Academic Calendar). As KIMEP follows the 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 before the due date on the payment report of each student. Payments received after the due date are automatically assessed a late payment fee (regardless 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 25,000 KZt tuition discount for undergraduate and graduate students who pay the full academic year's tuition 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 students receive any refunds, they will lose the discount of 25,000 KZt.
- Tuition prepayment discounts are not available on semester payments of more than one year, for international students, or for summer terms. No academic performance requirements are applied to the prepayment tuition discount.
- The 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.)

Special Circumstances: 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 the 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 the difficult financial situation of a family and ultimately may require a legal contract with collateral to allow for continuation of any educational benefit.

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. Students with outstanding debt at the end of the semester will not receive their 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.
4. No student who has failed to complete a semester's installment payment plan will be offered the opportunity to participate in a new installment payment plan.

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 the 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 help. 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 opportunities available through work-study programs, part-time employment on and off campus, reduction of number of courses in a given semesters and others.

SPECIAL STATUS AND INDIVIDUAL PAYMENT PLAN FOR STUDENTS

If students cannot pay tuition according to KIMEP University's payment plan due to valid reasons, such as delayed wage of parents or bank loan, or other difficult financial situation, they can apply for temporary payment postponement and propose an Individual Payment Plan.

Special Status is a permission granted to students that allows postponement of the deadline of payment for a certain period of time.

In order to be considered for special status, students must write an Individual Payment Plan application to the Financial Aid Office, providing all necessary financial or medical supporting documents that prove the reason stated in the application. The Financial Aid Office will consider and decide whether or not this is valid, based on the documents submitted by students. In cases when approval cannot be made by the Financial Aid Office, the application goes to the Vice President of Administration and Finance for consideration.

Special Status Eligibility

Students with debts for previous semesters must clear all their previous debts in order to register for classes and continue. Only in rare circumstances will students with previous balances be allowed to incorporate those debts into a new Individual Payment Plan.

Special Status Terms

The period of time for Special Status or an Individual Payment Plan are determined in each particular case and depends on students' financial situation, payment history and other peculiarities. An individual payment schedule must be worked out together with a student and posted in the student's history if approved. It is the student's personal responsibility to comply with Academic Calendar deadlines as well as to their Individual Payment Plan.

An Individual Payment Plan is approved for one semester and cannot be changed. A student must inform the Financial Aid Office if other circumstances arise.

In case a student receives payment by agreement with a company, they must inform Financial Aid of that contract, which is initially managed through the Corporate Development Department (CDD) but distributed by the Finance Office. If students receive discounts as KIMEP University employees or children of KIMEP University employees, they need to inform Financial Aid of their status so that Human Resources can authenticate the discount based on benefit. CDD, HR and Finance will work in concert with Financial Aid to provide supporting documents and any waivers or other needs for compliance.

Students can split their payment per semester into a maximum of 5 parts.

If students fail to comply with their Individual Payment Plan:

- 1) Their Individual Payment Plan will be terminated and they will be switched to the general payment plan offered by KIMEP University and detailed in the Academic Calendar.
- 2) The Financial Aid Office may cancel the registration for the current semester.
- 3) If students then fail to comply with the general payment plan stated in the Academic Calendar, a late payment fee may be charged.

- 4) Other conditions stipulated in the Catalog (i.e. non-issuance of transcript, block of further semester registration) will apply.

Once a Special Status/Individual Payment Plan period is over, it is automatically cancelled without student notification.

FINANCIAL AID

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

KIMEP University makes no promise of scholarships, grants, financial aid or dormitory placement to any student or individual. KIMEP University makes no connection between the distribution 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 University 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 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 10 undergraduate students in their third and fourth 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 ensure that the Corporate Development department has documentation of all activities that may be considered in the selection process for the Presidential Stipend.

Internal Financial Assistance

Focusing on individual student financial and/or merit situation, our strategy is to align financial aid with the enrollment goals of the University. To diversify the student community, KIMEP University offers financial assistance to a wide range of students, including first-year and current students, transfer students, graduate students (except Ex-MBA) and undergraduate students, Kazakhstani students and International students.

Financial assistance can be need-based, merit-based or a combination of both for full-time KIMEP University students who register for a minimum of 4 courses or 12 credits for Bachelors and 3 courses or 9 credits for Masters programs.

Need-based financial aid is not automatic. Students must display proof that they are unable to pay the full tuition fees. In order to be able to compare all students' data regarding financial need, the Office of Financial Aid accepts and considers only documents issued by official state bodies of Republic of Kazakhstan. The amount of need-based financial aid depends on the Expected Family Contribution (EFC) of students' applied and available funds. The EFC is an estimated family/student financial contribution to the higher education costs.

Only applications accompanied by a complete set of documents will be considered. The submitted information is retained by KIMEP University and can be used for any future references or financial aid decisions. If the financial situation or other information changes, the student must notify Office of Financial Aid of the change.

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.

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 the Financial Aid Office may request additional or updated documentation. Failure to provide the requested documents may result in a loss of financial assistance.

Financial aid does not cover any fees or pre-degree program courses, nor courses from which they have previously withdrawn and then retake. Financial aid is not transferable and has no cash value. 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.

Students cannot be awarded scholarships or grants and financial aid from internal funds simultaneously; therefore they will be qualified to receive the one with the greatest amount. Students cannot receive financial aid that exceeds the total amount of tuition for a

semester or academic year. Awarded financial aid will be deposited to students' account and covers tuition only.

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.

Applying for Financial Aid

Students apply for financial assistance by completing the online application for Financial Aid at www.kimep.kz and submitting the application form with a set of documents (except merit-based scholarships/grants) to the Office of Financial Aid. Based on approved eligibility criteria and/or documents provided, the Financial Aid Office determines students' eligibility for need-based and merit-based scholarships/grants and financial aid. Financial aid could be provided with duration from one semester only to the whole period of study for degree completion (based on the type of scholarship/grant/financial aid). Students who received financial aid for only one academic year may reapply for financial aid each year. All applications shall be made before official deadlines. Late applications will not be considered.

Eligibility

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

Students beginning study at KIMEP University who wish to be considered for certain financial assistance (except merit-based financial aid) must provide detailed information on 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'.

Special Status

The period of time for Special Status and Individual Payment Plan are determined in each particular case and depends on students' financial situation and

payment history and other peculiarities. An individual payment schedule must be worked out together with a student and posted in a student's history if approved. It is the student's personal responsibility to keep to an Academic Calendar as well as to the Individual Payment Plan.

The Individual Payment Plan is approved for one semester and cannot be changed. Students must inform SFSD if other circumstances arise.

Continued Eligibility

All students receiving financial aid will be reviewed each semester for continued eligibility, based on Satisfactory Academic Performance (SAP). Students who do not meet the criteria set for their award standard will have Financial Aid removed for that semester. They are welcome to submit an application again at the end of the next semester if the SAP has met the eligibility criteria.

Maintain and Prolong Criteria

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

Competent Authority

Financial Aid has a policy-making body represented by the KIMEP University President's Cabinet. General criteria, rules and regulations for financial aid are stated in the KIMEP University Financial Aid Manual. Approved eligibility criteria can be changed according to the decision of the Admission and Scholarship Committee. The distribution of financial aid is made by Admission and Scholarship Committee.

INFORMATION ON PAYMENT FOR SERVICES OF 'KIMEP UNIVERSITY' JSC

Payments for the services of KIMEP University can be paid at the nearest branch office of

“Kazkommertsbank” JSC, the address of which may be looked up at the following website: <http://ru.kkb.kz/page/Branches>.

Payment may be made by students of “KIMEP University” JSC, as well as by third persons (parents, relatives, sponsors, etc). Payment may be made by means of paying cash to the cashier desk of the bank, and by a cashless transfer or through the Homebank.kz financial portal.

It is important to consider the following aspects when making payment:

1. Clients should tell the cashier of the bank that they wish to make payment for studying at “KIMEP University” JSC.
2. Clients should have a State ID and a TRN, as well as requisites of “KIMEP University” JSC.
3. When making payment, the following should be indicated in a mandatory order:
 - Full name of the person in favor of whom the transfer is made.
 - A student ID (necessary for students of “KIMEP University” JSC).
 - In the payment designation section, as appropriate - “Tuition / dormitory accommodation / textbook rental warranty deposit / WLPP courses / PDCP seminars”.

Requisites for payment in the ACB of ‘Kazkommertsbank’ JSC

“KIMEP University” JSC 050010, Almaty city, Abai ave. 4 TRN 600 900 063 381 BIN 040740001010 Kbe 16 PDC : 861 – tuition payment 859 – dormitory accommodation, textbook rental warranty deposit, PDCP seminars, WLPP courses	Settlement account in KZT: KZ969261802161921000 In “Kazkommertsbank” JSC TRN of the Bank 600 400 561 686 BIN 990941000130
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Commission of ACB of “Kazkommertsbank” JSC

1. When making a cash payment to the cash desk of the bank – 0.25% of the payment amount, minimum - KZT 50. When making the payment for the amount not exceeding KZT 20 000, banking commission will amount to not more than KZT 50.

For instance, when making a payment for the amount of KZT 165 000, commission of the bank shall be KZT 412.5, if the payment is KZT 495 000, commission shall be KZT 1 237.5.

2. When making a cashless payment. If you wish to make a large payment, then, to avoid large banking commissions a current account can be opened in the bank from which to make payments for services by means of transfer from that account. For this the banking commissions are as follows:

- Opening a current account - free of charge,
- Annual service for the account - KZT 600, if there is less than KZT 600 remaining at the account - in amount of remainder at the account,

- Commission for transfer from the current account of sender in favor of other clients of Kazkommertsbank - 0.15%, a minimum of KZT 300, a maximum of KZT 800.

For instance, when making a payment for the amount of KZT 165 000, commission of the bank shall be KZT 300 if the payment is KZT 495 000, commission shall be KZT 742.5.

3. When making a payment via Homebank.kz financial portal (www.Homebank.kz). Commission for payments through Homebank.kz financial portal is KZT 100 regardless of payment, out of which 50% is paid by “KIMEP University” JSC (i.e., **for students the commission is only KZT 50**).

Note: More detailed information about opening a settlement account of “Kazkommertsbank” JSC and about cash transfer within the bank (conditions of opening and rates for account maintenance) can be obtained from the website www.kkb.kz or the “Kazkommertsbank” JSC call center at 8 (727) 258 54 44.

REFUND POLICY

- Tuition refunds shall only be made during the specified period, with the only exception for students leaving KIMEP University permanently or on a leave of absence of at least one semester.
- Tuition refund requests of less than 100,000 tenge shall not be approved, with the only exception for students leaving KIMEP University permanently or on a leave of absence.
- Partial refund requests shall not be approved.
- Refund requests for the dormitory fee shall be approved during tuition refund period only.
- Tuition refunds shall only be made through bank payment to the bank account of the students (parents, sponsors) within the Republic of Kazakhstan only.
- Tuition refund applications shall be checked for legitimacy and signed by the Accounting Department (one accountant), the Registrar (one person) and the Financial Services Unit (one person).

Documents required for tuition refund

Tuition refund is only made to the person who made the tuition payment. This person may be either a student who made payment or a person who paid for a student (i.e., legal or physical entity).

The tuition refund is made through a bank transfer.

Tuition refund to a relative or a trusted person of a student in the event the student made payment himself/herself is done only upon notarized power of attorney from the student.

Required documents for a student-made payment:

1. Copy of ID/Passport. Present original, as well.
2. Copy of TRN.
3. Number of payer's bank card account (20-digit card code of a payer) or Number of payer's bank current account.

If a student does not have a bank card/account, the student can prepare a power of attorney for the person to whose card/account the student wishes the money sent. The following documents shall be provided:

1. Copy of ID/Passport of the student. Present original as well.

2. Notarized power of attorney from the student to the recipient.
3. Copy of recipient's ID/passport. Present original as well.
4. Copy of recipient's TRN.
5. Number of recipient's bank card account (20-digit card code of recipient) or number of recipient's current bank account.

When student's tuition is paid by a third party (legal entity per trilateral agreement, by public funds, physical person as a sponsor or other sponsors), the balance of funds is returned directly to the tuition payer.

When tuition payment is made under a trilateral agreement or by other sponsoring legal entity, the balance of funds is returned directly to the company after completing act of reconciliation.

Required documentation for when tuition is paid by a sponsoring physical person:

1. Copy of payer's ID/passport. Present original, as well.
2. Copy of payer's TRN.
3. Number of payer's bank card account (20-digit card code of the payer) or number of payer's current bank account.

International students are not required to present Tax Registered Number (TRN) to receive a refund.

STUDENT ACTIVITY FEES EXPENDITURES GUIDELINES

In order to ensure proper control on spending student activity fees budget, and effective and timely preparation of all the necessary documentation, the following guidelines shall be followed by the persons elected responsible for organizing student activities.

1. Approve persons responsible for preparation and submission of documentation to Finance Department.
2. Elaborate and submit monthly plan of activities before 10th day of each month.
3. Submit budget approved by the Student Government and the Student Center, along with payment documentation for payment receipts from the cashier office 10 business days prior the actual payment.

Non-cash payment: Payment request form, copy of contract (mandatory when working with physical entities), payment invoice, approved budget and letters confirming payment expenditures.

Cash payment: Payment request form, copy of contract (mandatory when working with physical entities), approved budget and letters confirming payment expenditures.

- Selection of supplier of goods and/or services shall be coordinated with the Director of the Student Center, verified by the Deputy Chief Accountant on taxes and approved by the Dean of Student Affairs.
- Contracts shall be approved by the legal department and KIMEP Deputy Chief Accountant on taxes, then signed by the Dean of Student Affairs.
- Act of performed works should be endorsed by the Director of Student Center and signed by the Dean of Student Affairs.
- Invoice should be endorsed by the Director of Student Affairs and the Dean of Student Affairs.

Timely contract payment is the obligation of initiators. Shall contract stipulate a fine for untimely payment, a fine will be stated in the budget of a relevant department at fault.

The following documentation shall be presented to the Accounting office for used funds:

Non-cash payments:

- Legal entities (LE) – invoice, waybill (when purchasing goods and materials) or Act of performed works (when purchasing works and services).
- Individual Entrepreneurs (IE) – invoice, waybill (when purchasing goods and materials) or act of performed works (when purchasing works and services), copy of registration for individual entrepreneur.
- Physical entities (PE) – copy of contract inclusive of individual income tax, act of performed works.

Cash payments:

- Legal entities (LE) – invoice, fiscal receipt and cash receipt, waybill (when purchasing goods and materials) or act of performed works (when purchasing works and services).
- Individual Entrepreneurs (IE) – invoice, fiscal receipt, copy of registration for individual entrepreneur, cash receipt, waybill (when purchasing goods and materials) or act of performed works (when purchasing works and services).

If during verification it is discovered that IE is unregistered, income of such IE will be considered as an income of a physical entity and income tax imposed. If initiator already knows an IE from whom it will be purchasing goods, materials, works and services, the initiator shall turn to the Accounting Department to verify status of this IE.

- Physical entities (PE) – copy of contract inclusive of individual income tax and act of performed works.

It is undesirable to purchase goods at markets since no proper documentation is provided.

The Dean of Student Affairs is requested to ensure compliance with these guidelines.

PART VI

EXECUTIVE EDUCATION CENTER



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GENERAL INFORMATION

Statement of Purpose

The main goal of the Center is encouraging lifelong learning and providing inspiring, innovative and

effective personal and professional development opportunities.

The Center accomplishes its purpose by offering courses, trainings, seminars, workshops, forums and conferences catered to a wide range of interests.

Through the Center'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 university students enhancing leadership skills, to leaders of government and business exploring issues of national interest.

Mission

The mission of the Center is to provide cost effective, accessible, quality and recognized career enhancing trainings and courses for students and employees alike.

The EEC 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 Executive Education Center helps individuals and organizations develop and sustain this competitive advantage.

Overview

Since 1994, the Executive Education Center (EEC) of KIMEP³ has offered dynamic programs that allow professionals to further upgrade their skills and gain a competitive edge in the labor market. As part of the University's commitment to lifelong learning, the EEC addresses this for further skill development through two separate tracks. First, it provides a range of opportunities for middle managers and experienced professionals to come to KIMEP and receive focused

³ This academic division was known as the College of Continuing Education before becoming the Executive Education Center in the Fall of 2011. Up to 2002, it was known as KIMEP's Continuing Education Department.

training in a flexible format that suits their schedules. This wide array of offerings includes a market-leading Executive MBA, professional development programs, language courses and regular roundtables on issues facing the Kazakhstani business community.

EEC also works closely with partners to ensure that they have access to programs that are specifically tailored to meet their particular needs. This makes EEC an excellent platform for business companies, NGOs and Governmental bodies wishing to acquire the necessary tools and global knowledge to adapt to meet rapidly changing market opportunities.

For example, from 2005 – 2006, EEC collaborated with the Eurasia Foundation and USAID to establish a Leadership Learning Center for American Energy Services, a global leader in the production of industrial valves. Using facilities provided by the Kazakh-American Free University in Ust-Kamenogorsk, KIMEP trained 650 mid to senior level managers. The project was so successful that the center has become a permanent institution, continuing to offer targeted trainings and opportunities for professional development. It is just one example of how EEC serves Kazakhstan by supporting professional capacity building and providing various forums for the exchange of ideas and information.

A similar success story is demonstrated by the launch of the International Institute of Banking (IIB) in 1994, the first major initiative of EEC funded by USAID. As the only USAID banking training project that to have ever become self-sustainable, eventually training 2,200 bankers during its initial two-year run. The success of IIB encouraged KIMEP to engage in further outreach to the financial sector, and many successful programs followed. All told, EEC trained 4,014 Kazakhstani bankers since 1994, along with an additional 192 from other parts of the CIS, giving them access to intensive training sessions led by experienced Western financial professionals. Without a doubt, the experience these professionals gained at EEC has directly contributed to the reform and explosive growth of Kazakhstan's banking sector over the last twenty years, which has transformed Almaty into a regional hub for financial services.

EEC has also made a considerable contribution to the development of Kazakhstan's booming oil and

gas industry. In 1996, the Natural Resource Executive Management Training Program (NREMTP) was established, funded by the Canadian International Development Agency (CIDA) and implemented jointly by KIMEP and USAID. , More than 1,000 professionals in the oil, gas, and mining sectors have participated in trainings offered by KIMEP, teaching them essential skills like total quality management, human resources development, petroleum project evaluation and contract law for natural resource companies. More than 80 companies were involved in this project, ensuring that these skills were shared throughout the industry.

In these projects and many others, EEC has provided targeted training to 10,897 professionals from 193 companies during its history. This includes 34 banks, nine government departments, and a variety of UN agencies and NGOs.

EEC also plays a critical role in delivering KIMEP's Executive MBA. Following an initial program designed specifically for Food Master that finished in 2004, EEC helped design an open Executive MBA that accepts any mid-level manager with at least five years' experience. This program began in 2007. Based on the success of the program, KIMEP expanded its offering, beginning a new Russian-language Executive MBA in 2010 that uses a unique distance learning platform for its students. EEC has been recognized by Almaty's international business community for its efforts in developing the program. In 2009, during Kazakhstan's first Lawyers, Academics and Consultants Awards, both KIMEP's MBA and Executive MBA programs were recognized as the best in Kazakhstan.

EEC also benefits the local business community through several free forums. The KIMEP HR Club, established in 2009, is a bimonthly roundtable that serves as a discussion forum and networking platform for HR professionals. In 2010, KIMEP delivered its first International Human Resources Conference, focusing on "Training for Superior Results." There were 78 participants from 23 different companies in Kazakhstan, Kyrgyzstan, and Russia. KIMEP's Navigator Marketing Club serves a role for marketing similar to the HR club.

Through EEC, KIMEP is able to make a sustained improvement in the professional skills base of the

Republic. Anyone at any stage of their career can access this resource to gain additional qualifications, benefiting themselves, their companies and the community at large. KIMEP EEC has established key partnerships with some of Almaty's largest professional service firms to deliver other international professional qualifications, including PwC, Grata law Firm and ATF Bank, which will push EEC into the forefront of executive education, making it an invaluable resource for the Republic of Kazakhstan.

The Executive Education Center Programs and Offerings

- Professional Development and Certificate Program (PDCP)
- Executive Master of Business Administration (ExMBA)
- Leadership Development Program (LDP)
- Center sponsored conferences, forums, clubs, roundtables, workshops
- EEC partnerships and International Certificate Programs

PROFESSIONAL DEVELOPMENT AND CERTIFICATE PROGRAM (PDCP)

Statement of Purpose

The Professional Development and Certificate Program provide learning and networking opportunities for working professionals. In operation since 1994 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 4 courses.
- "Mini MBA Professional Diploma": This program is developed for business managers wishing to gain enhanced skills and knowledge in the field of Business Administration. They may choose to complete 6 courses composed of 12 modules from the list in major areas: Finance and Accounting, Management, Marketing and Sales; Human Resource Management; Administrative and Secretarial Skills; Leadership.

The duration or number of contact hours/days of Mini MBA as well as other short-term trainings and the methods of student evaluation vary according to the learning objectives, the nature of the course content and the mode of delivery.

Language of presentations of all PDCP programs is Russian. Trainings in English or Kazakh are upon the client request.

Teaching techniques utilized in all PDCP (including Mini MBA) programs 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 learning process. Discussions and teamwork also promote knowledge sharing and networking.

PDCP utilize 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.

INTENDED PROGRAM LEARNING OUTCOMES

After successful completion of Mini MBA, learners will be able to:

- Identify organizational, personal, cultural issues that impact on Ethics as leaders lead culturally diverse work teams to a success.
 - Describe the underlying concepts, techniques, analyses and methods by which the accounting functions support management decision-making.
 - Describe and analyze the key concepts in strategic marketing and assess their relative importance.
 - Analyse an organization's financial performance (present and future) to keep shareholders / investors informed about the business.
 - Identify theories and concepts which underlie cost accounting and budgeting related to real business activities to support management decision making.
 - Evaluate financial statements to make financial decisions that affect the wellbeing of the business and the general health of the economy.
 - Identify the key understanding concepts of the specific provisions of the tax law to comply with the legal taxation principles and practices and international standards.
 - Assess, analyse and prevent (mitigate when possible), monitor and control risks to reduce their impact on business.
- Identify unrecognized conflicts and their causes; develop systems of conflict assessment and resolution to build business relationships in everyday activities.
 - Design and develop presentation structure, content, identify multimedia and other techniques to introduce, promote and sell ideas, products and services in convincing manner.
 - Identify the current discourse and trends related to human resource management at both the strategic and international level and provide easy access to these issues for both managers and non-experts.

Identify and analyse regulations and procedures to comply laws to improve labour relationships in the organization.

International Qualifications from London Chamber of Commerce and Industry (LCCIIQ):

- LCCI English for Business Level 2 recommends 90 Guided Learning Hours (GLHs). Successful candidates will be awarded the Level 2 Certificate in English for Business on the achievement of the percentages and grades below:
Pass: 50%.
Credit: 60%.
Distinction: 75%.
- LCCI English for Business Level 3 recommends 140 Guided Learning Hours (GLHs). Successful candidates will be awarded the Level 3 Certificate in English for Business on the achievement of the percentages and grades below:
Pass: 50%.
Credit: 60%.
Distinction: 75%.

Enrollment Policy

You can obtain a registration to PDCP offerings 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
- Leadership

List of Courses offered in major areas

Finance/Accounting:

1. Accounting/Finance Principles
2. Budgeting, Planning and Controlling
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
12. Financial Modeling & Data Analysis in Microsoft Excel

Marketing and Sales:

1. Fundamentals of Marketing
2. Strategic Marketing
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
2. Accounting/Finance Principles
3. Finance and Accounting for Non Financial Managers

4. Total Quality Management
5. Effective Business Communication Skills
6. Conflict and Stress Management
7. Making Successful Presentations
8. Effective Negotiation Skills
9. Project Management
10. Team Building
11. Managing Innovations
12. Decision Making in Challenging Environments
13. Legal and Regulatory Issues on Tenders
14. Business Plan Development
15. Small Business and Entrepreneurship
16. Financial Performance Analysis

Human Resource Management:

1. Fundamentals of HRM
2. RK Labor Code and Regulations
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
2. Customer Service
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

Applied IT Courses for Business:

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

8. Financial Statement Analysis Using EXCEL
9. Financial Modeling & Data Analysis in Microsoft Excel

Leadership:

1. Finance Management I.
2. Change Management
3. Conflict Management
4. Innovative Thinking & Innovation Management
5. Customer Oriented Approach
6. Contemporary Marketing
7. Strategic Management
8. Situational Leadership
9. Building Effective Team
10. Fundamentals of Law
11. Sales for Non-Salesmen
12. Simulation

Course Descriptions:

Accounting/Finance Principles

In the broadest sense, financial and accounting managers are responsible for an organization’s financial performance: cash management (present), reporting (history) and financial strategy (future) to keep shareholders/investors informed about the business. This course provides trainees with skills and knowledge to support accounting/finance systems development for investors to evaluate and make investment decisions.

Managerial/Cost Accounting

This course covers interpretation, use, and analysis of cost data for management planning, coordination and control. It includes the application of theories and concepts underlying cost accounting and budgeting through case-study analysis related to real business activities. Course topics also include job order costing, spoilage standard cost and capital budgeting.

Corporate Finance

The course introduces the fundamentals of finance. It considers theories and tools used to address modern corporate problems and issues in realistic settings. Specific topics covered include short-term financial management, capital structure theory and practice, dividend policy, and mergers and acquisitions.

Financial Statements: How to Develop, Read and Interpret

This course has been specifically designed for the practicing manager and those with managerial aspirations. It includes teacher-led instruction, self-study as well as communication between attendees

and instructors through many exercises.

Financial statements communicate important facts about an organization. Users of financial statements rely on these facts to make decisions that affect the well-being of businesses and the general health of the economy. Therefore, it is essential that financial statements are both reliable and useful for decision-making. Useful accounting and financial data is information that makes managers more effective - it makes managers better decision makers.

International Financial Reporting System

This course is designed to explore the role of International Financial Reporting Standards (IFRS) for organizations competing in increasingly global economies. It entails the convergence of difference countries’ accounting systems, differences between GAAP and IFRS, and ways of transformation/transition to internationally recognized reporting for local companies. Course learning materials include case studies and assignments that require analysis and that promote discussion.

Taxation and VAT

This course instils the skills and knowledge needed to comply with the taxation principles and practices of local laws and international standards. Attendees will develop an understanding of the key underlying concepts that run through the many specific provisions of the tax law and how income tax considerations interact with business decisions. The course is designed for chief accountants, accountants, managers of accounting and finance departments, and financial controllers (tax inspectors and tax police).

Financial Performance Analysis

This course provides attendees with tools and skills to evaluate the company’s financial condition. Financial statements, ratio analysis and their interpretation are critical to making the right managerial decisions. For any business to survive in a competitive and challenging environment it must attract external financial support: via issuing new stocks, applying for bank loans or direct investments. Regular analysis of financial performance indicators will support prompt preventive measures to keep the company attractive for investors.

Financial Analysis Using Excel

This course introduces participants to various MS Excel tools of financial analysis that can be used in getting insight into real problems and making business decisions.

It continues with a study of IT principles and how

they apply to financial analysis through the use of MS Excel worksheets, graphs, and step-by-step examples. Participants will learn to perform financial analysis and conduct research.

Risk Management

This course is designed to assess, prevent (mitigate when possible), monitor and control risks. In some cases acceptable risk might approach zero. Risks may also encompass natural catastrophe/force major as well as deliberate actions from other parties. Risk management strategy provides participants with skills and knowledge to prevent, avoid and transfer risks to reduce their negative impact and/or measure them to analyse their actual consequences on the business. Financial risk management focuses on risks to be managed by using existing financial instruments.

Financial Accounting

This course presents the fundamental concepts and techniques of the basic accounting system, including accounting for a complete cycle of business activities. It also reviews the basic principles of internal control and financial statements: assets, current liabilities, payroll accounting, as well as an overview of revenue and expense issues.

Budgeting, Planning and Controlling

This course enables participants to analyse the company's financial stability and to develop the planning and budgeting of the company's operational and financial activities. The tools and skills introduced in the sessions will support budgeting and forecasting of operating cash flows, pro-forma income statement and balance sheet development

Auditing

This course is designed for members of the Board of Directors, finance directors, managers and internal auditors. The main focus of the course is on the auditor's decision-making process. As well, the course discusses and analyses the key issues of internal control functions and their importance from the auditor's standpoint to support and improve the efficiency and profitability of the organization.

Project Management

Project management has become one of the most effective and widely accepted tools of business operation management. This course helps participants understand modern techniques and technologies used in project management: developing a project organizational chart, monitoring and controlling of the project implementation processes/stages and reporting. As well, the course provides techniques for

team building and team management, and recognizes the impact of leadership and motivation on the successful implementation project goals.

Fundamentals of Marketing

The purpose of this course is to introduce the general concepts of marketing, its business function and the practices of modern marketing. Attendees will learn how to define a market segment and how to advertise and promote products and services for chosen target segments. Case studies will be considered and discussed.

Effective Business Communication

This course introduces the role of communication in business relations; basic elements of the communication process; and the components of successful communication. It also explores the role of media, advertising and PR.

Marketing Research

This course introduces attendees to the basics of marketing research such as planning and conducting marketing research, interviewing techniques, data analysis, drawing reliable conclusions and the presentations of results.

Sales from Start to Finish

Negotiation has become an important aspect of selling. Salespeople have to work out satisfactory solutions to customers' demands and concerns to reach a mutually acceptable agreement. Modern sales should be cooperation oriented, result in value-added, geared toward problem solving, and should concentrate on building relationships with buyers. The course will provide participants with win-win negotiation skills development.

Conflict and Stress Management

Introducing conflict as an ordinary event in any system, the course uses generated contradictions as its engine for further development. On the one hand, conflict can draw attention to necessary change. On the other hand, conflict can act as a driver for; building better relationships between groups; developing more precise organizational structures; and strengthening organizational behaviour integrity. Attendees will understand how dangerous unrecognised conflicts can be and learn to develop systems of conflict identification, assessment, and resolution. Case studies offered for discussions have been tailored to real relationships that arise in every day business situations.

Strategic Marketing

This course introduces key marketing strategies and

their implementation. The main objectives of the course are to:

- Study specifics of strategic marketing.
- Learn key marketing strategies.
- Analyse different methods of estimating a product's and company's competitiveness.
- Analyse market opportunities.
- Discuss different approaches to marketing planning.

Services Marketing

This is an advanced course specifically designed to explore issues relevant to marketing services. Attendees are expected to enter the course with some knowledge of current marketing practice and theory. The course will enable participants to analyse marketing issues, develop marketing solutions, design and implement new creative ideas and apply marketing principles to a broad range of situations.

Making Successful Presentations

This course is designed for anyone whose position requires them to introduce, promote, and sell their ideas, products and services in a convincing manner. Presentation structure, development, applied multimedia and other techniques will be experienced. Videotaping and case studies will be included in the course.

Effective Negotiation Skills

This course is designed to develop and enhance negotiation skills and strategies to successfully communicate and deal with counterparts in the short and long term. It provides practical skills in communicating with people and managing negotiations. Participants will develop a comprehension of the processes and factors that affect negotiations.

Brand Management

This course will explain the differences between brand and trademark, and provide participants with the skills and knowledge to create and evaluate brands. Case studies tailored to local conditions will support a better understanding and competence in building and managing brands and their equity. The course is designed for those who are responsible for promoting a product, service and company.

Essential Management Skills

This course is a study of key approaches in organizational management. It introduces the essential issues of modern business management such as planning, organization design, organizational change, leadership, motivation, group dynamics, etc. Theory will be complimented by a number of cases

tailored to actual business thus supporting a better understanding of the topic.

Fundamentals of Human Resource Management

The objective of this course is to provide practical skills and general knowledge to deal with human resource issues within an organization. At the same time the topic covers the current discourse and trends related to human resource management at both the strategic and international level and provides easy access to these issues for both managers and non-experts.

Total Quality Management (TQM)

This course introduces modern techniques of operations management based on TQM principles, including the development of systems necessary to realize managerial goals and objectives. The course objective is to provide attendees with practical skills and knowledge to design and build Quality Management and Quality Assurance systems and to conduct external and internal quality audits. TQM principles and procedures as well as a variety of TQM document samples will support organization TQM monitoring in compliance with ISO standards.

Team Building

Successful teamwork can result in the group's performance being greater than the sum of the individual team member's performances. What differentiates a 'team' from other groups is the successful interaction and cooperation between team members who share and coordinate their experiences, skills, knowledge corporate values and aspirations.

Legal and Regulatory Issues on Tenders

This course is designed for professionals who represent state organizations, (any legal entities with more than 50% of their shares belonging to the government and those affiliated with legal entities) and who deal with the organization of tenders. The course covers the major issues related to tenders: legislation and regulations; amendments and changes to the "Law on Tenders"; tender documentation development procedures/maintenance/security and archiving. As well, different types of tender will be discussed: open/closed competition; one source tender; and tender via open merchant exchange.

Finance and Accounting for Non –Financial Managers

This course provides an introduction to finance and accounting principles as well as managerial accounting basics in compliance with International Financial Reporting System standards. The course is designed

for accountant/finance freshmen, line managers and those interested in the use of accounting and finance data to enhance decision making. The objective of the course is to instil an understanding of accounting methodologies, procedures; balance sheets; income and cash flow statement development and interpretation and its use to analyse financial performance.

Investment Analysis

The purpose of this course is to introduce investment alternatives that are available today and develop an approach to analyse and attract investments. The course involves both theory and application. The course discusses available investment instruments and considers the purpose and operation of capital markets around the world. The theoretical part details tools of evaluating current investments and future opportunities to develop a portfolio of investments that will satisfy risk-return objectives.

Small Business and Entrepreneurship

This course provides an introduction to entrepreneurship, including an understanding of legal aspects of small business and entrepreneurship, the process of creating and evaluating opportunities for new ventures, the nature and significance of business plans, the skills and resources required for starting and managing new ventures, the challenges faced by new ventures and how to overcome them, and the characteristics of an entrepreneur.

Database Maintenance (Microsoft Access)

This course provides the skills and knowledge to develop file organization techniques, data normalization and security, and to distribute information using Microsoft Access. The course is designed for computer literate users who need to enhance/upgrade their ability to use Microsoft Access applications.

Advanced EXCEL

The objective of this course is to provide attendees with the most effective means of data processing, a study of relational calculus, data security and integrity, and specific commercial database development techniques using Microsoft Excel applications. The course is designed for computer literate users who need to enhance their skills and knowledge in solving complicated IT issues when working with documents. Excel instruments and functions will be developed using practical exercises.

MS Project

This course is designed to train attendees to be able to effectively implement projects. Attendees will learn to use MS Project programs to develop project

plans and monitor/manager their implementation. During sessions participants will learn to use software to optimise project implementation processes and procedures. The course is designed for project managers, IT support people, and those who are interested in automating project management processes.

Performance Appraisal and Motivation

This course is designed to provide attendees with practical and psychologically sound strategies to improve the attitude and behaviour of both staff and manager. This will foster a comfortable working environment characterized by open and effective communication. Participants will:

- Learn how to encourage subordinates to undertake new tasks and face challenges.
- Gain 5 step motivation enhancement tools.
- Learn to make risk weighed decisions and become more creative.

RK Labour Code and Regulations

The purpose of this course is to study the Labour Code of the Republic of Kazakhstan in order to manage labour relationships with relation to labour security, the protection of employer and employee rights and the maintenance and monitoring of medical and health security and insurance. The course material covers regulations and procedures to comply laws to improve labour relationships in the organization. Case studies are used to gain practical skills and knowledge to help students understand how to apply regulatory issues to real working environments.

HR Document Maintenance/Monitoring and Legal Support

A sound document filing/archiving policy and procedures is mandatory for any organization. HR professionals understand that the huge volume of company paperwork to be organized daily can become very difficult to manage. If an important document is stored in the wrong place, and/or unintentionally destroyed/lost it may result in the company facing a lawsuit.

This course will teach attendees how to handle and store documentation in today's electronic era. This includes current requirements to secure specific e-mail as legal documents; and procedures to protect an organization in the emerging environment of E-Risk Management.

Skills for Success: Guide for Secretaries and Administrative Assistants

The course is designed for practicing administrative

assistants, secretaries, and office managers who wish to enhance their skills and knowledge to provide better customer care. The course covers such topics as business communication/correspondence, listening, time management, self-organization, conflict and stress management and utilizes learning tools such as group discussions, case studies and role games.

Customer Service

Want to learn how to sell more? How to provide better customer service? How to achieve competitive advantage? The answer is to meet your customers' needs... to satisfy their expectations by offering them attractive services. This course teaches communication and negotiation skills and how to effectively apply them when serving clients. In the course, participants will experience techniques and psychological tools of communication through case study/role play analysis and discussions. Participants will learn to build constructive cooperation with their counterpart.

Time Management

Effective leaders understand the real value of time. It is the scarcest resource necessary to achieve organizational goals. Money can be borrowed and people can be hired. As for time, it cannot be bought, sold or borrowed. This course is designed to teach attendees effective time management techniques. The course provides attendees with the skills and tools of planning, organizing and effectively utilizing their time.

LEADERSHIP DEVELOPMENT PROGRAM (LDP)

Statement of Purpose

The KIMEP Leadership Development Program (LDP) was established in 2010, as part of an innovative curriculum redesign, putting a greater emphasis on personal leadership awareness and skills development.

The purpose of the Leadership Development Program is to help KIMEP students develop the necessary skills to assume key positions in Kazakhstani business and government. It focuses on the practical application of leadership skills, ending in a supervised internship. Those students that fulfill all requirements of the Program receive a Special Certificate in Leadership. The Program brings an academic focus to the study and development of leadership by:

- **Teaching** - providing students with opportunities to learn about leadership frameworks, challenges, skills and development practices.
- **Research** - partnering with faculty on research relating to leadership for use by the academic and business communities.
- **Outreach** - assembling recognized leaders and experts to stimulate thinking and identify leadership development needs.

The key methodology of the Leadership Development Program is the action learning based on the feedback of both participating companies and students. Such a program is very difficult to execute, requiring a new level of integration between traditional faculty, career services, and corporate executives.

Program Description

Students start by learning theory and business fundamentals in the classroom. Like most top business schools, KIMEP faculty extensively employs the case study methodology to help students understand the theory in the context of a business problem. Professors encourage debate of ideas and issues, giving students the chance to benefit from the wealth of experience and perspectives that diverse classmates bring.

Through discussions with industry experts and company visits, the realities of executing classroom theory are brought to life. Meaningful dialogue with active business leaders helps students appreciate how real-world executives make decisions in a fast-moving, competitive environment with imperfect information.

However, unlike other top business schools, the learning continues into the practical realm. To fulfill the Program requirements, students participate in a real-world project for a company. With a small team of classmates and a mentor (typically a senior industry executive), students compete against other teams to develop a business case. It gives the students the chance to apply the skills they have learned in the classroom and work as part of a small team focused on solving a current business problem for a top company.

Here are the examples of some projects realized within the Program so far:

- The ICT Development Index in Kazakhstan: The Focus on Business Environment (joint project with Microsoft Kazakhstan).
- Innovation Management: A Critical Analysis of the Government Initiatives to Foster Innovation in Kazakhstan (joint project with Microsoft Kazakhstan).

- Islamic Banking in the Republic of Kazakhstan: The Al Hilal Bank Market Entry Challenges (joint project with Al Hilal Bank Kazakhstan).
- Leadership of the Kazakhstan Banking System in the CIS: Myth or Reality? (joint project with ICC Business Advisors).

This is the opportunity for the LDP students to demonstrate their mastery of innovation, marketing, finance, strategy, operations, project management, business communications, and other management disciplines. Furthermore, the Program provides an exclusive opportunity for students to work closely with each other as well as senior executives from leading organizations in a real-world business context.

Program highlights

- Module 1. Visionary leadership
- Module 2. Leadership across sectors
- Module 3. Building values and developing actions
- Module 4. Power and leadership
- Module 5. Leading change
- Module 6. Building trust and commitment
- Module 7. Strategic thinking
- Module 8. Leading organizational design
- Module 9. Influential leadership communication
- Module 10. Leading organizational performance

Undergraduate: 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
MGT3212	Organizational Behavior
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.

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

Types of Certification

Corporate Governance Certificate (CGC)	is awarded upon successful completion of one or two courses, without KIDA examination
Certified Corporate Governance Professional (CCGP™)	is awarded upon successful completion of three courses and pass on KIDA examination
Certified Corporate Governance Director (CCGD™)	is awarded upon successful completion of three courses, pass on KIDA examination and confirmation of directorship at Board of Directors for at least three years at the moment of examination.

Program Description

To achieve the Certified Corporate Governance Professional™ or Certified Corporate Governance Director™ (CCGD™) certifications, candidates must take three required courses, and pass the KIDA exam.

Benefits

The students not only get academic and intellectual benefits, but also have inside access to many opportunities for internships and jobs. Upon completion of all the courses indicated as required for major, a student gets a Certificate in Leadership

THE FIRST PROFESSIONAL CERTIFICATION IN CORPORATE GOVERNANCE

In 2012 the KIMEP Executive Education Center and Bang College of Business in cooperation with the Kazakhstan Independent Directors Association (KIDA) introduced the first Professional Certification in Corporate Governance for companies of Kazakhstan offering two levels of certification, Certified Corporate Governance Professional™ (CCGP™) and Certified Corporate Governance Director™ (CCGD™).

This Professional Certification provides the opportunity to develop or upgrade skills required to manage corporate governance better, with the evaluation of specific areas such as accountability, risk, sustainability and the regulatory environment. The Program is designed for executives, boards of directors, and others active in governance seeking tools and information on the latest trends, regulations, and leading practices around corporate governance professionals.

1. Leadership and Corporate Governance

This is a comprehensive and in-depth Corporate Governance course, combining theory and applications. The students will be introduced to Corporate Governance 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. The course will also explore the emergence of corporate ethics in the business environment, its impact on the role of the leader and how it can be applied in Central Asia. The OECD Principles of Corporate Governance will be reviewed. This course will present the unique situations in the Kazakhstan corporate governance environment. Potential or existing directors are expected to understand elementary accounting (International Standards) and the fundamentals of Risk Management. The class will analyze the corporate governance structure of Kazakhstani companies that are listed on the London Stock Exchange (LSE) and see how these companies have evolved their governance to abide by the listing requirements of the LSE. Case studies will be discussed throughout the course.

2. Leadership and Organizational Design

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.

3. Corporate Governance Practices in the Republic of Kazakhstan

This course provides an overview of the regulation, frameworks and principles behind corporate governance policy and practices in Kazakhstan and is designed for members of the Board of Directors of Kazakhstan companies and candidates for these positions.

Benefits of the certificate program

- CCGP™ charter, CCGD™ charter
- Knowledge and competencies crucial for top managers
- Practical application of acquired knowledge and skills
- Opportunities for networking with business professionals
- For the first time offered consistent educational program in the area, preparation for the role of corporate director, personal career plan
- Increasing competitiveness on labor market
- KIDA membership

Preferences in recommending for top management positions in recruitment process by KIDA

KIMEP Leaders Forum

The ability to deliver programs involving multiple academic disciplines and non-academic partners is critical in today's corporate/university partnerships. Every week the Program brings the brightest minds from a wide range of industries and backgrounds.

The Program already featured the speakers from such companies as Kazyna Capital Management, Kaztransoil, Centras, KEGOC, IWEP, PWC, Eurasian Bank, Kazkommertsbank, Eurasia Foundation, KPMG, Deloitte, Ernst&Young, JTI, Proctor&Gamble, Microsoft, Nokia, HSBC, Toyota and many others.

The guest speakers become Members of the KIMEP Leaders Forum. This membership allows not only sharing expertise but also developing practical business solutions together with KIMEP students.

Leadership Summer School

Leadership Summer School is designed for senior executives and high-potential managers from public and private sectors from around the world and gives opportunities for exploring issues across business and cultural boundaries.

The Project is called Executive Management Program and provides participants with a new framework in which to identify, select, and capitalize on new market opportunities in Central Asia and in Kazakhstan in particular.

The Program delivers leading edge skills and knowledge from industry experts and world class academicians in a challenging, high technology-enabled environment.

Conferences, Clubs and Workshops

The Executive Education Center 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.

EEC 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. EEC also cooperates closely with other KIMEP colleges and units in hosting different events and offers various trainings for outside clients.

KIMEP HR Club

KIMEP Executive Education Center continues to create learning and networking opportunities that will benefit working professionals of Kazakhstan. Created in 2009 in the Executive Education Center the KIMEP HR Club (Forum) provides HR directors and other HR representatives from the KIMEP EEC partner companies with the opportunity to discuss the challenges they are facing in their organizations and to collectively seek solutions. Within the three years of its active work the Forum has grown professionally and is considered one of the best platforms for the HRM in the area. The Forum offers a series of "workshops" designed for people working in Human Resources. The workshops provide the HR representatives with practical solutions and modern instruments and have wide media coverage. 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, each year the EEC 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.

International KIMEP HR Conferences

The International HR Conferences in KIMEP "HRM Architecture Building" with a slogan "Train for superior results" are successfully held every

year in KIMEP campus. The target audience is executives, governmental bodies, mid-managers, HR directors of business companies, HR practitioners, consultants, educators, Business School students and graduates from different regions of Kazakhstan and invited guests from Russia and Kyrgyzstan. Among supporters of KIMEP HR Conferences, there are Almaty Akimat, guests from Russia, Kyrgyzstan and International Corporations executives. KIMEP Executive Education Center invites outstanding key speakers from the area each year. Speakers' key messages are: "any organization shall be aware of its own potential for developing talents, and be professional in identifying, motivating and retaining those". The professional audience has a brilliant opportunity to familiarize themselves with the latest trends in business education, to compare the Kazakhstani trends with the Russian Federation trends and look into the global achievements in the field. Finally, they have tools and new ideas in HRM drawn from the conference to apply those in their organizations to achieve ever-higher results. The conference participants also have a great opportunity to participate in Educational Exhibitions.

KIMEP Marketing Club "Navigator"

The mission of the KIMEP EEC'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.

Executive Education Center Partnerships

Memorandums of Understanding (MOU)

KIMEP Executive Education Center has long-term partnerships and has signed memorandums of understanding with various organizations which are mutually beneficial for all parties. The purpose of these MOUs is to provide a framework of cooperation between companies and organizations and KIMEP in areas of common interest, for the purpose of further implementation of joint programmes and projects, which are aimed to strengthen national capacities in the areas of education and research, through different activities.

The EEC has signed the MOUs with AmCham; ATFBank; PwC Academy (ACCA certification courses and other joint programs); AWARD.kz (IT Conferences and Business Labs schools); GRATA Law Firm (certificate training programs in oil and gas); Intercomp Global (organizing professional Forums); Step&Grow Academy (projects in coaching and mentoring); Key Partners (HRM events); BIRK (partnership in creating HR Forum in Atyrau); KIDA-the Kazakhstan Independent Directors' Association (cooperation in joint certification in Corporate Governance Program and Leadership Program); the Human Capital Lead, the Association of HR professionals in RK (cooperation in implementation of HR Certification Program) and others.

Corporate Partnerships

- 1997-1998 KIMEP IETC and AES (American Energy Service Co)- 250 trainees
- 2002-2004 KIMEP - Food Master (Corporate Executive MBA)- 14 graduates
- May 25, 2005- August 25, 2006. The Eurasia Foundation-KIMEP Project in "Ust-Kamenogorsk Leadership Learning Center Establishment"- 650 trainees, contribution to the establishment of self-sustainable Leadership Learning Center in Uskemen
- KIMEP Advanced Management Program (AMP)- The sessions were specifically structured for senior level business and government executives. The outstanding speakers of the program were the CEOs, Chairmen of Governmental Bodies, KIMEP Senior Faculty members.

- Air Astana-KIMEP- English for specific purposes training sessions for supervisors and managers
- JTI Project – 840 employees trained
- Borusan Makina Kazakhstan & KIMEP - The Leadership program of BMK is aimed at leadership profile
- AMA – KIMEP – 361 trainees and 42 graduates awarded with certificates in Advanced Management
- Petro KZ & KIMEP - Specialization in Project Management in Oil and Gas

The UK Educational Certification Institutions - KIMEP cooperation

- **ABE** –15 trainees, 5 certified
- **LCCI EB** – 253 certified (187 business representatives and 66 KIMEP MBA students)
- **CIM** – 29 individuals trained

Preparation to the UK Educational Certification Institutions in KIMEP EEC The Chartered Financial Analyst (CFA) Program

The CFA charter is a qualification for finance and investment professionals, particularly in the fields of investment management and financial analysis of stocks, bonds and their derivative assets. The program focuses on portfolio management and financial analysis, and provides a generalist knowledge of other areas of finance. CFA is a graduate level self-study program offered by the CFA Institute (formerly AIMR) to investment and financial professionals. KIMEP EEC prepares candidates for CFA examination. A candidate who successfully completes the program, sits the examination and on meeting all exam requirements, he or she is awarded a "CFA charter" and becomes a "CFA charter holder."

CFA Level I Exam Preparatory Course Topics in EEC:

Ethical and Professional Standards, Quantitative Analysis, Economics, Financial Reporting and Analysis, Corporate Finance, Portfolio Management, Equity Investments, Fixed Income, Derivatives, Alternate Investments.

CIPD Intermediate level qualifications

EEC applied for the following CIPD Intermediate level qualifications in 2012:

- Diploma in Human Resource Management
- Certificate in Human Resource Management

The CIPD qualifications at Intermediate level, to which EEC applied, offer the perfect platform to further develop HR, L&D or other specialist knowledge after studying a CIPD Foundation level qualification (provided by PwC).

Alternatively, if a participant is working in HR, but has no professionally recognized HR qualifications, he or she can choose to study CIPD Intermediate level qualifications in EEC.

Gain a deeper understanding of HR and L&D issues
CIPD new Intermediate level qualifications will give a broader perspective of the organizational issues facing HR professionals and enable our client to develop effective analytical and problem solving skills.

Gain the knowledge towards professional membership

The Intermediate certificates and diplomas in HR Management provide the knowledge towards Associate professional membership.

Intermediate qualifications are ideal for those who:

- seek to develop a career in HR management and development
- are working in the field of HR management and development and need to extend their knowledge and skills
- have responsibility for implementing HR policies and strategies
- need to understand the role of HR in the wider organizational and environmental context.

PART VII

INTERNATIONAL RELATIONS OFFICE

GOALS AND OBJECTIVES

INTERNATIONAL FACULTY AND RESEARCHERS

INTERNATIONAL PARTNERSHIPS

STUDY ABROAD OPPORTUNITIES

DUAL DEGREE PROGRAMS

INTERNATIONAL SUMMER SCHOOL

KIMEP BUDDY SYSTEM



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GOALS AND OBJECTIVES

- To create conditions for international students, faculty, and staff to study and work successfully at KIMEP University during their stay in Almaty and to advise them in collaboration with other KIMEP University departments on academic, cultural, and social issues. This includes organizing social and cultural events, meetings, and outdoor activities.
- To enhance the awareness and reputation of KIMEP University in the global academic community by creating and developing partnerships with leading universities worldwide and by organizing concrete joint activities such as student and faculty exchange programs, International Summer School programs, dual degree programs, joint research programs, international conferences, seminars, and events.

- To create opportunities for KIMEP University students and faculty to study or to do internships or research abroad as part of their academic program/work at KIMEP University 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 and to search and apply for international funding.

INTERNATIONAL FACULTY AND RESEARCHERS

KIMEP University prides itself on having the largest contingent of international professors in the CIS with Western terminal degrees from such countries as the USA, Canada, Asia, and the EU-member states. KIMEP University has the ambition to further increase the number of international faculty (visiting and exchange faculty). More information on vacancies and other opportunities, as well as application procedures and proposals, can be found on the KIMEP University website. KIMEP University welcomes international university fellows who seek affiliation with one of its College departments. Fulbright fellows, independent researchers, and faculty members from partner universities all conduct research in collaboration with current KIMEP faculty members.

INTERNATIONAL PARTNERSHIPS

KIMEP University has established partnerships with over 90 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.

STUDY ABROAD OPPORTUNITIES

OVERSEAS PROGRAM

KIMEP University aims to offer its students “a window to the rest of the world.” The International

Relations Office administers a number of overseas programs, some with scholarships, to study for a semester or more abroad or to participate in Summer Programs, as well as internships offered by different universities worldwide. Apart from the exchange programs, the IRO acts as a liaison between universities and students in different scholarship programs and activities. In these cases, the application procedure and requirements and the selection criteria are set up and administrated by hosting universities.

KIMEP students going to study abroad (short term, summer schools) pay tuition fees to the host universities unless other conditions are stipulated in the agreements between universities. The course transfer procedure should be done prior to departure and is regulated by the relevant college.

KIMEP University organizes customized Summer Programs for groups of international students from different universities to get academic as well as cultural exchange experience in Kazakhstan. KIMEP professors share their knowledge and the latest information, either through their individual research or through our research centers, including the Central Asian Studies Center, the European Studies center, the Central Asian Tax Research Center, the Central Asian Center for Media and Society, etc. Students attend guest lectures by professors from KIMEP University and by professionals from the business community in Kazakhstan.

EXCHANGE PROGRAM

Exchange programs offer KIMEP University students the opportunity to spend either a semester or a full academic year at a partner university abroad. These exchange programs are not only an excellent learning opportunity, but enable students to gain valuable international experience, make new friends all over the world, improve their English, and study other languages. Students who want to experience study and life abroad are invited to 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 University Fast Track masters degree students may apply after being admitted to the Master program.

All students who take part in the exchange programs remain registered at KIMEP University. They pay the tuition fee for 9 credits per semester to KIMEP University prior to departure. Undergraduate and graduate students may transfer a minimum of 9 credits per semester to be counted towards their KIMEP University degree. The compliance of KIMEP credits versus ECTS credits for transfer purposes and the refund of the tuition fee policy will be handled according to the Course Transfer Procedure for Exchange Students. KIMEP exchange students on scholarships at KIMEP University continue to receive scholarships on condition that they meet all scholarship requirements.

Students from partner universities who would like to study at KIMEP University as exchange students are invited to apply through the International Offices at their home university.

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 the Course Transfer Procedure for Exchange Students, can be found on our web page <http://www.kimep.kz/international/>

STUDY ABROAD THROUGH PARTNERSHIP IN A CONSORTIUM

KIMEP University is a member of consortia that won Erasmus Mundus grants from the European Commission to implement its mobility flows starting from the 2012-13 academic year.

1. **Erasmus Mundus Action 1 – Joint Master Program: International Masters in Russian, Central and East European Studies double degree program (IMRCEES)**

Description: Consortium of 5 universities composed of 5 European universities and 6 non-European universities and additional non-educational partners. Students of this program study at the University of Glasgow in Year 1. The Year 2 mobility period is spent at another double degree partner university. Students in Semester 1 follow specialized study tracks in one or more of the following areas: Central Asian Studies; Caucasus/Caspian Sea Basin Studies; Baltic Sea Region Studies; Soviet and Post-Soviet Studies;

and Central European Studies. They complete the writing of their dissertation in Semester 2.

Graduates will receive the degree of International Masters in Russian, Central and East European Studies from the University of Glasgow and the second part of the double degree depending upon the choice of mobility partner in Year 2. At KIMEP University this is the Master in International Relations with a major in Central Asian Studies.

2. Erasmus Mundus Action 2 Partnership: eASTANA

To provide students and academic staff from Kazakhstan, Kyrgyzstan, Uzbekistan, and Tajikistan with a broad academic curriculum and a range of unique learning, teaching, and research experience in a European environment, within the eASTANA Project, through mobility flows to EU partner universities from 1 to 34 months. The eASTANA program is focused on the Engineering, Technology, Business, and Management fields of study.

3. Erasmus Mundus Action 2 Partnership: MARCO XXI

To provide students and academic staff from Kazakhstan, Kyrgyzstan, Uzbekistan, and Tajikistan with a broad academic curriculum and a range of unique learning, teaching, and research experience in a European environment, within the MARCO XXI Project, through mobility flows to EU partner universities from 1 to 34 months. The MARCO XXI program is focused on the Agricultural Sciences, Architecture, Education and Teacher Training, Business, Engineering and Technology, Medical Sciences, Law, Geography and Geology, and Social Sciences fields of study.

DUAL DEGREE PROGRAMS

One advantage of being a KIMEP University student is to have the opportunity to study on Dual Degree Programs that KIMEP University has developed with leading world universities. KIMEP has signed dual degree agreements with:

- Humboldt University Berlin, Germany (MA Economics/MA Economics and Management Science)

- University of Glasgow, UK (Master in International Relations/Master in Russian, Central and Eastern European Studies)
- Cass Business School / City University London, UK (MBA/MSc in Finance area)
- IESEG School of Management / Catholic University of Lille, France (MBA/Master International Business)
- EM Strasbourg Business School / University of Strasbourg, France (BSc Business & Accounting / Bachelor in European Management)
- Graduate School of International Studies (GSIS) of Yonsei University, South Korea (Master in International Relations / Master in Global Affairs & Policy or Master of Arts in Korean Studies; or MA Economics / Master in Global Economy & Strategy)

Detailed consultations on course transfer tables and admission rules are available at Information-Resource Center of International Relations Office. or website.

INTERNATIONAL SUMMER SCHOOL

KIMEP University established an International Summer School (ISS) in the summer of 2010. The aim of this new program is to increase the diversity of the student and faculty community. Visiting international faculty members are invited to teach students from KIMEP University and other universities in Kazakhstan and abroad. Undergraduate and graduate students are welcome. At ISS, the courses are often innovative in content and format. At ISS, students 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, China, or Australia. Students will have classes in English, as well as the opportunity to learn Russian or Kazakh.

APPLICATION POLICY FOR STUDENTS OF INTERNATIONAL SUMMER SCHOOL

Applicants will be waived from entrance exams. They will apply as non degree students for the International Summer School only. There are no admission criteria. It is a students' responsibility to have the academic background and language skills to enable them to benefit from the attendance of classes.

In order to apply for the International Summer School 2012, students should send the application package:

Application form

Scanned copy of their passport / identity card

Scanned copy of transcript from the university they are currently enrolled (for graduate students), scanned copy of diploma transcript (for graduate students)

Early bird applicants will receive a tuition fee discount. Participants from partner universities also receive a tuition fee discount.

A limited number of merit-based tuition scholarships are available for international, Central Asian, and Kazakhstan (non-KIMEP University) students. General requirements for the scholarship competition:

- GPA above 3.3.
- Motivation essay to express interest to participate at ISS.
- Outstanding extracurricular activities.

Information on how to apply, application form, schedule, important dates, and information on scholarships can be found on the KIMEP University web page <http://www.kimep.kz/international/about/iss/>

After successful completion of the program students earn 3 credits and a certificate from KIMEP University.

KIMEP University students wishing to apply to the ISS should follow the regular online procedure for registration for courses.

KIMEP BUDDY SYSTEM

KIMEP BUDDY SYSTEM has been created by the IRO in order to help international students better adjust to the KIMEP University environment and their new place of living in Almaty. The IRO appoints buddy students 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 University. The buddy students organize various cultural events for both international and local students and contributes greatly to the planning and implementing of the Exchange Student Orientations, the Welcome/Farewell Parties, and the International Days for international students that the International Relations Office organizes in the Fall, Spring, and Summer semesters.

PART VIII

OLIVIER GISCARD d'ESTAING LIBRARY

STATEMENT OF PURPOSE

PROFILE

COLLECTIONS

LIBRARY RULES AND REGULATIONS



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STATEMENT OF PURPOSE

The mission of the Olivier Giscard d'Estaing Library (hereafter Library) is to serve the academic information needs of the KIMEP University community. To fulfill this mission, the library is building a permanent research collection and providing access to electronic resources that support University 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 library offers open access to local and global information resources for its patrons seven days a week. The main building is designed to serve up to 400 students at a time. It houses public reading areas, the 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, the reference and periodicals resources. Librarians are available to assist students with finding and evaluating all of the print and e-resource materials. Other public use areas include a Conference Room, ID and Document Processing Center and a lounge in the lobby with vending machines. Across campus in the Valykhanov building adjacent to the University's Textbook Rental Center, the library operates a reading room with 99 seats and 15 computers.

COLLECTIONS

Currently the KIMEP University 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 900 000 documents including journal articles, newspapers, conference papers and reference materials. The students may search these collections using online catalog and the library's electronics resources page. These collections contain works in all of the academic disciplines taught at the University including business, social sciences, law, journalism and a variety of other subjects. The reserves collection contains required readings for the courses as determined by course instructors. Donations to the library collection include materials from government organizations, leading firms as KPMG, W&C, and different NGOs

Reference and Periodicals

The reference collection is constantly being updated to provide the most current reference materials available. Periodicals maintain a collection of 230 titles of international newspapers, academic journals and popular periodicals in English and a similar collection of local publications in Kazakh and Russian

CARD. 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 the 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 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.

The library maintains a collection of major academic electronic databases including EBSCOHost (multidisciplinary collection of database), ProQuest ABI/Inform Global (a business information database), JSTOR (an archive of scholarly journals covered by academic and research institutions), Ebrary (over 71 000 e-books in all academic areas), Paragraf (Kazakhstan legal database) and Zakon (Kazakhstan legal database published by the Ministry of Justice RK), Lexis /Nexis Academic (database that includes over 45 000 documents on law), Compustat Global (financial information on 300 companies), GMID Passport (statistical database), Emerald, Sage and Springerlink (multidisciplinary journal collections), Datamonitor 360 database (collection of company, industry and country information), and Cabell's Directory (collection of academic journals on business and computer science for publishing opportunities). Since 2012 the library has subscribed to the Web of Knowledge platform (the platform for academics to create and plan their own research strategies). The library also maintains its own database, CARD, the Central Asian Research Database, which has bibliographic entries on articles of regional and topical importance on Central Asia and Kazakhstan.

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 main building.

Campus-wide Information Resources

Students and faculty may access any of the library's electronic databases from the computers in any of the computer laboratories or offices throughout campus.

The library also works closely with other university units to meet the University community's information needs, including Computer and Information Systems Center, Language Center, Corporate Development Department, and others.

Course Textbooks

At KIMEP University, as at other Western-style institutions of higher education, students check out the course textbooks and other materials they require for study throughout the semester. Reserve copies of required course readings are available for use in the library reading rooms. Some reserve copies of textbooks may be rented overnight.

Textbook Rental

The library operates a Textbook Rental Center (hereafter the Center) to assist students who cannot purchase their required course materials.

Students place a textbook security deposit at the beginning of each semester. The required amount is 15,000 tenge. Students then receive the required materials for their courses. The Center charges a rental fee for all course materials provided. The amount of the fee is 25% of the cost of the material and it is deducted from the textbook security deposit. The deposit must be brought back up to 15,000 tenge before the beginning of the next semester in order for a student to rent the textbooks. At the end of a student's career, the balance of the deposit is returned to the student. The security deposit and rental fee amounts are adjusted periodically to reflect changes in the quantity and cost of textbooks and other course materials.

The library 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 Library Administration determines the library's rules and regulations according to the mandates of the KIMEP University Executive Committee.

1. Identification Card

A plastic Identification Card (ID) is issued to all individuals affiliated with KIMEP University. A patron is allowed only one card, thus, if you are both a student and an employee of the University, 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. 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. The ID card is issued free of charge; the replacement fee is 3000 tenge. 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 the University. The card must be surrendered to the University 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 materials (excluding fiction collection items) circulate according to these guidelines:

- Undergraduate students: 1 week, 1 renewal, 3 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 from 8:00 p.m. and must be returned by 10:30 a.m. the following morning or fines will begin to accrue. The fine for each hour of late return is 300 tenge. For books that are held in the Reserve Collection but that are still available through the Center for rental are available for overnight check out from the Reserves Collection only with a fee of 300 tenge.

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 8:00 p.m.). 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

Individuals and organizations in the wider community are welcome to use the library's collections for the purpose of academic or professional research.

Registered external users of the library are allowed to use the library collections and Electronic Resources in the library and study in the reading rooms 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 CARD. The replacement of the ID card is 3000 tenge. A fee of 1000 tenge must be paid if the card cannot be returned to the library upon the patron leaving the University (i.e., upon graduation, termination of employment, withdrawal).

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. 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 seven 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 Library Administration:

- Damaged item – current replacement cost of the book (100% - 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 (50%).
- Minor wear and tear – cost of repair (15%).
- 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 INSTITUTIONAL RESEARCH

STATEMENT OF PURPOSE
GOALS AND OBJECTIVES
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 Institutional Research (DIR) is a corporate unit operating under the President of KIMEP. The purpose of DIR is to support quality assurance systems by developing practices of evaluation and reviews that highlight areas for attention and improvement.

GOALS AND OBJECTIVES

The Department monitors, analyzes and evaluates institutional performance, supports planning and decision-making processes within KIMEP, and provides secure information on KIMEP's activities for external agencies. The DIR 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, DIR ensures that KIMEP offers high quality in teaching, learning and assessment to its students. In cooperation with the administrative and support units of the University, it provides systems that ensure integrity and quality of services for the academic community.

The DIR 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 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 advise the Institution on the quality implications of proposals, policies and strategic plans.

INSTITUTIONAL RESEARCH ACTIVITY IN BRIEF

The DIR 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 the University's activities. Reports on regular surveys conducted during the last three academic years as well as in AY 2011-12 are available to all interested parties on DIR page of KIMEP website (<http://www.kimep.kz/qair/about/survey-results>).

REGULAR SURVEYS

Faculty Teaching Evaluation Survey (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 and 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 University 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 University as a good place to work. The survey is conducted each Spring Semester since 2005-06 AY 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 the University's management and disseminated among KIMEP community. The results allow KIMEP decision makers to continuously monitor the effectiveness of the University'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 University 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.

KIMEP ALUMNI EMPLOYERS' SATISFACTION SURVEY (KAESS)

KAESS 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 the University's current needs and focus. In AY 2011-2012 the DIR, inter alia, conducted/reported results of the following surveys.

SURVEYS WITH INTERNAL FOCUS

The CSS Students Satisfaction Survey was aimed to measure the level of students' satisfaction with CSS programs and specializations to facilitate strategic planning on further improvement of academic

services. The Salary Payment Survey was conducted to clarify the employees' preferences in monthly salary distribution scheme.

SURVEYS WITH EXTERNAL FOCUS

The KIMEP Applicants Survey was conducted with the purpose to identify the main reasons that encouraged them to choose KIMEP as well as the factors influencing their decisions. The Comparative Graduate Salary Survey was aimed to clarify the salary dynamics among the alumni of KIMEP and other universities. The Market Research Survey was conducted in cooperation with MCPR to understand the perception of KIMEP University among high school graduates.

SPECIAL FOCUS PROJECTS

To identify the levels of KIMEP University graduates' contribution to the country's development the Alumni Success Stories Project was implemented. The project helped to identify, gather and promote the fascinating stories of graduates' careers and achievements to motivate current students and wider community as well as to illustrate the University's contribution to the creation of elite national cadre.

To present the comprehensive picture of academic research at KIMEP University on the eve of its' XX anniversary the Research Bulletin was compiled and published presenting over one hundred scholarly records of KIMEP distinguished faculty members.

KIMEP FACT BOOK

Since Fall 2006, the Department has been annually preparing the KIMEP Fact Book, which provides reliable comprehensive information on the University and its activities for potential students and collaborators.

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/about/about/publications>.

PART X

DEPARTMENT OF CORPORATE DEVELOPMENT AND ALUMNI ASSOCIATION

ADMINISTRATION
STATEMENT OF PURPOSE
GOALS AND OBJECTIVES
ACTIVITIES
ALUMNI ASSOCIATION
CAREER AND EMPLOYMENT SERVICES OFFICES



ADMINISTRATION

Director

Stanley Currier, MA, M.Ed

Associate Director

Balzhan Suzhikova, Candidate of Sciences, Fullbright and RSEP Scholar

Deputy Director/Project Manager

Raushan Kanayeva, MA

Director, Career and Employment Services

Meruert Adaibekova, Candidate of Sciences, MBA

Coordinator, Career and Employment Services

Elmira Kabiyeva, MBA

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Fax: +7(727) 270-44-59
E-mail: rauka@kimep.kz; Grantmng@kimep.kz

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

Office 403, Dostyk Building,
Phone: +7 (727) 270-42-26
cdd@kimep.kz

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 University and its program. Alumni Association assists the University 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 University, 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

Office 410/Dostyk Building,
Phone: +7 (727) 270-44 77
E- mail: plof@kimep.kz

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 companies, 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-makers and planners by developing job search competencies, learning about employment opportunities, and connecting with employers by:

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 about composing CVs and improving interview and job search techniques (mock interview programs).
4. Conducting Annual Job Fairs (providing KIMEP students with direct contact to company representatives).
5. Inviting guest lecturers and arranging presentations of companies at KIMEP.
6. Creating Career and Employment Events Calendar (to be developed).
7. Maintaining a Career and Employment website.
8. Developing an E-newsletter.

9. Providing students with a Job Opportunities Database, Part-Time Job Database, Internship Database, and an Online Employment Agency Database.
10. Arranging 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 and company presentations.
- Organizing sessions to improve students' 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 AND INFORMATION SYSTEMS CENTER

ADMINISTRATION

STATEMENT OF PURPOSE

PROFILE

FACILITIES AND SERVICES

RULES OF USING COMPUTER LABORATORIES

STUDENT ELECTRONIC EMAIL

PRINTING POLICY (KIMEP COMPUTER
LABORATORIES)



ADMINISTRATION

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Deputy Director

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Web-site: <http://www.kimep.kz/cisc/>

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 38 staff. 6 are full time system administrators and engineers, 4 are software programmers, 24 full-time and part-time lab supervisors, and 4 administration staff.

FACILITIES AND SERVICES

Currently, there are 1355 computers at KIMEP, of which 1345 are connected to LAN and 1328 are connected to the Internet. Hardware facilities also include 484 printers, 29 scanners, 32 cameras, including web cameras, 90 LCD projectors, 17 LCD panels, 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 420 computers. Eighty 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, audio systems, 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 EEC 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 25 Mbps (10Mbps - for computers in offices, 10Mbps - for students, and 5Mbps - for main services 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. At the present time KIMEP is in the process of building a wireless data transfer network, which is one of the high-priority projects in strategic development of the University.

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 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 EEC 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 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; check their individual academic requirements; order transcripts and certificates; complete the financial aid application form, academic leave form, waive course form, graduation request and refund application. The faculty members can exercise the following features online: check the actual number of students registered for the course during the registration period, obtain the list of students registered for a course, carry out advisory services, enter final grades, check students' transcripts and checklists, check the results of faculty teaching evaluation surveys, reserve a hall for extra classes, get attendance lists and make a schedule for semester and exams schedule. The Office of the Registrar can obtain the following current and exact information on any student online: number of credits obtained, GPA, list of courses completed, individual schedules, and financial obligations. The Sports Center can exercise the following features: make a training schedule, control attendance, keep records of medical certificates. Finally, the administration can obtain the following information 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; payment request tracking systems; contracts and internal documents tracking systems; reports on accommodation, payments and settlement in a dormitory. 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.

Through KIMEP's communications platform, all members of the the KIMEP community can: check their email from any location with an internet connection; schedule events through an online calendar and notify guests; upload videos to a common storage space; create and collaborate on documents, spreadsheets, presentations, forms, and drawings in real-time; upload and share any file type; develop and display rich websites with many technological features; create mailing lists and discussion forums for communication and material sharing; create profiles in a shared social network, with easy tools for communication and staying in contact.

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.
- Breaching the printing policy in the computer labs – 1 week.
- Breaking computer laboratories' operating schedule – 1 week.
- Using 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 university e-mail server, 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 the computer laboratories (one copy only):

- Final version of student's assignment (project)
- Resume
- Questionnaire
- Group assignment (project)

PART XIII

CONTACT INFORMATION

BOARD OF TRUSTEES

ADMINISTRATION

EXECUTIVE COMMITTEE OF KIMEP

ACADEMIC COUNCIL

PRESIDENT'S OFFICE

PLANNING AND DEVELOPMENT

ACADEMIC AFFAIRS

STUDENT AFFAIRS

NON-ACADEMIC AFFAIRS



BOARD OF TRUSTEES (2012-2013 BOARD)

Anastassos1 Sitsas

“JTP”, HQ, Geneva, Vice President for Trade and Consumer Marketing (since September 2011);

Chan Young Bang

President of “KIMEP University” JSC since 2000.

Daulet Khamitovich Sembayev

Deputy Chairman of the Board of Directors of “Kazkommertsbank” JSC before July 2011 (left due to retirement).

Nadezhda Nikolayevna Pogorelova

“Economical Center” Consulting Firm” LLP, General Director since December 1994.

Hartmut Fischer

Professor of Economics, University of San Francisco, California, USA

Stephen Nye

KPMG, Partner, Luxembourg

Igor Victorovich Tupikov

“Buran Boiler” JSC (Almaty), President since February 2005.

David Patton

Vice President of American Councils for International Education, Washington, DC, since 2002.

Nathan Cling

University of Northern Colorado, USA, Director of Management and Marketing School, Professor of Marketing.

Syong Ho Choi

Director of Eximbank, Korea, February 2010 – present;

Murat Kadesovich Orynkanov

Vice Minister of Education and Science of the Republic of Kazakhstan since March 9, 2011 till present;

Fatyma Nadyrovna Zhakypova

Deputy Director of the Department of Higher and Graduate Education of the Ministry of Education and Science of the Republic of Kazakhstan;

Nei Hei Park

Auditor, Sejong Foundation, September 1996 – present;

Eduard Karlovich Uteповч

Chairman of the Committee of State Property and Privatization of the Ministry of Finance of the Republic of Kazakhstan since January 2006.

Kalymzhan valikhanovich Ibraimov

Deputy Chairman of the Committee of State Property and Privatization of the Ministry of Finance of the Republic of Kazakhstan since November 7, 2008.

Serik Akhmetzhanovich Akhanov

Chairman of the Board of Association of Financiers of Kazakhstan, April 19, 2004 – present;

ADMINISTRATION

President

Chan Young Bang, PhD

Vice-President of the Planning and Development

Associate Vice President of Academic Affairs

Golam Mostafa, PhD

Deputy to the President for Facilities, Planning and Development

Rasim Karibov, MBA

Deputy to the President for Government Relations and Development

Olga Uzhegova, DBA

Deputy to the President for Human Resources

Dinara Seitova, PhD

EXECUTIVE COMMITTEE OF KIMEP

Executive Committee members:

Chan Young Bang, PhD, President of KIMEP / Committee Chairman

Bettina Sawhill Espe, MSc, Vice –President of Administration and Finance

Martin O’Hara, PhD, Vice President of Academic Affairs

Vice President of Planning and Development
Executive Director to the President

Golam Mostafa, PhD, Associate Vice-President of Academic Affairs

Joseph Luke, J.D., Acting Dean of School of Law

William Gissy, Dean of Bang College of Business

Shahjahan Bhuiyan, Dean of College of Social Sciences

Kenneth Saycell, MA, Executive Director of Language Center

Shiraz Paracha, MA, Executive Director of Student Affairs

Dilbar Gimranova, MBA, M.Phil., Deputy to the President for Executive Education Center

Dinara Seitova, PhD, Deputy to the President for Human Recourses

Larissa Savitskaya, MEd., MPA, Deputy to the President for Student Recruitment and Admission

Olga Uzhegova, DBA, Deputy to the President for Government Relations and Development

Rassim Karibov, MBA, Deputy to the President for Facilities, Planning and Development

Elia M. Ramamanjisoa, PhD, Associate Vice-President of Accounting and Finance

Ronald Voogdt, MSc., MA, Associate Vice-President of Advancement

Members for communication:

Azamat Murzagaliyev, BA, Chief Lawyer

Balzhan Suzhikova, PhD, Deputy to the President for Corporate Development

Vassiliy Voinov, PhD, Deputy to the President for Academic Research

Zhamilya Gafur, MA, Director of Marketing, Communications and Public Relations

Zhamilya Nurpeis, MBA, Chief Accountant

Executive Committee Observers:

Christopher Nguyen, PhD, Associate Dean for Administration, Bang College of Business

Stanley Currier, MA, M.Ed, Director of Corporate Development Department

Aaron Levy-Forsythe, MA, Communication Director

Korlan Smagulova, MPA, Executive Assistant

ACADEMIC COUNCIL

Golam Mostafa, PhD, Acting Vice President of Academic Affairs/ Chair

Elected:

Mujibul Haque – Associate Professor, BCB

Michael Conrad – Associate Professor, BCB

Dilbar Gimranova – Assistant Professor, BCB

Scot Spehr – Assistant Professor, CSS

Aigul Adibayeva – Senior Lecturer, CSS

George Rueckert – Assistant Professor, LC

Zaira Utebayeva – Senior Lecturer, LC
Federico Dalpane – Associate Professor, GE
Anastasiya Manoilenko – Director of ER
Elmira Suleimanova – Director of IRO
Raushan Zhaparova – Director of PDCP
John Burke – Assistant Professor, Law School
Alishev Nursultan – President, KSA
Pakhirdinova Rano – Deputy Registrar

Ex-officio (non-voting):

VPAA
Dean of BCB
Dean of CSS
Deputy to the President for Executive Education Center
Dean of Law School
Deputy to the President for Admission and Recruitment
Director of LC

PRESIDENT'S OFFICE

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