

GENERAL INFORMATION

PART I

ACADEMIC CALENDAR

HISTORY AND ACHIEVEMENTS OF KIMEP

KIMEP PROFILE

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ACADEMIC CALENDAR

The KIMEP Academic Calendar outlines important dates and deadlines related to the regular academic process. For dates and deadlines related to the academic process at the College of Continuing Education as well as to admission, financial aid, and other non-academic events and procedures refer to the appropriate information materials.

KIMEP reserves the right to adjust specific dates on the academic calendar without prior notice.

(AY 2008-2009)

Advising starts	March 3, 2008
Payment period begins (1/3 payment is required prior to registration)	June 15, 2008
Registration for 4 th year undergraduate students, Honored students, students with special needs and all Master students begins	June 16, 2008
Registration for 3 ^d year Undergraduate students begins	June 19, 2008
Registration for 2 ^d year Undergraduate students begins	June 23, 2008
Registration for 1 st year Undergraduate students begins	June 26, 2008
Registration for non-degree, including AD students begins (100% payment for all courses is required)	August 5, 2008
Last day for First payment (at least 1/3 of total tuition is due, registration for all debtors of 1/3 will be cancelled after this date)	August 15, 2008
Last day to transfer between programs (first year students are not eligible for transfer)	August 18, 2008
Registration ends	August 18, 2008
Classes start	August 19, 2008
Drop/Add period begins	August 19, 2008
Last Day to Add/Drop a Course, select Audit option, select Pass-Fail option	August 26, 2008
Constitution Day—KIMEP is closed	August 30, 2008
Last Day to Withdraw from a Course with 80% Tuition Refund	September 2, 2008
Last Day to Withdraw from a Course with 60% Tuition Refund	September 9, 2008
Last day for Second Payment (second 1/3 of total tuition is due) [1]	September 15, 2008
Last Day to Withdraw from a Course with 40% Tuition Refund	September 16, 2008
Last Day to Withdraw from a Course with 20% Tuition Refund (after this date there are no refunds for withdrawals from courses)	September 23, 2008
Last day for Third payment (final 1/3 of total tuition is due)	October 15, 2008
Last Day to Withdraw from a Course with grade of "W"	October 17, 2008
Mid-term Break	October 20—25
Republic Day—KIMEP is closed	October 25, 2008
Classes End	December 8, 2008
Examination Period	December 9—20, 2008
Independence Day (KIMEP is closed except for final examination)	December 16, 2008
Semester Ends	December 20, 2008
Final Grades due from Instructors within 72 hours after exam "I" grades from previous semester convert into "F"s	December 23, 2008
Change Of Grade Forms	January 6, 2009

^[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 modes are: bank transfers and cash in the KIMEP cashier office. Please also allow 3-4 working day in advance if you use bank transfers.



Spring Semester 2009	
Advising starts	October 6, 2008
Payment period begins (1/3 payment is required prior to registration)	November 15, 2008
Registration for 4 th year undergraduate students, Honored students, students with special needs and all Master students begins	November 18, 2008
Registration for 3 ^d year Undergraduate students begins	November 21, 2008
Registration for 2 ^d year Undergraduate students begins	November 24, 2008
Registration for 1 ^t year Undergraduate students begins	November 27, 2008
Registration for non-degree, including AD students begins (100% payment for all courses is required)	December 25, 2008
New Year's Day—KIMEP is closed	January 1, 2, 2009
Last day for First Payment (at least 1/3 of total tuition is due, registration for all debtors of 1/3 will be cancelled after this date)	January 8, 2009
Last Day to Transfer Between Programs (first year students are not eligible)	January 8, 2009
Registration Ends	January 8, 2009
Classes Start	January 9, 2009
Drop/Add Period Begins	January 9, 2009
Last Day to Add/Drop a Course, select Audit option, select Pass-Fail option	January 15, 2009
Last Day to Withdraw from a course with 80% Tuition Refund	January 22, 2009
Last Day to Withdraw from a course with 60% Tuition Refund	January 29, 2009
Last Day to Withdraw from a course with 40% Tuition Refund	February 5, 2009
Last Day to Withdraw from a course with 20% Tuition Refund (after this date there are no refunds for withdrawals from courses)	February 12, 2009
Last day for Second Payment (second 1/3 of total tuition is due)	February 15, 2009
Women's Day—KIMEP is closed	March 8, 2009
Mid-Term Break	March 9—13, 2009
Last day for Third payment (final 1/3 of total tuition is due)	March 15, 2009
Last Day to Withdraw from a Course with grade of "W"	March 16, 2009
Nauryz Day—KIMEP is closed	March 22, 2009
Classes End	April 30, 2009
International Labor Day—KIMEP is closed	May 1, 2009
Examination Period	May 4—14, 2009
Victory Day (KIMEP is closed except for final examination)	May 9, 2009
Semester Ends	May 14, 2009
Final Grades due from Instructors within 72 hours after exam "I" grades from previous semester convert into "F"s	May 18, 2009
Change Of Grade Forms	May 29, 2009
Graduation Ceremony	May 23, 2009
Summer 1 semester, 2009	
Advising starts	March 2, 2009
Payment period begins (100% of total summer tuition fee should be paid before registration)Я	April 15, 2009
Registration for 4 th year undergraduate students, Honored students, students with special needs and all Master students begins	April 16, 2009
Registration for 3 ^d year Undergraduate students begins	April 20, 2009
Registration for 2 ^d year Undergraduate students begins	April 23, 2009
Registration for 1 ^t year Undergraduate students begins	April 27, 2009



Registration for non-degree, including AD students begins (100% payment for all courses is required)	May 11, 2009
Registration for Summer ends	May 24, 2009
Classes Start	May 25, 2009
Last Day to Add/Drop a Course, select Audit option, select Pass-Fail option	May 27, 2009
Last Day to Withdraw from a Course with grade of "W" (no refund)	June 8, 2009
Classes End	July 3, 2009
Final Examinations (will be held on the day of the last class)	July 3, 2009
Final Grades due from Instructors	July 7, 2009
Change Of Grade Forms	July 21, 2009
Summer 2 semester, 2009	
Advising starts	March 2, 2009
Payment period begins (100% of total summer tuition fee should be paid before registration)	May 15, 2009
Registration for 4 th year undergraduate students, Honored students, students with special needs and all Master students begins	May 18, 2009
Registration for 3 ^d year Undergraduate students begins	May 21, 2009
Registration for 2 ^d year Undergraduate students begins	May 25, 2009
Registration for 1 st year Undergraduate students begins	May 28, 2009
Registration for non-degree, including AD students begins (100% payment for all courses is required)	June 22, 2009
Registration for Summer ends	July 4, 2009
Classes Start	July 6, 2009
Last Day to Add/Drop a Course, select Audit option, select Pass-Fail option	July 9, 2009
Last Day to Withdraw from a Course with grade of "W" (no refund)	July 20, 2009
Classes End	August 14, 2009
Final Examinations (will be held on the day of the last class)	August 14, 2009
Final Grades due from Instructors	August 17, 2009
Change Of Grade Forms	August 31, 2009
Fall Semester 2009	
Advising starts	March 2, 2009
First payment begins (1/3 payment is required prior to registration)	June 15, 2009
Registration for 4 th year undergraduate students, Honored students, students with special needs and all Master students begins	June 16, 2009
Registration for 3 ^d year Undergraduate students begins	June 19, 2009
Registration for 2 ^d year Undergraduate students begins	June 22, 2009
Registration for 1 st year Undergraduate students begins	June 25, 2009
Registration for non-degree, including AD students begins (100% payment for all courses is required)	August 3, 2009
First payment deadline (at least 1/3 of total tuition is due, registration for all debtors of 1/3 will be cancelled after this date)	August 15, 2009
Registration ends	August 17, 2009
Classes start	August 18, 2009



HISTORY AND ACHIEVEMENTS OF KIMEP

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 Nazarbaev. His Excellency Mr. Nursultan A. Nazarbaev, acutely aware of the Republic's need for trained personnel to support a market economy, asked U.S. scholar, Dr. Chan Young Bang to create a new educational institution in Almaty. This new institution was to be staffed by a mix of foreign and national instructors and was to operate according to the high standards of North American and European academic institutions. The main mission of the Institute is to confer upon the people of Kazakhstan the skills and knowledge to pursue prosperity through leadership in business and government.

Milestones

August 1992

The first classes in Masters of Business Administration (MBA) and Master of Arts (MA) in Economics begin at KIMEP. This is the first time in the history of the Republic of Kazakhstan and Central Asia that these degrees are offered.

August 1993

KIMEP launches the first Master of Public Administration (MPA) program in Kazakhstan and Central Asia.

June 1994

The first MBA class graduates and those receiving other degrees comprise the first graduation at KIMEP.

August 1994

The European Union nominates Dr. Hartmut Fischer of the University of San Francisco as the second Executive Director of KIMEP. Under his leadership, academic programs at KIMEP expand rapidly. The European Union, the United States Agency for International Development (USAID), the Soros Foundation, the Eurasia Foundation, the British Overseas Development Agency, and the British Know-How Fund provide money critical to KIMEP's survival. In addition, local businesses began to contribute valuable assistance to the Insti-

tuition. KIMEP also renovates its Library by expanding book holdings and upgrading the Computer and Information Services Center.

June 1998

Dr. Chan Young Bang, by a resolution of the President of the Republic of Kazakhstan, His Excellency, Mr. Nursultan. A. Nazarbayev was appointed as the Chairman of the Board of Trustees of KIMEP.

August 1999

KIMEP introduces four-year bachelor programs in Business Administration and Accounting, the Social Sciences, International Relations, Public Administration and Political Science. The first 424 bachelor students begin their classes.

February 2000

KIMEP undergoes major changes in the institution's academic and administrative structures. The Government of Kazakhstan transfers the institution to the trusted management of Dr. Chan Young Bang for a period of three years. Dr. Bang is appointed as the first President. Under his leadership, KIMEP introduces the control and management structure that are practiced at higher educational institutions around the world.

August 2000

KIMEP is the first Institution in the Republic of Kazakhstan and Central Asia that implements a North American Style Credit System for all academic programs and launches an on-line registration system. A world-class Bachelors program in Economics is offered.

2001-2002

Renovation of the academic buildings completed that created a state of the art campus unrivalled in this region

Full-fledged North American Style Credit System adopted for all academic programs
Exchange and collaboration programs with leading American, European and Korean Universities established
On-line registration system introduced. Dis-



tance Learning through the Department of Continuing Education launched

KIMEP launches two new Masters Programs and one Bachelor program: the Master of Arts in International Relations (MIR) and the Master of Arts in International Journalism and Mass Communication (MIJMC).

2003-2004

KIMEP reorganized into a “Joint-Stock Company”

The Ministry of Education and Science of the Republic of Kazakhstan attests all academic programs of KIMEP.

KIMEP launches the Bachelor of Arts in International Journalism degree.

By Decree of the President of the Republic of Kazakhstan, His Excellency Mr. N. A. Nazarbayev awards Dr. Chan Young Bang the “Order of Dostyk” for his outstanding contribution to economic development, and to education by establishing a unique institution in Kazakhstan.

KIMEP’s Bang College of Business was granted membership in AACSB International – The Association to Advance Collegiate Schools of Business on January 19, 2004. KIMEP became the first CIS Institution to be invited to join this prestigious educational organization.

KIMEP introduces major changes in the organizational structure of Academic Affairs. Departments are reorganized into three distinct Colleges: the Bang College of Business, the College of Social Science and the College of Continuing Education.

KIMEP becomes the only institution of higher education in Kazakhstan to be awarded with the prestigious “Platinum Tarlan” which is the highest level of the independent national prize “Tarlan” in the “Enlightenment” category in 2004. The prize “Platinum Tarlan” was established by the Club of Philanthropists of Kazakhstan and is given for achievements embodying cultural and intellectual revival in Kazakhstan.

2005-2006

Self study process launched in pursuit of US accreditation

New \$3m custom-built library facility completed

Construction and renovation begins on new academic building that would hold 28 state-of-the-art classrooms.

KIMEP launches a Joint MA in Economics Program with the University of San Francisco.

A State-of-the-art Executive Education Center opens at the College of Continuing Education.

KIMEP launches its Doctorate in Business Administration (DBA) and Advanced Management programs.

2006-2007

MA in TESOL launched in August 2007

ExMBA launched in the spring of 2007

Teaching-Learning forum launched in 2007

2007-2008

KIMEP finished construction of the new Academic Building and held an opening ceremony on March 28, 2008. Designed with the university’s needs firmly in mind and equipped with the very latest in teaching and learning technology, the building is another world-class addition to the KIMEP campus.

The President of Kazakhstan Nursultan Nazarbayev visited KIMEP to get acquainted with the recent progress of the Institute. The President visited the new Academic Building and the new Library and met with KIMEP students, faculty and staff.

A new School of Law was approved by the KIMEP Council in February 2008. The School has applied to the Ministry of Education for approval for an LL.M program. It is expected that the program will be launched in Fall 2008.

The Ministry of Education and Science of the Republic of Kazakhstan attests all academic programs of KIMEP.



KIMEP PROFILE

Accreditation and Institutional Membership

The Institution currently holds membership in the following organizations:

- Higher Education Support Program (HESP) of the Soros Foundation, Hungary, Budapest
- Kazakhstani Association of the IT market developers, Co-founder
- Resource network for Economics and Business Education (Under umbrella of USAID and CARANA corporation)
- American Chamber of Commerce
- London Chamber of Commerce and Industry
- Informational Consortium of Kazakhstani Libraries

International Accreditation

KIMEP has been found to be eligible to apply for Candidacy status with a prominent American Accreditation Commission. A self-study and a strategy plan have been prepared for Candidacy application. If and when granted Candidacy status, it would mean that KIMEP would be working towards Accreditation.

Specialized Membership

- Bang College of Business: Member of AACSB -The Association to Advance Collegiate Schools of Business
- Department of Public Administration: Member of NASPA -The National Association of Schools of Public Affairs and Administration
- Department of political science: Member of APSA - American Political Science Association.
- College of Continuing Education: Member of AMA - American Management Association

International Connections

KIMEP is proud of maintaining academic links, collaboration, and exchange programs with a number of universities around the world.

These programs have allowed the Institute to broaden and establish its academic programs to international norms and standards. KIMEP has signed memorandums on academic cooperation with 35 international universities worldwide.

Donor and Corporate Connections

KIMEP has a firm and a well-defined policy for maintaining partnership programs with national and international business organizations and donor agencies. The European Union's TACIS, the United States Agency for International Development (USAID) and the Soros Foundation, and many other corporations through their extensive and continuous support have laid the foundation for KIMEP to become the only institute of its kind in the whole of CIS. Other sponsors include:

- ACCELS-CAEF
- AGIP KCO
- Almaty International Women's Club
- Bilim - Central Asia
- Buran Boiler
- Deloitte and Touche
- Ernst and Young
- Eurasia Foundation of Central Asia
- ExxonMobil
- Karachaganak Petroleum Operating B.V., Kazakhstan
- Karazhanbasmunai
- Kazmunaigaz
- Kookmin Bank
- KPMG
- Kus Zholy Foundation/Kazkommerts bank
- PetroKazakhstan Kumkol Resources
- PricewaterhouseCoopers
- Procter and Gamble
- SULPAK
- Tengizchevroil
- Turgai Petroleum
- USKO International
- WOO Lim Kazakhstan
- Yerzhan Tatishev Foundation/BTA

Organization and Management

Between 2000-2008, KIMEP underwent a series of changes to its academic and administrative structures. During this period, academic departments were created and grouped under three different colleges. The Bang College of Business consisting of four academic departments, the College of Social Sciences consisting of four academic departments, the College of Continuing Education consisting of five divisions, the School of Law, and units such as the Research Center, Language Center, Center for Korean Studies, Library, and Computer Information Systems Center form the basis of the education process at KIMEP, with authority and responsibility vested legally in the Board of Trustees and the President of the Institute.

In order to control and manage academic and administrative affairs, KIMEP has created a number of administrative units, policy-making councils, Policies, Code of Practice, and has appointed Executive Vice President, Vice Presidents, Deans, Chairs and Directors. Students and faculty are guided by regulations at the KIMEP level, at the College level, and at the level of their academic departments. Academic matters and study policies etc are discussed, debated and approved at three different levels: department, college and at the KIMEP level. KIMEP is managed through participation of faculty members, students, support staff and administrators at various policy-making bodies such as the departmental councils, the College Councils, KIMEP Council, the Executive Committee and the Board of Trustees. The President is assisted by an Executive Vice President who is responsible for day to day affairs and who assumes the full authority in the absence of the President or when delegated by the President. The department of Quality Assurance and Institutional Research, Legal Affairs, Government Relations, and Strategic Planning are directly subordinated to President's Office. The Executive Vice President is assisted by three Vice Presidents and one Dean, respectively of Academic Affairs, Advancement, Administration and Finance, and the Dean of Student Affairs. The Vice President of Academic Affairs is the chief academic officer of the Institute. He is assisted by an Associate Vice President of Aca-

demetic Affairs, Deans of Academic Colleges, the Director of the Language Center, Director of Center for Korean Studies and the Director of Library. The Language Center, Computer Center (academic division), the Library, Director of Center for Korean Studies and the Research Center are subordinated to the office of the Academic Affairs.

Under the Administration and Finance, there are eight units/departments: Finance and Accounting, Human Resource Department, Computer Information System Center, Communication and Maintenance department, Security Department, Publishing Department, Plant Department, Faculty Housing and Dining Services. The Vice President of Finance and Administration is assisted by an Associate Vice President of Finance and Administration, Director of IT, Human Resource Director, Assistant Vice President of Finance and Administration, Assistant Vice President for Accounting and Taxes, and Director of Support Services.

There are four different departments/units, which are subordinated under the Vice President of Advancement such as: Corporate Development, Marketing and Public Relations, Career and Employment Center, and the Alumni Association.

The Dean of Student Affairs deals with student welfare, student life and issues in general. Five units are subordinated under this Dean, such as: Student Affairs, Medical Services, Student Center, Student Dormitory and Sport Complex.

Academic Colleges, Departments and Programs at a glance

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



BANG COLLEGE OF BUSINESS

Department of Accounting
 Department of Finance
 Department of Management and Marketing
 Department of Operations and Information Systems

Programs offered:

Bachelor of Science in Business Administration and Accounting (B.Sc.)

Majors:

- Accounting
- Finance
- Marketing
- Management
- Operations Management
- Information Systems

Dual Majors within or outside the department are also possible, and must be approved by the Chairs of the departments involved. Minors are also allowed at the approval of the department.

Master of Business Administration (MBA)

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

- Accounting
- Finance
- Marketing
- Management
- Operations Management
- Information Systems

Doctor of Business Administration (DBA)

Majors:

- Accounting
- Finance
- Management
- Marketing
- Operation Management
- Information Systems

Executive Master of Business Administration (ExMBA)

COLLEGE OF SOCIAL SCIENCES

DEPARTMENT OF PUBLIC ADMINISTRATION

Bachelor of Social Sciences (BSS)

Majors/career tracks in:

- Public Policy and Administration
- Public Management
- Financial Management
- Natural Resource Management

Minors in (optional field):

- Public Policy and Administration
- Public Management
- Financial Management
- Natural Resource Management
- Health Policy and Administration

Master of Public Administration (MPA)

Concentrations (specializations) in (optional):

- Public Policy
- Public Management
- Financial Management

DEPARTMENT OF ECONOMICS

Bachelor of Arts in Economics (BAE)

Specializations in:

- Business Economics
- Public Policy Economics

Master of Arts in Economics (MA)

Specializations in:

- Financial Economics
- Public Policy Economics
- International Economics

DEPARTMENT OF POLITICAL SCIENCE and INTERNATIONAL RELATIONS

Bachelor of Social Sciences in Political Science (BSS in PS)

Majors/career tracks in:

- Central Asian Politics
- Comparative Politics



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

Majors/career tracks in:

- Foreign Policy and Diplomacy
- International Security

Minors in (Optional Field):

- International Relations
- Political Science
- History
- Law

Master in International Relations (MIR)

DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION

Bachelor of Arts in International Journalism (BAIJ)

Specializations in:

- Print, Broadcast and Online Journalism
- Media Management
- Public Relations

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

Specializations in:

- Public Relations
- Print, Broadcast and Online Journalism

COLLEGE OF CONTINUING EDUCATION

Professional Development Program

- Short-term seminars
- Custom Training

Open Enrollment and Certificate Programs

- Open Enrollment courses in business and management
- Certificates of specialization in business and management disciplines

Distance Learning Program

- Selected courses from all three of KIMEP's colleges are offered online via this program

Pre-Degree Programs

- Preparatory Program
- Provisional Program

SCHOOL OF LAW

Programs offered:
Master of Law (LLM)

Major: International Business Law

The School of Law offers a minor in Law to students in the College of Social Sciences and the Bang College of Business

LANGUAGE CENTER

UNDERGRADUATE PROGRAM

Intensive English Preparation Course
Academic English
Advanced Academic English

KAZAKH LANGUAGE PROGRAM

FOREIGN LANGUAGES PROGRAM

GENERAL EDUCATION

ELECTIVE COURSE DESCRIPTIONS

GRADUATE PROGRAMS

English for Master's Degrees
English for Law
Master of Arts in Teaching English to Speakers of Other Languages (MA in TESOL)

WORLD LANGUAGES PROGRAM

CENTER FOR KOREAN STUDIES

Undergraduate Minor programs:

Korean Studies

Korean-Kazakh Studies



COMPUTER AND INFORMATION SYSTEM CENTER

The KIMEP Computer and Information Systems Center provides students with the ability to obtain the most advanced knowledge of computers and information systems. Its information and computing facilities are unique not only in Kazakhstan but also in all Central Asia. The Center provides students with full online Internet access, which expands 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 save their projects, papers, and presentations.

DEPARTMENT OF QUALITY ASSURANCE AND INSTITUTIONAL RESEARCH

The Department of Quality Assurance and Institutional Research is a corporate unit responsible for quality assurance, academic integrity and institutional effectiveness. The Director manages a well-qualified and experienced team of researchers and support staff, led by the Deputy Director, who ensures that the analytical and investigative work is implemented following high professional standards. The department's team carries out audits and reviews of KIMEP activities, as well as student surveys, staff evaluations and factual evaluations. It provides summaries and detailed analyses for senior management, individual departments and others.

INTERNATIONAL OFFICE

With the overall aim to expand KIMEP's international activity, to enhance our image as the leading academic institution in the Central Asian region and CIS, and to create awareness of KIMEP in the international arena, the institution established the International Office under the supervision of the Academic Affairs. KIMEP has successfully started international partnership programs with academic institutions abroad and is implementing a number of projects, which contribute to student and faculty mobility. This office is responsible for the initiation, coordination and implementation of international exchange and joint programs with academic institutions worldwide in such areas as faculty and student exchange, and joint academic and research programs. The office advises international

students, provides student orientation and visa support, and sponsors a variety of academic and social events.

INTERNATIONAL SUPPORT AND EXCHANGE PROGRAMS

Because KIMEP is recognized for its uniqueness in Central Asia as a Western style academic institution, international agencies such as USAID, the SOROS Foundation, the European Union-TACIS, the British International Development Department, the Canadian International Development Agency, Eurasia Foundation and ExxonMobil have provided significant long-term and short term support and sponsorship to all our academic programs. The Yale-based Civic Education Project (CEP), German Academic Exchange (DAAD), Fulbright and the Princeton-in-Asia Programs also extend support to various academic programs at KIMEP. The institute has signed partnership and cooperation agreements with a number of universities and organizations across the globe mainly in the areas of student and faculty exchange, and joint research and academic programs.

INTERNATIONAL STUDENTS

In view of KIMEP's worldwide reputation, more and more international students are seeking admission into our academic programs. We regularly receive applications from Asian, CIS, European and American students. The International Office deals with foreign student welfare at KIMEP.

OUTSTANDING FACULTY

The greatest resource of KIMEP is its highly qualified faculty. As an English Language institution designed to offer a western style education, KIMEP puts great emphasis on quality instruction. To further this end, faculty members are selected from those who have extensive experience in teaching and research. KIMEP goes to great lengths to secure and retain the most qualified and promising professors from Kazakhstan and abroad. A significant number of the faculty come from such countries as United States, Canada, Europe, Korea and Australia. This not only exposes our students and Kazakhstani faculty to a multicultural environment but further provides them with a multicultural way of life. The international aspect of our faculty



is our greatest resource and the origin of our strengths and pride.

STUDENT ADVISING

Because proper guidance is central to a fine education, KIMEP stresses, next to teaching, the academic advisement of students. All students are first advised by College Advising Center and faculty members at the College level and then by the Offices of the Registrar at the management level. The Registrar's Office has one of the most sophisticated online advising systems in the entire CIS region. Students have full access to registration information, schedules, courses offered, graduation requirements, transcripts and so on that enable them to track their progress of their studies any time.

STUDENT GOVERNMENT

The students of KIMEP have a government that deals with students interests and activities. The purpose of this organization is to furnish every student with the opportunity to interact with other students, to represent their concerns and interests to the management in a collective manner, and to cultivate a collegiate environment. The student government is represented on the Academic Councils, KIMEP Councils, and Standing Committees, providing students with a voice in the affairs of KIMEP.

FINANCIAL AID, WORK STUDY AND SCHOLARSHIPS

Financial aid is designed to meet the needs of our students. There are six types of financial aid: scholarships, tuition waivers, work study discounts, orientation work study, teaching assistantships, and on-campus employment. To be eligible for any of the above type, a student must meet two criteria: 1) to be in good academic standing and 2) demonstrate financial need. The amount and type of aid will vary considering need and academic performance, and may take different forms on a case-by-case basis. Financial aid is provided once each year and is subject to the decision of the Admissions and Scholarship Committee, which accepts and reviews all financial aid and work study discount applications. However, during the academic year, the Admissions and Scholarship Committee may consider all emergent applications from KIMEP students. Some students find financial support from

outside of 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 sponsors.

CAREER AND EMPLOYMENT CENTER

The Career and Employment Center provides current students, alumni and non-KIMEP job seekers with career skills and employment services. Its main service areas are career counseling, internships and employment assistance. Other activities include the organization of annual Job Fair and workshops, the organization of guest lectures, presentations on resume writing, interview skills and job search strategies.

CORPORATE DEVELOPMENT

The Corporate Development Department maintains firm connections with business, corporations and the academic community in Kazakhstan and abroad. The mission of the Department is to make contributions to the development of KIMEP by means of fund raising, attracting grants, and by developing partnership programs with the business and the corporate community. In addition, the Department fosters collaboration and academic exchange programs with national and international academic and non-academic organizations. In return for sponsorship and partnership, companies, organizations, and individuals receive from KIMEP priority access to our educational and human resource services and positive public announcement.

ALUMNI ASSOCIATION

KIMEP created the Alumni Association in 1996 with the aim to foster relationships between KIMEP and its former students. The primary objective is to develop a network where both graduates and students become involved to keep in contact with fellow alumni after finishing their studies. The Association preserves and promotes the Institute's traditions, purposes, growth and development, and keeps alive the spirit of affection and cooperation with KIMEP. The Association works in concert with the KIMEP Career Center to consolidate activities that boost increased participation of alumni in KIMEP's affairs, and students' job employment opportunities.

STUDY RULES AND REGULATIONS¹

PART II

ENROLLMENT MANAGEMENT

GRADUATE AND UNDERGRADUATE ADMISSION POLICY STATEMENT

OFFICE OF THE REGISTRAR

CREDIT SYSTEM

STUDENT STATUS AT KIMEP

GRADING SYSTEM

GRADE POINT AVERAGE (GPA)

TRANSCRIPTS

REGISTRATION FOR CLASSES

COURSE CODING

TRANSFER BETWEEN PROGRAMS

TRANSFER OF CREDITS AND EXEMPTION POLICIES

ACADEMIC AWARDS AND HONORS

POLICY FOR ACADEMIC PROBATION AND SUSPENSION

POLICY ON WITHDRAWAL FROM KIMEP

POLICIES ON STUDENT RESEARCH MANAGEMENT AND THESIS

ACADEMIC CODE OF BEHAVIOR IDENTIFICATION POLICY

GRADUATION REQUIREMENTS CODE OF CONFIDENTIALITY

ON-LINE RESOURCES FOR STUDENTS, FACULTY, ADMINISTRATION AND PUBLIC ADVISING SYSTEM AT KIMEP

ADMINISTRATION

Larissa Savitskaya, M.Ed., MPA, Dean of Enrollment Management

Tanekenova Uvassilya, MBA, Acting Registrar

Natasha Sharshakova, MA, Director of KIMEP Advising Center

Meruyert Duisengaliyeva, MBA, Senior Director of Recruitment and Admission

Assem Beisembinova, MBA, Director of Recruitment

Balzhan Bliskeldinova, BA, BSc, Director of Admission

Oxana Shegay, MBA, Director of the Student Financial Aid Services Department

¹KIMEP reserves the right to change, alter or amend study rules and regulations in light of overall policy and any constraints

ENROLLMENT MANAGEMENT

Enrollment management is an integrated approach to achieving enrollment and retention goals through promotion, recruitment, research, trend analysis, advising and orientation in line with the institutional mission and goals. In particular, it integrates the following functions:

- Student Recruitment
- Testing (entrance tests)
- Admissions
- Registration and records
- Financial aid/scholarships
- Student Orientation and Retention programs
- Counseling and Advising Services at KIMEP level

GRADUATE AND UNDERGRADUATE ADMISSION POLICY STATEMENT

KIMEP seeks to enroll students who have demonstrated the potential to succeed and have shown evidence of their capability to contribute to the community. The criteria for admission to both undergraduate and graduate programs include such qualities as academic standing, knowledge of English, work experience, and achievements combined with leadership, creativity and extracurricular activities. KIMEP is committed to a policy of equal opportunity for admission to all qualified individuals. KIMEP and the Admission Committee do not discriminate against 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. Admission to all programs is considered by the Admission and Scholarship Committee upon recommendation of the colleges/ departments. The Institute has created clear and transparent procedures of applying for individuals with different academic history and needs: Kazakhstan and international applicants, transfer students and non-degree students. For specific requirements for admission as well as admission rules, regulations and guidelines and entrance examinations applicants should refer to brochures on “Admission Policies and Procedures” and “KIMEP Entrance Exams”. These brochures are updated annually.

OFFICE OF THE REGISTRAR

Registrar's Office is to foster student academic progress by ensuring the proper maintenance of academic records from the first contact with student to graduation from KIMEP. The main purpose of the office is to support the educational mission of the institution, monitoring academic policies and procedures, maintaining accurate, permanent, confidential students academic records. The Registrar's Office provides effective registration and record-keeping services for students (regular, provisional, exchange students, non-degree students) and efficient support systems for the faculty and administrative units.

CREDIT SYSTEM

1. KIMEP has adopted the American credit system as its educational foundation: for each course a student successfully completes, a certain numbers of credits is designated. The usual number for a full semester course is 3 (three) credits (45 contact hours.)
2. Once a student has achieved a total number of credits (as needed by their degree requirements) the student is eligible for graduation.
3. Courses that are assigned different values of credits are automatically weighed differently in regards to a student's GPA. Courses that are assigned as a higher credit value influence a student's GPA more than those with a lower value.
4. The credit system allows a unified application to all programs. A student who takes a course in the Bang College of Business, for example, may apply those credits to another program electives.
5. The credit system allows for flexible planning of the courses.

Credit System and Year of Study

Under the credit system the number of credits a student has completed determines the student's year of study.

Undergraduate students:

0-30 credits	= First Year Student (Freshmen)
31-60 credits	= Second Year Student (Sophomore)
61-90 credits	= Third Year Student (Junior)
91 credits or above	= Fourth Year Student (Senior)

Graduate students:

0-30 credits	= First Year Student
31-60 credits	= Second Year Student

STUDENT STATUS AT KIMEP

Students at KIMEP may be enrolled in a degree program or take individual courses as non-degree students.

Regular Degree Student – any student who successfully passed KIMEP entrance examinations and was admitted as a regular student of KIMEP with full or part-time academic load at any academic department.

Non-degree Student – any interested individual taking any classes they desire without receiving bachelor's or master's degree. Non-degree students are eligible to take the same number of courses as degree student per academic semester, but only the courses for which they meet prerequisites. Registration for non-degree students will be opened two weeks before classes start.

In case a non-degree student applies and is accepted to the degree program, transfer of courses to the degree program is considered. Transfer of courses to the degree program is the subject of formal approval at the College level and must be sent to the Registrar Office for the record. Courses not counted towards the degree program not included in calculation of GPA.

Provisional Student -Applicants who score below the required minimum for entering KIMEP as a regular student (without conditional status) but demonstrate overall potential to be successful, are admitted as students with the stipulation they focus their study in the area(s) of weakness during the first semester. KIMEP requires provisional students to



study intensively in the subject(s) where they did not meet KIMEP's admission requirements for regular students.

Exchange student – any student incoming to KIMEP for one or two semesters of study according to the Student Exchange Program signed by KIMEP and a partner university.

Full Time Student -any undergraduate student who takes 12 or more credit hours per semester and any graduate student who takes 9 or more credit hours per semester.

Part Time Student -any undergraduate student who takes less than 12 credit hours per semester and any graduate student who takes less than 9 credit hours per semester.

The only distinction made between full-time and part-time students is that part-time students may not receive any scholarships, grants, or tuition waivers, and will take a longer time to graduate.

Academic performance of student affects academic status: good academic standing, academic probation and academic suspension.

Student on Academic Probation (AP) – regular student who has performed poor academically (Please, refer to the Policy of Academic Probation and Suspension).

Student on Academic Suspension (AS) – regular student who was on academic probation status previously and who did not improve his\her GPA while being on probation. A student is denied all privileges of student status. (Please, refer to the Policy of Academic Probation and Suspension).

Confirmation about student status

Office of the Registrar prepare verification certificate (spravka) for regular, non-degree, provisional, exchange, former and graduated students about their status, year of study, number of credits she/he earned, major, etc., in a timely and friendly manner.

Students will have to pay administrative fee to

obtain such document.

KIMEP GRADING POLICY

While KIMEP strives to ensure the fairness and accuracy of all grades awarded to students, the individual instructor has the final determination of a student's grade unless the student audits the course or is withdrawn from the course.

Grading System

KIMEP has adopted a letter grading system A, B, C, D, F, etc. For transcript purposes only, a Grade Point Average will be calculated and displayed on the transcript in accordance with the point system detailed below.

Undergraduate Grading System Quality Grade Comments Points

A+	Highest grade	4.33
A	Excellent	4.00
A-	Very good	3.67
B+	Good	3.33
B	Good	3.00
B-	Good	2.67
C +	Satisfactory	2.33
C	Satisfactory	2.00
C-	Satisfactory	1.67
D +	Passing grade	1.33
D	Passing grade	1.00
D-	Lowest Passing grade	0.67
F	Failing	0.00
I	Incomplete	N/A
IR	Incomplete to Retake	N/A
W	Withdrawn	N/A
AW	Administrative Withdrawal	N/A
AU	Audit	N/A
P	Pass	N/A
NA	Not Applicable	N/A



Graduate Grading System

Quality Grade Comments Points

A+	Highest grade	4.33
A	Excellent	4.00
A-	Very good	3.67
B+	Good	3.33
B	Satisfactory	3.00
B-	Passing	2.67
C +	Failing or Passing*	2.33
C	Failing or Passing*	2.00
C-	Failing or Passing*	1.67
D +	Failing	1.33
D	Failing	1.00
D-	Failing	0.67
F	Failing	0.00
I	Incomplete	N/A
IR	Incomplete to retake	N/A
W	Withdrawn	N/A
AW	Administrative Withdraw	N/A
AU	Audit	N/A
P	Pass	N/A
NA	Not Applicable	N/A

* Grade "C" for graduate students can be considered as either passing or failing, depending on the specific program. Please, refer to the graduation requirements of the particular program in Colleges' parts of catalog.

A suggested equation between the "A" – "F" grading scale and a numerical scale for classroom purposes only is as follows.

Quality 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

Grade of Audit

1. Graduate or undergraduate students or non-degree students may audit any courses whether they are full-time and part-time students, for which they meet the prerequisites.
2. The student will automatically receive a grade of "AU" for each course. This grade denotes that the student has audited the course.
3. All audited courses must be noted on a student's transcript.
4. Audited courses will be assigned 0 (zero) credits.
5. Audited courses do not count towards graduation requirements.
6. Any student who audits a course must register and pay for the course as they would for any other course.
7. Students who have audited courses will be placed on class lists with the designated grade of "AU". Instructors cannot assign any grade for those students.

Pass - Fail Option

The following rules apply to the Pass-Fail option:

1. Full-time 4th year undergraduate students who are not on academic probation and not on academic suspension may elect to take 1 (one) 3-credit course per semester pass-fail during registration period. No undergraduate student may complete more than 6 (six) credits for pass-fail option.
2. Graduate students are not allowed to take this option.
3. In order to be eligible for the pass-fail option the student must receive written permission from the Chair of the Department of the course taken. Such permission should be submitted to the Registrar Office till the end of registration period otherwise pass-fail option will be deleted.
4. No change can be made in Pass-Fail option after registration period ends.
5. If the student receives a grade of "C" or higher, the Office of the Registrar will assign the student a grade of "Pass".

6. If the student receives a “C-” or lower for the course, the Office of the Registrar will enter the grade of “F”.
7. The grade of “Pass” has no numerical value and is not calculated in the student’s GPA.
8. The grade of “Pass” is assigned credit.
9. The grade of “F” has numerical value of zero and is reflected in the GPA.

Grade of Incomplete

Any instructor may assign a grade of “I” (Incomplete) to any graduate or undergraduate student who has failed to fulfill any course requirements.

1. The grade “I” must be changed by the instructor to a letter grade (A, B, C, etc...) by the end of next full semester (i.e. the Summer Semester is not considered a full semester) after the “I” has been awarded. Therefore, student is not obligatory to register for the course and pay tuition.
2. If a student fails to complete all requirements as assigned by the instructor one full semester (fall and spring) after “I” grade has been received, it will automatically convert in to an F.
3. It is the responsibility of the student to contact the instructor and determine what work needs to be completed to convert the “I” into a standard grade. The instructor has the full prerogative to assign any work that the course requires. However, an instructor need not wait until the course is offered again to change the grade.
4. The student may retake the course awarded an “I”.
However, if the student selects this option the student is responsible for paying tuition for the course.
5. If an instructor who has assigned a grade of “I” to a student has left the Institute before the one semester time limit then the Chair of the Department is responsible for assigning a faculty member to convert the grade of “I” to a letter grade.
6. The grade of “I” is assigned 0 (zero) credits.

Grade of Incomplete to Retake

The lecturer decides that even if a student will complete some work, the student’s performance was so poor that it will not be enough to pass the course, so the student is REQUIRED to retake the class when it is offered next.

1. An IR is not automatically converted to an F at the end of the following semester and remains on the student’s transcript permanently.
2. The grade of IR is assigned 0 (zero) credits.
3. Any course that a student has received an IR for, will not count towards graduation requirements.
4. A student must retake any required courses he/she has received a grade of IR and pay all fees for the course.
5. It is the student’s responsibility to determine when to retake the course, but the academic advisor should work with the student to take it at the earliest opportunity.
6. The student is responsible to pay all tuition fees for the retake.
7. If graduation requirements fulfilled, but a student is graduating before the one semester time limit then “IR” will stay in the graduation transcript without any further change.

Grade of Academic Withdrawal (by students)

1. 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 Academic Calendar).
2. The grade of W has no numerical designation and will not be calculated as part of GPA.
3. The grade of W has a credit value of 0 (zero).
4. Any course that a student has received a W for, will not count towards graduation requirements.
5. A student must retake any required courses he/she has received a grade of W and pay all fees for the course.
6. A student is not required to retake any



non-required course he/she has received a grade of W.

7. A student may graduate with an unlimited number of W' as long as the student has completed all graduation requirements.

Grade of Administrative Withdrawal (by faculty and administration)

There are two types of administrative withdrawal. The first type is if a student fails to attend class or is in serious danger of failing before the end of the withdrawal period indicated in the Academic calendar for a particular semester, the instructor has the right to immediately assign the grade of AW.

The second type of administrative withdrawal is non-academic affairs and can be initiated by the Student Affairs in collaboration with the instructor for emergency situations that do not allow the student to continue their studies in a course or at the university. An emergency situation may include medical reasons, family issues affecting the studies of a student, 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 in this matter.

The grade AW is equivalent to the grade of W in all respects except that the instructor or the Dean of Student Affairs initiates it.

Guidelines for Withdrawal from Courses

1. Any student who withdraws from one or more courses no later than 60 (sixty) days after the end of the registration period of Fall and Spring semesters will receive a grade of W for the course(s). The time allowed to withdrawal from Summer Semesters is indicated in the academic calendar.
2. The grade of W will automatically assigned by the end of semester and no instructor could change it.
3. No student may withdraw from the courses after the 60 (sixty) day limit after the classes started. After this limit has expired, the instructor must assign a grade for the course.

4. After the registration period, there is a 20% reduction in the student's refund per week (from full tuition based on registration results for a particular semester). Thus, in the first week after the end of the registration period, a student will receive an 80% refund. In the second week, a student will receive a 60% refund, and so on. Even if a student has not paid for the course the student is still responsible to make the payment.
5. These rules do not apply to summer semesters. There is no refund after registration period for any summer semesters.
6. Due to a shortened period of study in the programs under College of Continuing Education, separate schedule for tuition payment and refunds is applied (please, refer to College of Continuing Education part of catalog)

Grade Appeal and Grade Changes

It is the responsibility of each faculty member to submit student's grades at the completion of the course. On-line Input Final Grade system is provided by the Registrar's Office through the web. Course grades must be inputted, printed out, signed by instructor, and submitted to Chair of the department within 72 hours after the final exam. The Chair and the Dean will sign the final grades and forward it to the Registrar within the next 24 hours. Instructors are not to publish any final grades for students.

In the event of a difference of opinion the Chair will review the grade with the instructor. The Instructor's decision is final. No grades are to be changed without the formal approval of the instructor.

If a student is not satisfied with his/her grade and wishes to have the grade reviewed, she/he must apply to the instructor or the Chair of the relevant department within 48 hours after the Office of the Registrar officially publishes the results through the web.

Registrar will not publish the grades for students with any debts for given semester. The faculty members and students will be notified via KIMEP u-mail system.



Faculty members are allowed to change grades only if they have erred in compiling the final grade and the original grade submitted was incorrect. The change of grade can be issued within 2 weeks of the date the original grade was submitted to the Registrar. “Grade Change” form shall be used for this purpose. Appropriate reasons must be given for the change with any supporting documentation, when applicable. Instructors and the Chair must sign the Change of Grade form. The form will be then sent to the Dean for final approval and then to the Registrar.

GRADE POINT AVERAGE (GPA)

1. The Office of the Registrar calculates a student’s GPA based on a credit-hour system.
2. The numerical designation of a grade is multiplied by the number of credits the course is assigned.
3. The total value is referred to as a “Credit-Hour Value” (CHV).
4. The Credit-Hour Value is divided by the total number of credits a student has completed to determine an overall GPA.
5. All Credit-Hour Values are added on a student’s transcript.
6. GPA is not calculated for exchange and non-degree students.

Please note the following example:

History of Civilizations A 4.00 X 3 (credits) = 12.00

Kazakh Language B 3.00 X 2 (credits) = 6.00

Credit-Hour Value = 18.00 Total number of credits = 5.00

18.00 (Total CHV) / 5.00 (Total credits) = 3.60

The Registrar provides two measurements of GPA: semester-based GPA and cumulative GPA.

Semester-based GPA is calculated based on grades and CHV for all courses taken in

a particular semester. Cumulative GPA is calculated based on grades and CHV for all courses taken from the beginning of study. Grade received in the most recent retake of a course is counted in the calculation of the student’s GPA.

GPA is calculated only for degree students.

TRANSCRIPTS

Once all the grades have been received from the instructors, the Registrar’s Office may issue transcripts to those students who have paid their tuition in full. The transcript will bear complete academic records.

Unofficial Transcript

An unofficial transcript can be found and printed from the KIMEP web site by any student (www.kimep.kz -> registrar).

It has student’s name, student ID, student status, academic department, degree to be awarded, courses taken with course codes and grades received, number of credits, academic hours, GPA (Grade Point Average) cumulative and by semesters.

Official Transcript

The official transcript is printed on the blue security paper with the name of the university printed in white type across the face of the document. Hidden security warning appears only when photocopied.

An official transcript containing KIMEP’s logo, address and communication details, student’s name, student ID, academic department, degree awarded, specialization, courses taken with course codes and grades received, number of credits, academic hours, GPA (Grade Point Average) cumulative and by semesters, the scale for it, and the date of issue. Registrar signs official transcripts and certifies with the Registrar’s official seal. A student may request a copy of the transcript for any purposes upon the payment of the transcript fee.



REGISTRATION FOR CLASSES

All students are to register for classes according to KIMEP registration rules and procedures.

KIMEP has Fall, Spring, and Summer semesters. Each semester, a student is to register for all courses and retakes through the on-line registration system within the registration period indicated in the academic calendar (Part I).

Maximum Number of Credits Per Semester

Fall and Spring academic semesters

Recommended academic load is 5 courses per semester. The maximum number of credits regular graduate and undergraduate students may take per semester is 18 (eighteen) but not more than 6 courses in Fall and Spring semesters. This number includes retakes. No exceptions are allowed.

Non-degree students are eligible to register for the same amount of credits as degree students, but only for courses they meet the prerequisites for.

Any undergraduate student on academic probation may register for up to 12 credits, but no more than 4 courses and any graduate student on academic probation may register for up to 9 credits, but no more than 3 courses. This includes retakes.

Registration for students on academic suspension is determined by the "Policy for academic probation and suspension".

Summer semester

The maximum number of credits students may take in every summer semesters is 6 credits, but not more than 2 courses. This number includes retakes. No exceptions are allowed.

Pre - requisite Waiver Policy

Any student seeking the permission for pre-requisite waiver has to submit his/her transcript together with properly filled Application to Waive Prerequisite to the Department. The Departmental Curriculum/Academic Stan-

dards Committee must consider the request. The Instructor may be invited to present his/her views. The reason for waiving pre-requisite shall be given in the Waive Pre-requisite Form. Final approval of the Dean is needed. If the Departmental Curriculum/Academic Standards Committee refuses such permission, waiver shall not be granted. All approved waivers of prerequisites shall be submitted to the registrar no later than 1 week before classes start. The departmental assistants will return requests to students that were rejected for waiving prerequisites.

Retake (Repeat) of a Course

Subject to the limitations given below, a student may retake a KIMEP course in order to obtain a higher grade or to retake a failing grade to a passing grade.

In general, students retaking a course must attend all class sessions (lectures and/or tutorials) and complete all assignments and examinations.

Students may not do extra work to raise a grade that has been recorded without retaking the course (except for removing the grade of Incomplete).

1. A retake must be taken when the relevant course is offered next.
2. To retake a course, a student should register for the course during the registration period. Tuition is charged at the same level as for other courses.
3. Normally, retaking the same course is permitted only twice.
4. A third retake can be permitted with approval of the Dean of the student's College. A fourth retake is not permitted under any circumstances.
5. All grades received for all retakes of a course will appear on a student's transcript.
6. The most recent grade received for the course is counted in the calculation of the student's GPA.



Late Registration

On-line registration system will not be accessible by students after the registration and add/drop periods are over. The office of the Registrar considers late registration cases. Late registration is a privilege and not a right. A student should not assume that a request for late registration made without adequate justification will be approved (medical reason or unavoidable absence).

In case if all prerequisites are meet, student shall fill out Late Registration Form downloadable on the Web page of the Office of the Registrar. One form should be used for each course a student wishes to register. A student wishing to register late for a course must obtain a signature from the instructor of the course on the "Form for Late Registration" giving permission to register. If a student is registering late for more than one course, he/she must obtain the permission of each instructor. No applications for late registration will be considered without the instructor's approval. Once instructors' approval is received, applications for late registration must receive approval from the office of the Registrar. A late registration that will result in an overload (more than 18 hours/six courses) for a student will not be processed. In such a case a student must drop one of his/her other courses to reduce the total credits taken to no more than 18. A late registration fee will be charged for each late registered course. This fee is in addition to the tuition paid by the student at the time of registration.

Wait list

In case all sections of a course are completed students can apply for wait list. Once the wait-listed course(s) is accepted or rejected by the faculty students will be notified via KIMEP u-mail and it is a students' responsibility to complete their registration for the course through the on-line registration system. Students may check their wait list status through the internet source: [www.kimep.kz /registrar/for-students/personal-students-information/my-extra-place-status](http://www.kimep.kz/registrar/for-students/personal-students-information/my-extra-place-status).

The wait listed course(s) is counted to the total number of taking credits per semester (18 credits – Fall/Spring, 6 credits – Summer)

Cancellation of classes by departments due to low enrollment

Because of low enrollment, some classes may be cancelled by departments, depending on the number of registered students in class. Cancellation of classes shall be done no later than the end of registration period e.g. before first day of classes.

Minimum class size limit at KIMEP

Minimum class size limit at KIMEP for undergraduate course is 15 students for courses with a single section and 20 for courses with multiple sections.

Minimum class size for language courses is the following:

<i>Course:</i>	<i>Number of Students</i>
Elementary Kazakh	15
Beginning Kazakh – 1, 2	17
Intermediate Kazakh – 1, 2	19
Business Kazakh – 1, 2	21
Business Correspondence	21
Public Speaking	21
Kazakh Language and Culture	21
English	18

The minimum class size for graduate courses is 10 students for courses with a single section and 15 for courses with multiple sections.

Clear justification and request for permission to waive these limits (for instance, because a course must be offered for students to graduate) must be given by the Department Chair and the Dean of the College to Registrar Office via Office of Academic Affairs.

**COURSE CODING (to be approved)**

KIMEP uses the alphanumeric course coding:

- The course code may comprise up to 8 characters.
- The 8 characters comprise up to 4 alpha and 4 numeric characters.
- The 4 alpha characters represent the Discipline
- The 1st numeric character represents the level of the course offering.
- The 2nd to 4th numeric characters may be allocated at the discretion of the departments, provided that each course has a unique identifier.
- Previously allocated codes may not be reused.

The course codes are in LL“YFFN” format where:

LL = DEPARTMENT that offers a course:

AC= Accounting

FN=Finance

PA=Public Administration

PS=Political Science

LC=Language Center

Etc.

Y = year of study

1 = course designed for students during the 1st year of undergraduate study at KIMEP

2 = course designed for students during the 2nd year of undergraduate study at KIMEP

3 = course designed for students during the 3rd year of undergraduate study at KIMEP

4 = course designed for students during the 4th year of undergraduate study at KIMEP

5 = graduate level course

6 = professional doctorate course

FF = field/major/concentration – two digits

N = Represents course numbers in the field – the discretion of the department

TRANSFER BETWEEN PROGRAMS

Transfer between KIMEP programs can be made during any registration period. No transfer is allowed after the end of registration period.

It is responsibility of the student to meet graduation requirements of the receiving program. At the option of the Chair of the receiving department, the student may be required to meet all or any admission requirements including entrance examinations etc. to that program. If any of the Deans refuses such permission, transfer shall not be granted.

The receiving Department/College must inform the Registrar Office which of the Student's courses will be considered toward the degree. This decision is irrevocable and must be made at the time of transfer.

Courses not counted towards the degree program not included in calculation of GPA and will be listed as “additional courses”.

Transfer between programs for undergraduate students

No transfer will be allowed in the first year of study, i.e. for students with less than 31 credits earned. After successful completion of 31 credits and more, a student can transfer from one program to another provided that written permission is obtained from the Program Director, Chair and Dean of parent and receiving departments and colleges. The Program Director shall consider the transfer of courses to the degree program with prior check by College Advising Center.

Transfer between programs for graduate students

Transfer between graduate programs is possible provided that written permission is obtained from the Chair and Dean of parent and receiving departments and colleges. The Program Director shall consider the transfer of courses to the degree program with prior check by College Advising Center.



TRANSFER OF CREDITS AND EXEMPTION POLICIES

1. Any undergraduate student seeking transfer/exemption of courses for degree records shall apply to the Departmental Curriculum/ Academic Standards Committee. If permission refused transfer/exemption shall not be granted.
2. It is up to the Department to which the student is applying to determine the exact number of credits and courses, if any, that can be transferred/exempted or waived towards KIMEP programs. Also transfer/exemption of credits shall require the final approval of the Dean of the College.
3. Approved transfer/exemption forms must be send to the Registrar Office for the records.
4. No tuition payment is required for transferred/exempted courses from outside that are taken prior to study at KIMEP. Only exchange students may be required to pay for transferred/exempted courses according to the regulations on exchange study.
5. Upon admission to KIMEP transfer students may transfer/exempt courses only during first semester of study at KIMEP.

Transfer or waiver of credits from Bachelor to Master Degree Programs (Fast-track students)

KIMEP Bachelor students who enter graduate program at KIMEP are considered as fast track students. They may be allowed to transfer or have waived up to thirty credits from their undergraduate courses taken at KIMEP, but not more that 50 percent of their degree program requirements.

No grade will be assigned to transfer courses. Any candidate seeking the permission for transfer of courses/ credits from outside of KIMEP has to submit application to the department together with his/her official transcript, course syllabus/description and any other supporting documents to be able to justify course transfer.

Such request must be considered by the Departmental Curriculum/ Academic Standards Committee and not by one individual.

Transfer of courses taken during non-degree study

Any non-degree student, who successfully passes the entrance examination and becomes a KIMEP student on a regular basis, may have their previously taken courses counted towards their degree requirements. In such cases, once admitted, students have to submit application to the department together with his/her unofficial KIMEP transcript.

Only courses required by the degree program can be transferred.

Courses taken during study as non-degree and approved for transfer by the department and college will bear original grades.

Transfer of Credits from outside of KIMEP

Credits for courses will only be given for courses that are similar to those offered by KIMEP based upon a comparison of course descriptions. So, it is an applicant's best interest to provide complete and clear information to the college about courses taken and its full description, conferred by institution he/she has attended previously.

Credits for courses not similar to those offered at KIMEP may not be transferred. Credits for courses taken at institutions of higher education that do not have a credit-style system may be transferred.

Credits for courses taken at other institutions of higher education will only be transferred toward KIMEP undergraduate program if the student has earned a "C" or higher grade in the course.

No more that 50 percent of their degree program requirements.

No grade will be assigned to transfer courses



Course Exemptions

Newly admitted students may be exempted from some KIMEP and Program required Intensive courses. Concerned department will consider respective student requests: Language Center will consider course exemptions for Intensive English courses, etc.

The grade “Pass” will be assigned for the exempted course. The “Pass” will not count towards the 6 (six) credit-limit under the Pass-Fail option.

ACADEMIC AWARDS AND HONORS

1. All undergraduate students with a GPA of 3.50 or higher per semester will be placed on the “Dean’s List”.
2. All undergraduate students with a GPA of 4.00 or higher per semester will be placed on the “President’s List”.
3. The determining factor for these awards will be the student’s semester GPA and not the student’s overall GPA. Thus, these awards theoretically may be granted to a student every semester.
4. Only undergraduate students who are enrolled in 12 or more hours during a semester may be considered for the “Dean’s List” or the “President’s List”.
5. Undergraduate students whose overall GPA is above 3.50 after the completion of all degree requirements will graduate with the distinction of Cum laude (With Honors).
6. Undergraduate students whose overall GPA is above 3.75 after the completion of all degree requirements will graduate with the distinction of Magna cum laude (With High Honors).
7. Undergraduate students whose overall GPA is above 4.00 after the completion of all degree requirements will graduate with the distinction of Summa cum laude (With Highest Honors).
8. All of the above mentioned awards would be noted on the student’s

transcript by the Office of the Registrar.

9. Graduation awards will be noted on the student’s diploma by the Office of the Registrar.
10. Awards for graduate students will be determined by the Department conferring the degree.

POLICY FOR ACADEMIC PROBATION AND SUSPENSION

Undergraduate students (entered from Fall 2007)

1. After a student has taken 24 credits or two active regular semesters of full-time study at KIMEP (Fall and Spring semesters only), whichever comes first, a student whose cumulative grade-point average is below 1.80 will be placed on academic probation (AP).
2. A student on AP will not be allowed to register for more than 12 credits. A student on AP may not receive scholarships or work-study assistance nor participate in officially registered KIMEP student groups.
3. A student on AP should maintain a grade-point average of 2.00 or above for any next semester he/she is on AP (including Summer if taken). A student will be removed from AP once his/her cumulative grade-point average is at least 2.00.
4. A student on AP who does not maintain a grade-point average of 2.00 or above in a semester where he/she is on AP will be placed on academic suspension (AS) for the following academic year (including Summer). A student on AS is not eligible to enroll for any courses at KIMEP and is not entitled to any of the privileges of student status during the period of suspension. However, he/she may take non-degree language programs with the Language Center and/or College of Continuing Education.
5. A student who has completed a period of AS is eligible to apply for reinstatement as a KIMEP student.



This does not require readmission or the retaking of admissions exams. The academic department to which the student applies will determine whether the student is to be reinstated. Reinstatement is not automatic. If a student is reinstated, all courses he/she has taken will count towards the fulfillment of degree requirements.

6. A student who is reinstated after a period of AS will be placed on AP, and hence is expected to maintain a grade-point average of 2.00 or above for any next semester he/she is enrolled. AP will be lifted once his/her cumulative grade-point average is at least 2.00.
7. A student who fails to maintain a grade-point average of 2.00 or above while on AP after a period of AS will normally be terminated from his/her degree program. If such a student wishes to study again at KIMEP, he/she must reapply for admission through KIMEP's normal channels.
8. A student may appeal an academic department's decision not to reinstate him/her as a student under the provisions of paragraph 5, or termination from his/her degree program under the provisions of paragraph 7, to the Dean of his/her College. The decision of the Dean on any such appeal is final.

Graduate students (entered from Fall 2007)

1. After a student has taken 15 credits or one semester of study at KIMEP, whichever comes first, a student whose cumulative grade-point average is below 2.67 will be placed on academic probation (AP).
2. A student on AP will not be allowed to register for more than 9 credits. A student on AP may not receive scholarships or work-study assistance nor participate in officially registered KIMEP student groups.
3. A student on AP should maintain a grade-point average of 3.00 or above

for any next semester he/she is on AP (including Summer if taken). A student will be removed from AP once his/her cumulative grade-point average is at least 3.00

4. A student on AP who does not maintain a grade-point average of 3.00 or above in a semester where he/she is on AP will be placed on academic suspension (AS) for the following Fall/Spring semester (Summer is included if the period of suspension begins in Fall). A student on AS is not eligible to enroll for any courses at KIMEP and is not entitled to any of the privileges of student status during the period of suspension. However, he/she may take non-degree language programs with the Language Center and/or College of Continuing Education.
5. A student who has completed a period of AS is eligible to apply for reinstatement as a KIMEP student. This does not require readmission. The academic department to which the student applies will determine whether the student is to be reinstated. Reinstatement is not automatic. If a student is reinstated, all courses he/she has taken will count towards the fulfillment of degree requirements.
6. A student who is reinstated after a period of AS will be placed on AP, and hence is expected to maintain a grade-point average of 3.00 or above for any next semester he/she is enrolled. AP will be lifted once his/her cumulative grade-point average is at least 3.00.
7. A student who fails to maintain a grade-point average of 3.00 or above while on AP after a period of AS will normally be terminated from his/her degree program. If such a student wishes to study again at KIMEP, he/she must reapply for admission through KIMEP's normal channels.
8. A student may appeal an academic department's decision not to reinstate him/her as a student under the provisions of paragraph 5), or termination from his/her degree program under the



provisions of paragraph 7), to the Dean of his/her College. The decision of the Dean on any such appeal is final.

POLICY ON WITHDRAWAL FROM KIMEP

If a student wishes to withdraw from KIMEP, she/he must:

1. Fill in the relevant form.
2. Clear up all debts and obligations.
3. Pay a withdrawal fee.
4. Students who are not registered for two consecutive years, without prior approval (leave of absence) will be administratively withdrawn.
5. If a student withdraws from KIMEP, it terminates the relationship between the student and the Institute.

KIMEP also reserves right to administratively withdraw students for poor academic performance, violation of KIMEP regulations, expiration of time allowed for graduation.

The student must reapply for admission to KIMEP if he/she desires to return, following regular admission procedures.

POLICY ON ACADEMIC LEAVE

A student can take a leave of absence for one academic year without paying enrollment fee. If a student takes another year-off, s/he is supposed to pay an enrollment fee for each missing semester. Leave can last no longer than two consecutive years, after which students is withdrawn and must re-apply for admission. Student who disappears without submitting leave of absence request in written form is automatically withdrawn; s/he must reapply for admission.

POLICIES ON STUDENT RESEARCH MANAGEMENT AND THESIS

KIMEP's research training program is based on four main foundations:

- Research work leading to a thesis/dissertation aligned with a concentration/specialization
- Controlled growth in research student numbers
- Student-centered research programs, management and support systems
- Quality assurance mechanism to maintain a high quality research training environment

Alignment with Research Concentration

KIMEP aims to ensure that research students are encouraged (but not restricted) to enroll in research groups. These provide research-rich environment in which student benefit from:

- Vibrant research atmosphere
- A number of peers to provide discussion and mutual support
- Regular seminar series by students (as well as by faculty)
- A collection of expertise on closely related research topics and research methodologies

Thesis/Dissertation

Each Master Program at KIMEP will have a thesis as a part of the graduation requirement.

A master degree by a combination of course and research work (thesis):

A student is required to complete a certain number of course work before undertaking a credit bearing formal research project leading to a written thesis/dissertation supervised by a faculty member.

Doctoral programs are offered through a combination of course work and mandatory original research work leading to a dissertation.

Thesis/Dissertation supervision and management guidelines

A research proposal is forwarded by a student to the department. The department ensure that an appropriate principal supervisor is available and is willing to supervise. The



supervisor must have a Ph.D. with extensive teaching and research experience. The department further ensures that the proposed research program is appropriate for the academic program the student is enrolled for and that appropriate physical resources are available to support the research.

(a) Supervision

The supervisor plays an important role in overseeing, mentoring and guiding student research work. The supervisors meets with the student on regular basis, reviews the work in progress, and assists in keeping the student on track towards timely completion of the thesis.

An associate supervisor can be appointed from other organizations such as experts from industry and businesses in the area of thesis if and when such needs arises. An industry/business expert may not need to have a terminal degree but must have at least five years or more of industrial research experience. An associate supervisor renders supervisory services under the overall guidance and supervision of the Principal supervisor.

(b) Thesis/ Dissertation Committees

There shall be two such committees: one at departmental level and one at college level.

The departmental committee shall be chaired by the Principal supervisor and shall consist of additional two senior members: one from candidate's department and one external member derived from an allied department. All members must have doctoral qualification. The Principal supervisor shall forward copies of the thesis to each member of the committee at least four weeks before the formal defense by a student. The date of the defense shall be determined by the Principal supervisor in the consultation with the student.

The thesis shall be graded by a letter of grade (representing average of the score granted by each member) and such grade shall be counted towards the overall GPA. If not satisfied with the quality of work, this committee might recommend revision and/or additional work

before making final recommendation to the college committee.

The departmental committee forwards the thesis to the college dissertational committee. This committee shall be appointed by the College Council and reports to this Council. This committee shall include the Principal supervisor and three additional senior faculty recommended by the College Council. At least one member of these three should be from student department who is not a member of the original departmental committee, and two members must be external to the department. This committee ensures that standards, quality, integrity and transparency required by the college have been maintained. This committee makes final recommendation for the acceptance of the thesis in partial fulfillment of the degree. Of not satisfied with the quality of work, this committee might recommend revision and/or additional work before making final recommendation to the College Council. Both committee ensure that key element of the work are the work of the student.

(c) Writing guidelines

- There should be a modular approach to writing a thesis. This includes a need for a 3 to 6 pages thesis proposal that is given to the prospective supervisor and meet with the approval of the supervisor.
- Student presents his/her proposal in a departmental seminar talk.
- Proper referencing and citation should be given within the thesis including references to internal or external projects if such work from part of the thesis. References must also be given at the end of the thesis in a section clearly marked "References". All references, both within and at the end of the thesis must be cites in numerical sequence e.g. (1), (2) etc.
- Thesis should be A-4 format and lines should be typed with 1.5 spacing.
- There must be a title page (cover page) clearly indicating the name of the



student (author), title of the research project, date, and a clear statement “A thesis submitted to the department of _____ at the College of _____ in partial fulfillment of the requirements of _____ (name the degree e.g. Master of Arts in Economics.”

ACADEMIC CODE OF BEHAVIOR

Student Classroom Behavior Policy

KIMEP supports the principle of freedom of expression for both instructors and students. The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. Student classroom behavior that seriously interferes with either (1) the instructor’s ability to conduct the class or (2) the ability of other students to profit from the instructional program will not be tolerated. An individual engaging in disruptive classroom behavior will be subject to:

1. First offense: warning from instructor
2. Second offense: removal from class
3. 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 judges as contrary to normal academic functions. Examples include, but are not limited to, speaking persistently without being recognized, persistently interrupting other speakers, verbal and other behavior that distracts the class from the subject, 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.

While the above is designed to cover nearly all disruptive situations, a few specific examples deserve mention.

1. Students are required to be on time for all classes. In the case of students

arriving after the first 10 minutes of class, instructors have the right to refuse entry.

2. Students leaving the classroom before the end of class must get instructor’s permission in order to leave.
3. Mobile phones and other electronic devices that could disrupt class must be turned off upon entering the classroom. Instructors have the right to confiscate mobile phones (that have not been turned off) for the remainder of the class period.
4. Unauthorized talking by students during class is not permitted. If such talking occurs, it is recommended that instructors give one verbal warning to the offending student or students. If a second instance occurs, instructors have the right to direct offending students to leave the classroom.
5. Shouting or talking loudly during a teaching session without the permission of the lecturer in charge.
6. Continuing to talk to classmates after having been told to stop by the lecturer.
7. Making disruptive noises in a class session after having been told to stop by the lecturer. This may include slamming books closed or on some other surface, stamping or closing doors or windows loudly.
8. Talking by phone or any other device during the class.
9. Disrespectful behavior or attitudes to a member of the teaching staff. This may include any verbal, written, posturing or attitudinal action.
10. Any act or behavior, which occasions disruption during a class session. Disruption is here defined as any behavior that prevents other students and/or staff members from concentrating on, or inhibits the achievement of concentrating on the subject matter of the class session.

KIMEP respects and supports the notion of academic freedom for instructors in the class-



room. As a class management aid, the above set of guidelines is designed as a suggestion for instructors in formulating their own classroom behavior policy. This policy should be included in the course syllabus and reviewed with students during the first class period. .

Any student violating the above guidelines in a lecture, seminar or tutorial session will be referred to the College Disciplinary Committee for adjudication.

Class Attendance Policy

Students are expected to attend all classes. Each instructor is responsible for his/her attendance policy. Each instructor determines the relationship between class attendance, the objectives of the class and the student's grade. The instructor is responsible for informing students of attendance policies and the effect of attendance on their grade during first two classes. 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. In the event of a dispute, the matter may be reported to the College Disciplinary Committee.

Examination Rules

1. Proctors have the right to demand ID cards to enter 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 stated in the examination paper, they must not be within the sight or reach of candidates.
4. Candidates may not borrow anything from other candidates. Contact a proctor if in doubt.
1. You may use any material if the proctor grants permission. However, any notes written in the material present, may be

taken as proof of cheating regardless of their nature.

If anything is written in the material, deposit it on the proctor's desk and take it back after the exam.

1. Candidates may not leave the room once the examination has started for any reason, inclusive of going to the toilet during the exam without the proctor's permission. Candidates leaving the examination room will not be allowed to come back into the examination room. You are advised to go to the toilet immediately before the examination.
2. Talking to anyone other than the proctor in the examination room is regarded as cheating. If you need assistance, please raise your hand to get attention of the proctor. Do not call out or make another sound to attract attention.
3. The examination will be conducted in strict silence. Mobile phones, pagers, Walkman, clock/watch alarms or any other electronic devices must be turned off.

Any candidate continuing to work after the proctor announces that time is up or after the "pens down" announcement will be considered to have breached the rules and committed an act of cheating.

Academic Integrity Policy

Academic dishonesty is considered a serious offense and is forbidden. This policy includes all course assessment, related assignments and all standardized tests (e.g. midterm and final exams, entrance and language exams, term papers, projects and degree theses or dissertations).

These rules apply to the faculty in the conduct of their research as well as to students in the preparation of all materials submitted to gain academic credit.

The Disciplinary Committee has published "Examinations Rules" which govern behav-



ior during formal examinations and are considered binding upon students in the present code. Such dishonesty additionally includes:

- a. Falsifying attendance records by signing in on attendance lists for a student who is in fact absent from the class, or by any other means.
- b. Falsifying or altering any university document. This particularly applies to documents relating to the student's performance or achievement at KIMEP such as transcripts or diplomas.
- c. Any other form of inappropriate behavior which may include but is not limited to falsifying records or data, ly-

form in such a way as to present them as the student's own thought, where such ideas, if they were the student's own, would contribute to the merit of his or her own work.

Penalty Guideline

The figure below attempts to illustrate perceived levels of plagiarism from minor offences (left) to the most serious (right). Recommended levels of penalty are applied to each.

Plagiarism Penalty Guidelines Extenuating Circumstances

Apparent honest mistake IE missing one footnote among many	Inclusion and presentation of someone else's words as one's own			Presentation of someone else's paper or unique/original thesis as one's own		
Penalty:						
Least Serious -----» Most serious						
	Instructor reprimand	"F" for paper	"F" for course	Suspension	Expulsion	
Possible Extenuating Circumstances						
	First year student			Repeat Offender	Source paper	
<i>*In all cases where the disciplinary committee has determined guilt, lifelong probation is automatic</i>						

ing, unauthorized copying, tampering, abusing or otherwise unethically using computer or other stored information, and any other act or misconduct which may reasonably be deemed as constituting this.

The figure above intentionally allows for a range of possible penalties. This is meant to accommodate both the range of plagiarism cases experienced on campus, and also the presence of circumstances related to the case that may influence the penalty decided upon.

Plagiarism

Plagiarism is defined as the passing off of any one else's work as one's own. The Academic Council of KIMEP has enacted that plagiarism has occurred when a student:

1. Directly copies one sentence of another's written work without acknowledgment.
2. Closely paraphrases the equivalent of a short paragraph or more without acknowledgment.
3. Borrows, without acknowledgment, any ideas in a clear and recognizable

Disciplinary Procedures for Plagiarism

The procedures for plagiarism are:

1. Identifying acts of plagiarism is the responsibility of the instructor and they may apply any penalty up to an "F" for the course without referral to the disciplinary committee of their college.
2. If the instructor feels that the incident is serious enough to warrant referral to the disciplinary committee, the instructor must write his/her opinion of the seriousness of the plagiarism based on the table above.



3. Students also have the right to appeal to the College Disciplinary Committee if they feel that an instructor has unfairly accused them of academic dishonesty or misconduct.
4. The CDC’s findings will be reported to the instructor, the student and the Registrar within 5 days of the decision.
5. The primary responsibility of the college disciplinary committees is to determine the penalty for acts of plagiarism. However, it is within the scope of the committee’s duties to consider if plagiarism has occurred in some cases.
6. Penalties deemed appropriate may be influenced by extenuating circumstances. Either the student or instructor has the right to appeal in writing within 5 working days after they have been informed of the final decision. The appeal must be addressed to the Chair of the College Disciplinary Committee. The College Disciplinary Committee (CDC) adjudicates the matter.
7. All decisions from the CDC are final.

ademic work considered in the determination of a course grade or the outcome of a standardized assessment. KIMEP recognizes three levels of cheating. These are, in order of severity, identified as:

1. Spontaneous
2. Premeditated
3. Conspiratorial

The following table illustrates the levels of cheating, their defining characteristics and the penalty proposed for each.

Procedures

The procedures for cheating are:

1. Proctors or instructors must report any breach of the academic code of discipline to the Chair of the College Disciplinary Committee immediately after the examination session in which the breach occurred if they wish to receive official justice.
2. Instructors have the right to deal with breaches of spontaneous cheating without consulting the College Disciplinary Committee.
3. Students also have the right to appeal to the College Disciplinary Committee if they feel that an instructor has unfairly accused them of academic dishonesty or misconduct.

Cheating Overview

Cheating is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself or another in aca-

Cheating and Penalty Guide			
<i>*Level of cheating and penalty is listed in perceived order of severity from lowest to highest</i>			
Type.	Spontaneous	Premeditated	Conspiratorial
Characteristics	<ul style="list-style-type: none"> • Unplanned cheating • Looking at another student’s work • Talking 	<ul style="list-style-type: none"> • Planned in advance • With prepared aid(s) • Individual in scope 	<ul style="list-style-type: none"> • Involving being in possession of an answer key • Not individual in scope
Penalty	The student is awarded an “F” for the specific piece of work, examination, term paper or other relevant evaluation mechanism. The student is placed on lifelong academic probation.	The student is awarded an F for the specific course. The student is placed on lifelong academic probation. Any student caught a second time for “premeditated” cheating faces “expulsion” from KIMEP.	Expulsion

**The placement of ‘Spontaneous` illustrates that some instances of cheating and penalties attributed to them may overlap these general types.*



4. If the instructor feels that the act of cheating is more than spontaneous, he/she must refer the matter to the Chair of the College Disciplinary Committee (CDC) who will convene a meeting to carry out an investigation and to give adjudication.
5. The CDC's findings will be reported to the instructor, the student and the Registrar within 5 days of the decision.
6. Candidates have the right to appeal in writing within 5 working days after they have been informed of the final decision. The appeal must be addressed to the Chair of the College Discipline Committee. The matter is adjudicated by the College Disciplinary Committee (CDC).
7. All decisions from the CDC are final.
8. Penalties deemed appropriate may be influenced by extenuating circumstances.

Penalties for Breaches of Other Academic Discipline Rules

Each case will be dealt with individually and records maintained by the Registrar. The College Disciplinary Committee, upon the approval of the KIMEP Council has the full right to impose any sanction that will serve justice and has the full right to modify, alter or ignore these suggestions as they see fit. However, the guidelines mentioned above for plagiarism and cheating are recommended.

IDENTIFICATION POLICY

In order to provide a safe campus, the student must produce a KIMEP identification card or Kazakhstan identification card when requested by faculty, staff or security personnel. If the student refuses to provide identification information, they will be immediately escorted off-campus. A second failure to provide identification information may result in the arrest for trespassing of the student.

Library Policy (see the Section on Library)
Computer Lab Policy (see the Section on Computer and Information Systems Center)

GRADUATION REQUIREMENTS

General Graduation Requirements

In order to receive his/her degree (undergraduate and graduate) a student, in general, must fulfill:

- All General Education Requirements
- All Program and College requirements
- All Faculty and Institutional regulations
- All Financial obligations to the Institution

Undergraduate Degree Requirements

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

1. Earn 129 credits required during the limited number of years allowed for graduation.
2. Have a cumulative grade point average (GPA) of at least 2.00.
3. Have at least 48 credit hours in courses designated as General Education Requirements (GER). This program is described in Part-IV.
4. Meet all requirements for the degree in the student's major field of study.
5. Grades A, B, C and D are passing grades for undergraduate students; below D-is a failing grade. In cases where students do not have all the necessary grades, they will not graduate until they have repeated the course and received the required grade.
6. Grades for required intensive courses are not counted towards the GPA but students must pass them in order to graduate.

To learn about graduation requirements of specific program, please, refer to the graduation requirements of the particular program in Colleges' parts of catalog.



Graduate Degree Requirements

Graduation requirements for Master's degrees may vary from department to department. Full details are given in Part-V. However, in general, every student must meet the following:

1. Complete the amount of credits required by the department during the limited number of years allowed for graduation.
2. Have a cumulative grade point average (GPA): at BCB - 3.00; CSS - 2.67.
3. Meet all requirements for the master's program in the student's major field of study as detailed in Part-V.
4. Grades A and B are passing grades for graduate students. Grade of C for graduate students can be considered as either passing or failing, depending on the specific program requirements as well as the number of grades of C a student has received. In cases where students do not have all the necessary grades, they will not graduate until they have repeated the course and received a passing grade.
5. **2 C's Policy.** KIMEP master students require a minimum "B-" in each individual course to graduate. For the Bang College of Business two grades of "C" are allowed for graduation. For the College of Social Science two grades of "C" for elective courses are allowed for graduation. 2 C's policy not applied to English required courses.
6. Grades for required intensive courses and English courses are not counted for GPA but students must pass them in order to graduate.
7. All Master's degree programs at KIMEP shall require each Master's student to complete and publicly defend a Master's thesis as a condition of receiving the degree.
8. Specific program may apply additional graduation/exit requirements (please, refer to the graduation requirements of the particular program in Colleges' parts of this catalog).

Time Allowed for Graduation

Undergraduate students are allowed a 10 (ten) years limit for graduation

Graduate students are allowed a 5 (five) years limit for graduation.

Any period of academic leave in Institution is included in these time limits.

Graduation Approval

1. Under the credit system, students may graduate after Fall, Spring, and Summer semesters once all graduation requirements are completed.
2. Students are responsible for completion of graduation requirements and academic progress through whole study.
3. Once graduation requirements are completed, students should submit the *Graduation Request* to the Office of the Registrar. This document will indicate readiness and intent for graduation by student.
4. *Graduation Checkout List* shall be submitted by the end of last semester to the office of the Registrar to ensure fulfilling of all administrative and financial obligations (library, dormitory, sport center, commandant, etc.).
5. Upon receiving Graduation Request from student, office of the Registrar submits Official Graduation Check List to the concerned departments, including Language Center, and GER Program. Majors, double majors, concentration, specialization, minors, double minors should be approved by Chairs of corresponding departments.
6. Upon approval by departments, College Council meets to approve student's graduation eligibility.
7. KIMEP Council meets to approve list of Graduating students based on departments and College Councils decisions.
8. Upon approval list of Graduating students Office of the Registrar prepares diplomas and graduation transcripts in 10 weeks after the last semester.
9. If by any reason a student cannot physically receive the diploma and/or transcript, he/she can delegate the receipt



to any person with necessary notary supported documentation.

For detailed information, please refer to Registrar's web site: www.kimep.kz_registrar_for_students_graduation_package

Graduation Ceremony Eligibility

1. KIMEP holds annual graduation ceremony once in a year (after the end of Spring semester). All students who have completed their graduation requirements are eligible for participation.
2. All students who have completed their graduation requirements and have been approved for graduation by the College Council are able to attend the graduation ceremony.
3. All students who are short 12 credits or less are able to attend the graduation ceremony. However, they will not be given any diploma, nor will the Office of the Registrar print their diplomas until they have completed all academic requirements for graduation and have been approved for graduation by the College Council.
4. Any students who have debt are not eligible to attend the graduation ceremony or receive their diplomas.
5. All students who wish to attend the graduation ceremony must attend all rehearsals. Failure to attend all rehearsals will result in the immediate cancellation of their eligibility to participate in the graduation ceremony.
6. All students who wish to attend the graduation ceremony must inform the Office of the Registrar.

CODE OF CONFIDENTIALITY

According to the Law of Republic of Kazakhstan "On education" from June 7, 1999 N389-I and KIMEP rules, any full-age student reserve a right of non-disclose of confidential information (number of registered courses per semester, schedule, tuition, payment, debts, grades, etc.).

This information should not be released to any other party without the student's written consent.

This information is available at student's presence or submission of letter of attorney verified by the notary. Students will need to sign "Consent Form for use and Disclosure of Student Information" to give access for their parents, etc. on identifiable information.

ON-LINE RESOURCES FOR STUDENTS, FACULTY, ADMINISTRATION AND PUBLIC

Office of the Registrar provides with variety of on-line resources for students, faculty, administration and public on the KIMEP web site. Students, faculty and administration will have access through the personalized password system

Students can check his/her advising materials, holds and blocks, checklist, personal registration schedule, wait list status, transcript, final examination schedule, grades, payment report, degree requirements, etc. on the www.kimep.kz ->registrar->for students.

Faculty can find individual schedules, information on their advisees and advising on-line resources, students on wait list, registration results, relevant statistics, grades entry pages, attendance sheets, etc. on the registrar website: www.kimep.kz ->registrar->for faculty.

Administration has access to necessary information on student enrollment, relevant statistics at: www.kimep.kz -> registrar -> for management and staff.

Public has the following information available: academic calendar, tuition and fees, schedule, student statistics, graduation statistics, etc: www.kimep.kz

ADVISING SYSTEM AT KIMEP

To assist students with their studies in a credit-based system, KIMEP has implemented a system of "Academic Advising". Academic advising process is designed to help students as



they make important decisions related to their academic progress at the institute. Below are some major guidelines to follow through to make the advising process a successful part of the institute experience.

- All faculty members must serve as academic advisors. Each department (Chair) appoints a faculty member as an advisor to a group of students. An assigned faculty member remains with a group of students throughout the student's education until graduation
- Advising is a combination of specific individual sessions with the students and electronic advising
- There is a two-step process for registration: (1) selection of proposed courses by students, (2) advisor's approval of the selection, followed by electronic release of the registration system to students
- Each academic advisor is required to make her/himself familiar with the curriculum and other requirements of the program
- Academic advisors will be provided with appropriate information sessions regarding academic advising process by College Advising Centers
- New students will be informed of the advising in advance in the month of July through the orientation program
- A list of the advisors will be sent to the Registrar by each department. These names will be posted in the web with their e-mail address

Academic advising for freshmen students

All students at KIMEP are entitled to academic advising regardless of their status.

Student Advising Services for Freshmen Office provides academic advising to freshman students in their first year of study (until they complete 30 credit hours) including pre-KIMEP summer intensive period. Starting from the second year of study each student at KIMEP is assigned to a faculty member who is

an academic advisor for both educational and career guidance.

Faculty advising is complemented by College Advising Centers where students can receive help and assistance from professional advisors.

Non-degree students are not assigned a faculty member as an advisor but these students will benefit from resources and services provided by College Advising Centers and Student Advising Services for Freshmen.

Subjects covered by advising:

Academic advising by faculty advisors may include guidance and recommendations on any of the following:

- General discussion with the student about his/her career plan: career-path counseling,
- Registration procedures,
- Academic rules and regulations of KIMEP,
- Semester by semester course requirements and academic progress,
- Appropriate study-load depending on student's academic standing and other circumstances
- Graduation requirements,
- Examination rules and regulations,
- Academic and non-academic disciplinary measures of KIMEP,
- Extracurricular activities,
- Any other matter related to the student's life at KIMEP.

Academic Advising Procedure:

- a. A student will come to a faculty member for advising with two copies of the Course Selection Form and his/her checklist of completed courses.
- b. The advisor and the student will review the course selection. If both are satisfied that the course selection is appropriate for the student's needs, the advisor will sign one copy of the Course Selection Form and return it to the student. The advisor should retain the second copy of the form for his/her records.



- c. The student will take the signed Course Selection Form to the College Advising Center where an Advising Center staff member will remove the block from registration for the student.
- d. Once registration is opened, the student will enter his/her courses into the registration system.

Guidelines for Chairs of Departments:

Departmental Chairs hold responsibility for the implementation of individual departmental programs for Academic Advising.

All full-time faculty members must serve as academic advisors. Departments assign a list of students to their faculty advisors. Chairs must promptly give this list of student-advisor assignments to the registrar for inclusion into the registrar's database. Assigned faculty remains with a student throughout the student's education until graduation. Even if the faculty takes on additional responsibilities, he is not relieved of his obligation to advise his students to the conclusion of the student's education.

The number of students per faculty advisor varies depending on department, the ratio is to be determined by individual departments.

Guidelines for Faculty Advisors:

Faculty advisors are themselves responsible to know graduation course requirements for the degree programs, which they are advising. Similarly, faculty advisors are themselves responsible to know course descriptions, course prerequisite requirements, and similar such information.

Advisors must be available in their offices during the entire open registration period. The faculty advisor must have a posted schedule, which clearly indicates his availability, and the faculty advisor must strictly adhere to the schedule, which is posted on advisor's office door. Academic advising is an ongoing process that requires advisor-student interaction throughout the student's education and not only for purposes of registration.

The main component of Academic Advising is guidance of the student through the study process to ensure that the student meets the degree requirements for graduation from his degree program. However, advisors should give guidance on a variety of academic and non-academic affairs. Further, the advisor must be certain to offer advice concerning course choices to fulfill degree requirements which is distinct advice for the particular student depending on the individual student's performance. For example, a student with recent poor academic performance might be recommended to register for a smaller course load, etc.

STUDENT AFFAIRS

PART III

STUDENT LIFE

STUDENT HOUSING: KIMEP DORMITORY AND HOUSING PROGRAM

RESIDENTIAL ASSISTANT PROGRAM

UNIVERSITY CODE OF BEHAVIOR

DISCIPLINARY PROCEDURES

ADMINISTRATION

Jonathan Pixler,
MA, Dean of Student Affairs

Yevgeniya Kim,
MA, Senior Director of Student Affairs

Ainura Ashirmetova
BSS, Executive Assistant to the Dean of
Student Affairs

Zulfiyat Almukhanova,
Diploma, Director of Dormitory

Roza Amirzhanova, Diploma
Assistant to the Director

Saule Ilyasova, MBA
Database specialist-accountant

Gulshara Moldakhmetova,
MBA, Head Doctor, Medical Center

Yergazy Orazaliyev, BA
Director of Sport's Complex

Maral Akhmetova, Diploma
Assistant to the Director:

Natalya Dubrovskaya, Diploma
Coordinator of Sport's Complex

Sholpan Sugurbekova, Diploma
Director of Student Center

Saule Adelova, BA
Assistant to the Director



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

Student Organizations

Student Organizations play a vital role at any academic institution. Personal development that occurs outside the classroom is as important as what is learned inside the classroom. Currently, there are over 26 registered Student Organizations that bring unlimited excitement and energy to the campus. In addition, their work contributes greatly to the intellectual and personal development of our students. When possible, we try to encourage our student leaders to participate in the development of KIMEP policies and procedures and often invite them to serve on Standing Committees to represent the interest of students. Some of the more active organizations include:

STUDENT GOVERNMENT
YOUTH PARLIAMENT OF KAZAKHSTAN
CREATEAM
FUTURE BUSINESS GROUP
IDC (Intellectual Debate Club)
KVN
KARANDASH
SHOW TIME
KISA
SIFE—(Students In Free Enterprise).
KIMEP FILM SOCIETY
DIPLOMATIC BRIEFING CLUB
KIMEP TIMES
ECONOMIC CLUB
AIASEC
MUSIC CLUB
CHEERLEADER CLUB
KELT

(Kazakhstan English Language Theatre)

KPSO (KIMEP Perspective Students)

ZhaStar

KCLC

(KIMEP Culture and Language Club)

“The City of Light”

K-ZONE

KIMEP MTG CLUB

(Magic: The Gathering Club)

TITANS

ASSOCIATION OF KIMEP ALUMNI

The Dormitory

Student housing is conveniently located on the KIMEP campus. The capacity of the Dormitory is 428 students. There are comfortable and clean rooms on four floors served by a polite and friendly staff. Laundry services, study lounges, a billiard room, DVD and television rooms, a hairdresser salon, and kitchens are available for student use, twenty four hours a day. On the first floor, dining services are available for fresh, hot, homemade dishes operating for breakfast, lunch and dinner. There are 2 computer laboratories located on the first floor with 24 computers in one room and another 8 computers in the other room. Utilities such as cable television, telephones, electricity and water are provided at no charge. All rooms are equipped with a telephone. Off-campus housing services are also available through the Director of Faculty Housing and Campus Housing Liaison, located within the Dormitory complex. The entire Dormitory as well as the entire KIMEP campus is secure and security is provided on a 24- hour a day basis. KIMEP has begun a multi-year renovation of the dormitory.

Student Center

The Student Center provides, cultural, social, leisure, and extra-curricular activities for the KIMEP community and guests, and is home to various student activities such as: campus clubs, disco nights, job and student organizational fairs, art exhibitions and a host of other events. On the third floor of the Student Center is a Dance Floor that offers a wide range of modern dancing styles such as: Latino, Belly,

Hip Hop, and Break dancing. Some students and faculty members also enjoy Tai Chi. The “Black and Brown” coffee house is on the ground floor and serves as a student lounge with games, drinks and light snacks.

Sports Complex

The Sport’s Complex is conveniently located on campus and has almost everything to meet the requirements of the sports activities of students, faculty, and guests. Regular weekly activities include: volleyball, indoor football, basketball, table tennis and aerobics. The Director of the Sport’s Complex regularly schedules competitions between the students and faculty. The Sport’s Complex 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 room. A number of showers and lockers are available and entry to the Sports Complex is free for KIMEP faculty, staff and students. Plans are underway to renovate the Sports Complex in late Spring 2009 with updated equipment, and facilities similar to western universities. Health and cultural classes are offered weekly that include aerobics, gymnastics, sports dance and table tennis. The outdoor sport’s field offers a variety of outdoor sports activities for KIMEP faculty, staff and students.

Student Dining

Currently, students have three full-time locations where they can choose to eat, ranging from cafeteria-style breakfasts and lunches in the KIMEP Grill and Student Center, as well as home-cooked local dishes in the Dormitory Canteen. All locations offer friendly service, not to mention delicious and affordable meals. In most locations all three meals of the day are served. These locations are popular among students who want to eat, drink, or just simply talk between classes.

Medical Services

The mission of KIMEP Medical Center (under the authority of the Administration and Finance Office) includes the provision of quality medical care to KIMEP students of all ages and backgrounds including disabled and international students. The Medical office is located inside the Dormitory on the ground floor and provides basic medical and emergency services to students, faculty and staff. There are four rooms in the medical center: the first serves as a waiting room, the second as an examination room, divided into two sections. The third room is for injections and the fourth one is for physiotherapy. The Medical center also stresses the cooperative interaction of student health services with the KIMEP community to disseminate information about healthy lifestyles and preventive health issues, and react as necessary to public health problems.

Great Hall

The Great Hall hosts many activities, including a bi-weekly screening of the latest hit movies on a large-scale movie screen by the student run KIMEP Film Society with a theatre-quality sound system. In addition, the KIMEP English Language Theatre (KELT), the only English-based theatre production in Kazakhstan, hosts a full theatrical production twice a year. The Great Hall is host to a variety of conferences, guest speakers, and seminars, including the KIMEP Speaker’s Forum. Well-known persons in the areas of culture, education, business, and international relations visit and give talks in the Great Hall. The theatre seats 500.

Book Store

The bookstore resides adjacent to “KIMEP Grill” on the ground floor of the main academic building located on Abai Street. The store provides a limited number of textbooks, stationary, and gifts.



STUDENT HOUSING: KIMEP DORMITORY AND HOUSING PROGRAM

Currently, the number of student requests to live in the Dormitory far exceeds the number of spaces available. Therefore, the Executive Committee decided that in order to accommodate those students with the greatest need that accommodation would be allocated on a priority basis. Beginning in the Fall 2008 Academic Year, the new policy will take effect. KIMEP can not guarantee accommodation for all students. KIMEP reserves the right change this policy at anytime. This policy governs the allocation of spaces in the KIMEP dormitory and the management of the dormitory and its residents. In general, the Admission and Scholarship Committee approves policies relating to the dormitory. Management of the dormitory and students therein is the responsibility of the Dean of Student Affairs.

Application for Dormitory Space

Criteria for securing a space in the dormitory and the application process, including deadlines for application will be communicated by the Admissions and Recruitment Offices. All applications for financial aid and dormitory space for newly admitted and current students will be collected by the Student Financial Services Department. The Student Financial Services Department in coordination with the Dean of Student Affairs, following policies approved by the Admission and Scholarship Committee, will administer allocation of the dormitory spaces.

Procedures for Applying for Accommodation in the Dormitory

Only students that submit an application for financial aid will be considered for a place in the Dormitory. Students who wish to live in the Dormitory must apply and submit a completed financial application to the Student Financial Services Department on or before the application deadline.

On the financial aid application:

- Students will be asked to indicate whether or not they wish to be considered for a room in the Dormitory and

their housing preference.

- The Student Financial Services Department will review each application and determine its completeness. Only then will completed applications be ranked in order of demonstrated financial need.
- The Student Financial Services Sector will send the ranked list to the Admissions and Scholarship Committee who will certify the list and/or make modifications based on the Student Financial Services Department recommendations.
- The certified Admissions and Scholarship Committee list is the final decision on placement in the Dormitory.
- Depending on the number of spaces available in the Dormitory, students are selected for a place in the Dormitory from the certified list in the order of their demonstrated financial need.
- Students selected under the priority policy are allowed to live in the Dormitory until their status changes and as long as they remain in good standing.
- Upon arrival to KIMEP, students may claim their room only after all necessary documentation has been filed with the Student Financial Services Sector and the student has completed the Contract for Living in Dormitory Form.
- Students who do not claim their room by the end of the registration period risk losing their priority placement.

Dormitory Accommodation Payment Policy

Payment for accommodation in the KIMEP dormitory shall be made:

- In full at the beginning of each respective semester or for the full academic year.
- Payment for accommodation at the KIMEP Dormitory for summer semesters should be paid 100% in correspondence with the KIMEP Tuition Fee schedule.



Priority	Student Type	Duration of Stay
1	House Mother/Faculty Member (1)	1 year
2	Orphaned and Disabled	Duration of Studies
3	Scholarship Students (Full-time Scholarships that include dormitory accommodation)	Duration of Studies
4	International and CIS Full-Time Degree Students	Duration of Studies
5	Newly entering 1st year Degree and Provisional Bachelor level students who are non-residents of Almaty	1 year
	Current Students:	
	1 st Priority: 17 years old or younger	
	2 nd Priority: Year of Entry and Financial Need	
6	<i>*Starting with 1st-year students thru 4th-year students based on their financial need and year of entry and excluding 2nd – 4th year students whose GPA falls below 2.67</i>	1 Year

Prioritization of Applicants

Applicants for dormitory space will be prioritized in the following manner:

Confirmation of Eligibility of Applicants

Eligibility of **International applicants** will be assessed by the International Office and approved by the Dean of Student Affairs. Both the Dean of Student Affairs and the Admissions and Scholarship Committee must review all lists from the Dormitory and Student Financial Services Department before a student is officially allowed to live in the dormitory. KIMEP’s Admission and Scholarship Committee must review eligibility of all applicants. Each student’s name will be reviewed and the room they have been assigned to, will be checked by KIMEP’s Dormitory Administration together with the Dean of Student Affairs Office to make sure it is in accordance with the “Priority Accommodation” Policy of the KIMEP dormitory. Any student or faculty

member caught violating the Dormitory Policy will have their case presented to the KIMEP Disciplinary Committee by the Dean of Student Affairs, and in addition he/she could face expulsion altogether from the dormitory.

Off-Campus Housing Program

Those students who were not accommodated in the Dormitory automatically become eligible for the Off-Campus Housing Program. Priority will continue according to the certified ranked list. In other words, the first student on the dormitory waiting list, who was not placed in the Dormitory, will be the first student eligible for the off-campus Housing Program. The off-campus Housing Program consists of off-campus Dormitory and off-campus apartment space. Spaces in any off-campus Dormitory space will be filled according to the priority list first, followed by places in any off-campus apartments regardless of the reference chosen on the financial aid application.

RESIDENT ASSISTANT PROGRAM

The Dormitory operates a Residential Assistant Program to support the mission of the Institution. The purpose of the program is to facilitate the daily operations of the Dormitory and to ensure that with an increased number of students there will be an increased amount of safety. The Residential Assistants are re-

sponsible for all aspects of on-campus living. They have to help other students with their questions about on-campus living, payment arrangements, housing policies, employment in housing, or other topics. Every student should feel free to discuss any of his/her concerns with their Residential Assistant.



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

The compensation for RAs includes the following:

- Free room in the dormitory for the length of their term of service limited to 1-year;
- Tuition waiver of \$25.00 per month for the length of their term of service

FSA (2 Fire Safety Assistants will be chosen by the Dormitory Director) but they will not receive a free room or tuition waiver like that of the RA's).

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 the daily operations of the Dormitory – this includes actively being involved in the process of providing security for dorm residents by reporting violations of dormitory rules along with working to maintain the well-being of each resident.
- Helping dorm residents with their questions about on-campus living, payment arrangements, housing policies and other topics.

Residential Assistants (RA's) Selection

There will be a maximum of four RA's – in the Dormitory with 1 RA per floor be given a dormitory room.

Residents of dormitory will elect candidates for the RA position with final selection made by Office of Dean of Student Affairs (The Election process for the RA positions must be completed by the 2nd Monday of September of the Fall Semester)

Qualifications for RA position

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

1. All candidates must be able to demonstrate through an interview process the personal maturity, responsibility, patience, aptitude for conflict resolution, creative thinking, enthusiasm and degree of caring need to be a Resident Assistant.
2. RAs and are expected to remain in good academic standing. Candidates who have a Provisional Status, Academic Probation, Nonacademic Probation, Academic Disqualification, and Nonacademic Disqualification are not eligible for an RA position. Incomplete grades must be completed before the start of the employment in September. If a student is placed on probation or is suspended during his/her service as a Resident Assistant, this will be grounds for termination.
3. RAs must be full-time students and maintain a GPA of 3.0 or better on an ongoing basis.
4. RAs and are required to live in the residence to which they are assigned.
5. RAs in order to be accessible and provide a consistent level of response to residents must provide their name, contact information and must post and adhere to a schedule of availability for students.
6. RAs and are required to attend and participate in all of RA training and staff meetings starting in the fall semester (and participate in other training sessions during the year). Specific dates for training will be explained.
7. RAs and are expected to abide by all Institution policies and may not break the law. Violating Institutional policies or breaking the law is grounds for expulsion from the dormitory.



UNIVERSITY CODE OF BEHAVIOR AND STUDENT DISCIPLINARY PROCEDURES (Details in regard to student behavior can be found in the “STUDENT HANDBOOK”)

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

I. PERSONAL CODE OF BEHAVIOR (See “STUDENT HANDBOOK”)

Preamble

As citizens of and residents of the Republic of Kazakhstan, members of this academic community, enjoy the same basic freedoms, rights and responsibilities as all other citizens of and residents of this Republic. In particular, students and faculty at KIMEP should exercise freedoms and responsibilities related to the educational process. In order for this to happen, teachers should be free to teach, conduct research, and to publish findings in the spirit of free inquiry, and to exercise academic responsibility in the classroom in examining and discussing subjects in a spirit of freedom. For students, attendance at KIMEP is a privilege. In order to maintain the ideals of scholarship, character and commitment to excellence, KIMEP establishes these rules and regulations to further these ideals within the university community. Students must understand that individual rights bring associated responsibilities and that individual rights must be viewed in relationship to the health, safety, and welfare of the university community. Faculty, students and administrators who are found by the appropriately constituted Committee(s) to have contravened any KIMEP regulation designed to protect the above principles will have the right to due process. Due process means the confidential and impartial consideration of

their case by the appropriate committee, with the right to appeal any decision taken. These rules apply to all members of the university community equally, no matter who they or their parents may be. All members of the university community are responsible for their enforcement. Any KIMEP student, teacher or employee who is aware of an offense and who does not act to prevent it, if possible, or to report it to the properly constituted authorities is also considered to be guilty in connection with the offense. All are also required to give evidence of what they saw, heard or perceived by other means before the appropriate committees when a case is under consideration.

II. DISCIPLINE AND CONDUCT POLICIES (See “STUDENT HANDBOOK”)

General Conduct Policy

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

- a) Physical Assault (fighting) or the Threat of Physical Assault
- b) Verbal or Mental Abuse
- c) Theft of Property
- d) Vandalism or Deliberate Damage to KIMEP Property or the Property of Individuals.
- e) Offensive Behavior Includes: (spitting, shouting, discourteous conduct toward colleagues, ethnic, religious or racial slurs, etc.)
- f) Misusing KIMEP Facilities

Policy on Sexual, Religious and Ethnic Harassment

It is the policy of KIMEP to provide a safe and positive learning environment for all faculty, staff and students. To ensure such an environment, KIMEP will not tolerate acts of sexual



harassment or retaliation for filing a charge of sexual harassment against or by any employee or student. The following provides a definition of sexual harassment, any potential retaliation, and the procedures to be followed in cases related to sexual harassment. Furthermore, it is a violation of KIMEP policy to knowingly lodge a false complaint of sexual harassment or give false information regarding such a complaint. This policy applies to all faculty, staff, and students of KIMEP. There are many definitions of sexual harassment. Sexual harassment consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature under the following conditions:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, living conditions and/or educational evaluation;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- the conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

A hostile environment concerning sexual harassment is defined as unwelcomed sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on the circumstances and conditions in which the act has taken place. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Examples which may indicate a violation include but are not exclusive to a faculty member who suggests that a higher grade will be given to a student if the student submits to sexual advances, a supervisor implicitly or explicitly threatens termination if

a subordinate refuses the supervisor's sexual advances, a student repeatedly follows an instructor around campus and sends sexually explicit messages to the instructor's voicemail or email, demands for sexual favors, accompanied by implied or overt threats concerning one's job or letter of recommendation, subtle pressure for sexual activity, unwelcome physical contact, sexual comments and innuendos, visual displays of degrading sexual images, and physical assault and rape. These are only examples whereas the actual definition of sexual harassment may include a variety of other interactions.

It is a violation of KIMEP policy to engage in retaliatory acts against any employee or student who reports an incident of alleged sexual harassment, or any employee or student who testifies, assist or participates in a proceeding, investigation or hearing related to such allegation of sexual harassment. Students and employees who believe they have been retaliated against because of testifying, assisting or participating in a proceeding, investigation, or hearing relating to an allegation of sexual harassment, should meet with and seek the advice of the Chair of KIMEP Discipline Committee, whose responsibilities include handling retaliation as well as sexual harassment allegations. All members of the university community enjoy the same rights and privileges independent of their ethnicity, gender, and sexual orientation, and are protected from harassment related to them. Therefore it is forbidden to pressure students any member of the KIMEP community for sexual favors. Insult, harass, threaten or assault any person for reason of their religion, ethnicity, gender or sexual orientation.

KIMEP Drug and Alcohol Policy

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

Also, a decision was made by the Executive Committee to prohibit the sale or distribution of alcoholic beverages, including beer, in the



Faculty and Staff Lounge. Free non-alcoholic beverages and snacks will continue to be offered in the lounge. For other events on campus (involving Faculty, Staff and Guests), permission to serve alcoholic beverages must be approved in advance by the Office of the President or Executive Vice President of KIMEP.

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

KIMEP Gambling Policy

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

All students are expected to be familiar with and abide by the KIMEP’s policies regarding gambling-related activities. The practice of illegal gambling among students has a disruptive effect and can lead to financial loss and possible retaliation by others. Students are not allowed to organize games of skill or chance where money changes hands. This includes playing cards, in which money is bet, won, or lost.

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

Smoking and Chewing Gum Policy

A) Tobacco smoking is prohibited on all KIMEP property except in designated smoking areas. Smoking is prohibited in toilet facilities. However, faculty and students are allowed to smoke in areas outside of the entrances to buildings,

provided that they dispose of cigarette butts/ends, ash, and other rubbish neatly in the containers provided.

B) The use of chewing gum is forbidden during classes. At all other times used chewing gum must be neatly disposed of in garbage and trash cans.

Campus Cleanliness

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

- First Disciplinary Action – The student will be required to complete up to 4 hours of community service, which will include cleaning the campus under the supervision of the Office of Student Affairs.
- Second Disciplinary Action – The student will be required to complete up to 10 hours of community service, which will include cleaning the campus under the supervision of the Office of Student Affairs.
- Third Disciplinary Action – The student may be placed on Disciplinary Probation.
- Fourth Disciplinary Action - The student may be suspended for one semester from KIMEP. He/she will lose all tuition and other fees paid to KIMEP for the time of suspension.
- Fifth Disciplinary Action – The student may be suspended from KIMEP within the parameters of the prior offense



Cafeteria/Buffer Policy

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

Campus Norms Policy

In any large community with many young people, it is natural that feelings of romance and affection will occur. Under most circumstances, where the behavior is between consenting persons of equal status, there is no problem, but there are some situations that do create difficulties, both for the individuals involved and for KIMEP as well. These problematic situations are generally considered to be sexual harassment, which is illegal in most western countries and will not be tolerated. A typical college catalogue in the US, in this case, the University of Denver, defines it as follows: "... any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when (1) submission to such conduct is either explicitly or implicitly a term or condition of employment or status in a course, program or activity, or (2) submission to or rejection of such conduct is used as a basis for employment or educational decisions, or (3) such conduct has the purpose or effect of unreasonably interfering with work performance or educational experience or performance, or creates an intimidating, hostile, or offensive environment for working or learning." What this means is that teachers should not make sexual advances to students, ask them for dates or invite them alone to their apartments. Likewise, supervisors should be very careful about how they treat their subordinates, or anyone at a lower level in the bureaucratic structure. The same rules apply to treatment of subordinates as apply to treatment of students. The essence of the problem is that people in less powerful positions (students,

employees) may feel intimidated by the ability of a more powerful person to damage their careers or their studies. Thus they may submit to sexual advances when in fact they do not want to. Under no circumstances should anyone attempt to pursue a romantic involvement when the other party has said 'no'. The University of Denver definition stated above will be enforced here, and violators will be subject to administrative sanctions, which could include termination of employment. Even in cases where KIMEP can take no formal action, people who behave improperly will be tried in the court of public opinion, and even in the absence of formal sanctions, careers can be damaged and individuals subjected to humiliation.

Use of KIMEP Facilities for Activities

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



cial point of contact for the particular event and remains so up until the time of the event. It is the responsibility of the Director of the particular facility to ensure that all procedures have been correctly followed. From the start of the event until the end of the event the entity hosting (hereafter 'Event Host') the event is legally responsible for anything that happens. At the time of the request of use of facilities the Event Host must sign a Responsibility Waiver Form and the Code of Conduct Form. These forms will identify the person or persons in charge of the event and who will be legally responsible should anything wrong that may happen. Ultimately, it is the responsibility of the Event Host to make sure that all participants are obeying KIMEP rules and regulations. The administration encourages events on the campus to target KIMEP students. Any student, staff or faculty in good standing with the university is allowed to participate in campus events. Security shall be provided for any event that occurs after normal business hours and the Head of Security will determine the appropriate security measures. Upon entrance to any event on the campus, KIMEP security reserves the right to ask for official Identification of any participant, including members and their guests. In the event, that such request is made and the participant does not have such identification, security has the right to refuse entrance of the person. Non-KIMEP participants must be invited by an acknowledged member in order to be admitted to KIMEP events and the member and his/her guest must seek admittance into the event at the same time. A guest will not be admitted separately from their acknowledged KIMEP host. The particular member will be held responsible for the behavior and conduct of invited guests. In other words, the member will be held responsible for any unacceptable or unethical behavior of their guests as if the member misbehaved him/herself. This rule will be strictly enforced. The Event Host must provide a registration list for all guests that will be used only to identify member and their accompanying guest. Only members that bring request(s) will be required to sign this

list jointly with their accompanying guest. All other members are free to enter the event after they have been identified as a member. Prior to admittance to the event

Security must verify the identity of both the member and the guest(s) and record this information on the registration list. If there are no gross violations at the event then the list will be returned to the Event Host following the conclusion of the event. When Security is satisfied and sees no obvious grounds for refusal of admittance only then will the guest be admitted. KIMEP Security discretion and judgments in these regards are final. The policy towards events on campus that involve the consumption of alcohol is as follows:

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



III. PROCEDURES FOLLOWED FOR BREACHES OF PERSONAL CONDUCT

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

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

merit, or that the issue can be equitably resolved otherwise.

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

IV. ACTIONS OF THE COMMITTEE

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

Disciplinary Probation

Disciplinary probation is a formal warning to a student that their conduct is unsatisfactory. A record of the probation is placed in the student's academic file. Any further violations of the discipline code will result in automatic suspension or dismissal from KIMEP.

Suspension

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

Exclusion

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

Community Service/Work Experience

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

Monetary Compensation For Damages From The Student

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

Course Of Consultation With a Psychologist Or Psychiatrist

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

Enrollment In Specific Classes

The Committee may decide that the best solution to a problem may be knowledge itself: that a student may be directed in certain circumstances to take an academic course offered by KIMEP.

Ban from Computer Facilities and Laboratories

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

TUITION FEES AND FINANCIAL AID SERVICES

PART IV

TUITION AND FEES FOR STUDENTS

STUDENT FINANCIAL SERVICES

TYPES OF FINANCIAL AID

WORK - STUDY TUITION DISCOUNTS

DORMITORY

ADMINISTRATION

Larissa Savitskaya, M.Ed., MPA, Dean of
Enrollment Management

Oxana Shegay, MBA
Director of the Student Financial Services
Department

Dana Alibekova, MMS
Coordinator of the Student Financial Services
Department

TUITION AND FEES: 2008 – 2009 ACADEMIC YEAR

	For Citizens of Kazakhstan and CIS countries (KZT)	For Citizens of Other Countries (KZT)
UNDERGRADUATE PROGRAMS		
Tuition fee for BAE and BSS programs (each)		
Per credit	20.950	31.740
Per 3 credit course	62.850	95.220
Tuition fee for B.Sc. program		
Per credit	22.650	34.180
Per 3 credit course	67.950	102.540
Tuition fee for BAIJ program		
Per credit	16.600	24.900
Per 3 credit course	49.800	74.700
GRADUATE PROGRAMS		
Tuition fee for MBA program		
Per credit	32.800	49.330
Per 3 credit course	98.400	147.990
Tuition fee for MA program		
Per credit	31.330	46.890
Per 3 credit course	93.990	140.670
Tuition fee for MPA and MIR programs (each)		
Per credit	24.330	36.620
Per 3 credit course	72.990	109.860
Tuition fee for MAJMC and MA in TESOL programs (each)		
Per credit	23.000	34.660
Per 3 credit course	69.000	103.980
Tuition fee for LLM program		
Per credit	32.800	49.330
Per 3 credit course	98.400	147.990
Tuition fee for Executive MBA program		
For the program (for those entered in Jan/Feb of 2007)		1.950.000
For the program (for those entered in Jan/Feb of 2008)		2.210.000
For the program (for those entered in Jan/Feb of 2009)		2.652.000
DBA PROGRAM		
Per credit	131.440	131.440
Per 3 credit course	394.320	394.320
NON-DEGREE STUDENTS		
Tuition per undergraduate credit	22.650	34.180
Tuition per graduate credit	32.800	49.330



COLLEGE OF CONTINUING EDUCATION	
Pre Degree Programs (for the program)	
Provisional Bachelors	162.720
Provisional Masters English	72.000
Preparatory English	162.720
Preparatory (Bachelor) 'Complex'	16.100
Preparatory Masters GMAT	25.000
Preparatory Masters GRE	12.070
Open Enrollment and Certificate Program	
Business Courses (per course)	51.750
Distance Learning	
Online courses maintain the tuition fee of the college or program offering/ granting credit for the course.	
Professional Development Program	
<i>Offering per day per seat</i>	
Standard rate	23.920
Discount Policy	
Long term partner:	5% discount
Scheduled Seminar Corporate/Quantity Discount:	
2 Participants	5%
3 Participants	10%
OTHER COURSES AND FEES (KZT)	
Kazakh and Korean Language per credit (all programs)	10.140
Other Foreign Languages (per credit)	
<i>All degree students</i>	12.160
<i>Non-degree students</i>	16.220
Intensive English Preparatory Course Fee (excl. cost of books)	81.140
English Courses Tuition Fees for Graduate Programs (for citizens of all countries) per credit	13.520
English Courses Tuition Fees for Graduate Programs (for citizens of all countries) per 3 credit course (including zero credit course)	40.560
<i>Introduction to computers (intensive course):</i>	
<i>Test</i>	2.030
<i>Course</i>	20.280
Pre-MA, Pre-MBA courses (per course)	40.250
University life course (for those who entered in AY 2005-2006 and later)	13.830
SERVICES FEES (KZT)	
Late payment fee	8.820
Late registration fee (per course)	4.470
Enrollment fee (per semester)	5.000
Official transcript (3 copies)	1.750
Withdrawal administrative fee	4.470
Library materials overdue fines:	



Reserve items (per hour)	300
Circulating items (per day)	300
Textbook security deposit (fixed)	15.000
Textbook rental fee (collected from security deposit)	25% of textbook replacement cost
Student Club entrance to DISCO	free of charge
Duplicate and replacement of Diploma	1.750
Graduation ceremony fee (fixed) –gown rent	2.030
DORM ROOM RATE (PER STUDENT) IN KZT	
Double room per month	9.273-11.442
Renovated room per month	10.450-14.322

Tuition Payment Policy

All KIMEP students are required to pay their tuition fees on time. If students unable to pay the entire tuition fee for the whole year at one time, can pay in 3 installments per semester. Dates are announced in advance in the academic calendar and on the KIMEP web site. The following rules and policies are applicable:

1. Any student with debt at the end of the semester will not receive their final grades or any other grades, will not be allowed to register for the next semester;
2. Applying from the second due semester installment any student with a debt after the payment deadline should pay a Late Payment Administrative Fee.
3. Administrative and legal actions may be taken towards any student with any amount debt, including administrative withdraw from KIMEP. This action terminates the relationship between KIMEP and the student is still legally responsible for paying all debt. A student who has been administratively withdrawn from KIMEP may reapply to the Institution once their debt has been settled. The Department to which the student is applying decides whether to accept or reject the student.
4. A student may request a cash refund. Refunds will normally be made if the amount of payment exceeds the payment for a full study. Normally refunds may be received only during the set periods available at Cashier's Office. For current students, after these dates the remaining money will be considered as an advance payment for the next semester.
5. Any student who has been administratively withdrawn from KIMEP due to debt and will be reaccepted to KIMEP after settling their debt issue will have all previously taken courses counted towards graduation.
6. The time during which a student is administratively withdrawn from KIMEP still counts towards graduation time-limits.
7. KIMEP makes no connection between the distribution of scholarships, grants or tuition waivers and payment deadlines. Thus, students cannot count on receiving scholarships, grants or tuition waivers. All students must be prepared to pay 100% of their tuition and 100% of their fees as per payment deadlines.
8. While KIMEP strives to ensure that all economically disadvantaged students will receive aid, due to changes in sponsorship and corporate donations this is not always possible.

STUDENT FINANCIAL SERVICES

STUDENT FINANCIAL SERVICES DEPARTMENT

The mission of the Student Financial Services Department is to provide students with a maximum amount of financial aid (scholarships and tuition discounts), and work-study opportunities, and to compile a priority list for places in the KIMEP Dormitory. The Department is responsible for collecting data concerning student financial and academic status as well as distributing financial aid, work-study, and places in the KIMEP Dormitory at the beginning of the academic year. Moreover, the Department advises students on potential financial aid, work-study options, tuition payment policy and the means to allocate funds for their study.

The high quality of KIMEP's academic programs has gained acknowledgement and recognition in the Republic of Kazakhstan and abroad. Unfortunately, these programs are expensive to produce. Thus, the cost of attending KIMEP is too high for many excellent and otherwise qualified students. The principle reason why our programs are costly is because our instructors, faculty, and administrations receive salaries on par with those in the west. This means that our Institution is open and transparent. However, it also means supporting this system of education is expensive.

We firmly believe that our mission is to serve the people of the Republic of Kazakhstan. Therefore, we have implemented a system of financial aid and support for our students. Moreover, we are dedicated to the principle that any qualified student that desires to study with us should be allowed the opportunity to seek out those resources required to do so. The Student Financial Services Department is committed to the goal of providing the economically disadvantaged who have highest test scores/GPAs with the maximum amount of funding as possible.

The means of the distribution of aid is through the KIMEP Admissions and Scholarship Committee, which is appointed by the KIMEP Council. The Committee is responsible for the

accurate and fair distribution of all money that is received by KIMEP, as well as other non-traditional forms of scholarships that are detailed below. While every effort is made by the Committee to disburse all money in a fair and equitable manner, it is the responsibility of the students to ensure that the Student Financial Services Department has all necessary documents to correctly process their applications. The decision of the KIMEP Admissions and Scholarship Committee, as approved by the KIMEP Council, is final. All decisions of the Committee are non-negotiable. KIMEP reserves the right to distribute non-designated scholarship money, work-study tuition discounts, and tuition waivers in any way it sees fit. KIMEP makes no connection between the distribution of scholarships, grants, tuition waivers, work-study tuition discounts and any other forms of financial aid with payment deadlines.

While the Institution always attempts to distribute money, waivers and discounts before tuition deadlines, this is not always technically possible. Thus, students and prospective students need to be prepared to pay all tuition and fees according to established KIMEP regulations and tuition deadlines, even if they apply or intend to apply for financial aid or work-study tuition discounts. Students are responsible for paying any tuition or fees at the established payment deadlines.

KIMEP makes no promise of financial aid, work-study tuition discounts, or dormitory space to any student or individual.

KIMEP reserves the right to modify, amend or take away any amount of scholarship money, grants, tuition waivers, and work-study tuition discounts from any student. Students who fail to achieve high grades, students who are placed on academic probation or disqualification, for example, are at risk of losing any or all of their scholarships, tuition waivers or discounts. If students have any non-academic probation the decision to reject their financial aid or not should be made by the Disciplinary Committee. Moreover, all tuition waivers are subject to university financial situation. Even if a student qualifies for



tuition waiver, it does not mean it is automatic if the Institution believes it is contrary to its financial interest. No scholarship, work-study tuition discount, tuition waiver or award is automatic and may be changed due to financial considerations without notice by the administration,

even after it has been awarded by the KIMEP Admissions and Scholarship Committee. This point does not include designated scholarships provided by companies, organizations or individuals.

TYPES OF FINANCIAL AID

SCHOLARSHIPS

Scholarships are a traditional form of financial aid. Donors, corporations, individuals, and other sponsors give money to KIMEP that is specifically designated to be distributed to either graduate or an undergraduate student in the form of tuition subsidies. Unfortunately, because the amount of funds that our sponsors provide varies from year to year, the Student Financial Services Department is unable to offer interested students an exact figure marked for distribution. Awards of scholarships are based upon verifiable financial need of an applicant as well as academic standing. The criteria for the establishment of financial need may be found further in this document under the heading of “General Criteria, Rules and Regulation for Financial Aid and Dormitory”.

TUITION WAIVERS AND TUITION DISCOUNTS

Other forms of aid include tuition waiver and work-study tuition discounts.

Non-Work Study tuition waivers:

- The Nursultan Nazarbayev Scholarship
- The KIMEP Presidential Scholarship
- The KIMEP Dean’s Scholarship
- Altyn Belgi Scholarship
- Central Asian Scholarship
- The Caucasus Scholarship
- The International Scholarship
- Presidential Stipend of the Republic of Kazakhstan
- Other

Work- Study tuition discounts:

- Work-Study Tuition Discounts for Children of Pensioners
- Work-Study Tuition Discounts for Children with a Single Parent
- Work- Study Tuition Discounts for Orphans
- Work- Study Family Tuition Discounts

GENERAL CRITERIA, RULES AND REGULATIONS FOR FINANCIAL AID AND DORMITORY

To run a system of need-based aid, work-study program and places in the dormitory, need (that portion of the cost of education that the student or his/her family is unable to pay) must be determined. To assess these needs, KIMEP requires from all first year students seeking financial aid, work - study tuition discounts, or placement in the dormitory detailed and accurate information about the student’s and family’s incomes, liabilities and other pertinent facts, such as the number of children that the family needs to educate. This provision also applies to students who wish to apply for financial aid for the first time and have never declared their financial situation to KIMEP before. These documents are retained for the duration of the student’s academic career at KIMEP and used to make financial aid and work-study decisions for all years of study. However, when a student/student’s family financial situation or student’s academic records change or by request from the Student Financial Services Department, KIMEP requires to update the documentation that also includes the update on other changes such as student personal, academic, other information.

Only KIMEP students are eligible to apply for any type of financial aid, work-study tuition



discounts or dormitory space, however, non-KIMEP students may apply for financial aid, work-study tuition discounts, and dormitory space, but will only be considered if they have become full-time KIMEP students before the KIMEP Admissions and Scholarship Committee distributes funds and dormitory spaces. Students need to fill out the Application form for Financial Support before the deadline, which is available on the web site and in the Student Financial Services Department and also attach all necessary documents, confirming financial need and academic achievements.

The KIMEP Admissions and Scholarship Committee makes the final decision of scholarship distribution.

How to Obtain Financial Aid

PREPARE

Learn about financial aid program/dormitory and what is available to students. Students can visit Student Financial Services Department or KIMEP web site. Collect the documents needed to apply.

APPLY

Complete on-line financial aid/dormitory application form on KIMEP website. Make changes or corrections if any changes occur within the application period. Print out correct and completed financial aid/dormitory on-line application form.

Submit printed out on-line financial aid/dormitory application form together with the complete set of required documents before the deadline. Make sure the Student Financial Services Department has all the information needed to determine student's eligibility. Check the results of financial aid/dormitory distribution on KIMEP web-site.

Students would also need to:

- Demonstrate verifiable financial need
- Meet the profile and/or additional/specific criteria specified by donors/KIMEP
- Achieve the minimum overall GPA required for each individual form of financial aid.

- Be in good academic standing (overall GPA/ KIMEP Entrance Exams Scores).
- Be a full-time student (9 credits/3 courses per semester for graduate students and 12 credits/4 courses per semester for undergraduate students).

RECEIVE

Students will be informed via the web-site, phone or e-mail. Come to the Student Financial Services Department and take the Letter of Award to find out the details.

General Eligibility Criteria:

1. Excellent academic performance of a student (KIMEP Entrance Exams scores/Overall GPA);
2. Proved financial need.

General Rules And Regulations:

1. The KIMEP Scholarships will be distributed as tuition waivers;
2. Only full-time students who apply for Financial Aid with a complete set of documents would be considered. The documents requested demonstrate and verify financial need of a student/student's family (level of family income, number of family members, number of disabled family members, student home region, current employment status of family members, etc.);
3. The list of documents is available on KIMEP web site or in the Student Financial Services Department;
4. All Scholarships could be maintained (prolonged) with the minimum overall GPA 3.75;
5. Any student whose overall GPA falls below 2.33 will have the tuition discount automatically removed by the KIMEP Admissions and Scholarship Committee (except the Tuition Discounts for orphans);
6. Scholarships and Tuition Discounts for Orphans cover one particular degree program with specified number of credits. If a student takes more than the total number of required credits for degree



- completion or than defined by the particular scholarship/tuition discount he/she is responsible for payment of those extra credits. Scholarships/tuition discounts for the particular degree are defined by the number of credits required to that degree. In a case when student received scholarship/tuition discount for the particular degree in the middle of his/her studies, scholarship/tuition discount is given for the remaining credits. Scholarships/tuition discounts for the particular degree do not cover any credits for double specialization
7. If student won the scholarship/tuition discount for orphans being undergraduate, but he/she took graduate courses for the following semester or vice versa, in this case the scholarship should not be prolonged
 8. After the expiration of the 5 (five) academic year time limit for undergraduate students and 2 (two) academic year plus one semester time limit for graduate students, the students awarded KIMEP scholarships or tuition discounts that are designed for whole degree completion free of charge are responsible for full tuition payments regardless of how many credits taken
 9. In the event that a student takes a course that is not assigned credit (except required non-credit English courses for graduate students), the student is responsible for tuition costs
 10. All credits taken, regardless of the grade are counted towards the total number of required credits for degree completion
 11. Current students could take one academic year of leave of absence with no impact on scholarship or tuition discount that is designed for whole degree completion free of charge
 12. Financial aid is not automatic. A student must display proof that he/she is unable to pay the full tuition costs.
 13. Financial aid is not transferable
 14. Financial aid has no cash value
 15. Financial aid does not cover any retake courses
 16. Financial aid does not cover fees. The student is responsible for paying all fees (student fee, rental book deposit, tuition refunds of withdrawal from courses, late registration payment fee and others);
 17. Scholarships are distributed once in each academic year (work-study tuition discounts – the whole year round), but are subject to the availability of funds and the financial constraints of the institution;
 18. Any student who receives one form of financial aid is not eligible for any other forms of financial aid;
 19. Any student who is not in good academic standing due to grades is not eligible for financial aid;
 20. The KIMEP Admissions and Scholarship Committee reserves the right to remove the tuition waiver/discount at any time for academic, attendance problems or financial constraints of the Institution; No award is automatic and may be revoked by the KIMEP Admissions and Scholarship Committee and the administration at any time;
 21. The following conditions will automatically disqualify any student for any form of financial aid or support: Provisional Status, Academic Probation/Suspension, Academic Disqualification, Falsification of Official Documents;
 22. Work-Study program provides the student with a discount in tuition in return for a set number of hours of part - time work at KIMEP. The student is required to perform set number of hours of part - time work at KIMEP;
 23. A student's overall GPA is considered for scholarship and work-study tuition discounts each semester. For entering students scholarship distribution for the fall semester during the first year is based on their KIMEP Entrance Exams scores;
 24. If a student who was awarded any form of financial aid withdraws from the institution the financial aid received will be withdrawn;
 25. Students who are eligible for more than



one KIMEP scholarship, could be qualified to greatest KIMEP scholarship/discount;

26. Students must meet additional requirements stated in Specific Criteria/Rules for each particular form of financial aid;
27. Donors and sponsors may apply additional criteria or have different application/selection procedure.

SCHOLARSHIPS FOR NEWLY ADMITTED STUDENTS

Nursultan Nazarbayev Scholarship

In honor of the President of the Republic of Kazakhstan, KIMEP has adopted the Nursultan Nazarbayev Scholarship. The Scholarship provides a 100% tuition discount for four newly admitted undergraduate students and seven newly admitted graduate students for AY 2008-2009. There is no work-study commitment.

The following specific rules govern the distribution of the Scholarship:

1. Only newly admitted undergraduate and newly admitted graduate students will be considered;
2. The waiver provides 100 (one-hundred) percent free tuition for a maximum of 18 credits per semester, with the total number of credits equal to number of credits for the particular degree completion.

Altyn Belgi Scholarship

In recognition of the fact that KIMEP has an obligation to the Republic of Kazakhstan as a whole, the Institution has created the Scholarship that provides fifteen newly admitted undergraduate students – winners of Altyn Belgi Certificate with a 100% tuition discount. There is no work-study commitment.

Specific criteria for selection are:

1. “Altyn Belgi” Certificate

The following specific rules govern the distribution of the Scholarship:

1. Only newly admitted undergraduate students are considered;
2. The waiver provides 100 (one-hundred) percent free tuition for the total amount of credits equal to number of credits for a degree completion.

Caucasus Scholarship

The Institution has implemented the Caucasus Scholarship that provides three newly admitted undergraduate students with a 100% tuition discount and room in KIMEP Dormitory for the duration of their studies at KIMEP. There is no work-study commitment.

Specific criteria for selection are:

1. Citizenship in a Caucasus Country: Georgia, Armenia and Azerbaijan

The following specific rules govern the distribution of the Scholarship:

1. Only newly admitted students are considered;
2. Each of the three Caucasus Countries (Georgia, Armenia and Azerbaijan) has one bachelor scholarships for a total of three awards per year;
3. The Caucasus Scholarship covers all tuition (including intensive courses) and room in KIMEP Dormitory for the period the student is eligible for the grant or until the end of the program;
4. The Scholarship covers 100 (one-hundred) percent free tuition (including intensive courses) for the total number of credits equal to the number of credits required for degree completion;
5. The Scholarship goes into effect as of the Fall Semester 2006, and is not retroactive.

International Scholarship

The Institution has implemented the International Scholarship that provides six newly admitted graduate students with a 100% tuition discount and room in KIMEP Dormitory for the duration of their studies at KIMEP. There



is no work-study commitment.

Specific criteria for selection are:

1. International citizenship (Non-Kazakhstani citizenship)

The following specific rules govern the distribution of the Scholarship:

1. Only newly admitted graduate international students are considered;
2. The International Scholarship covers all tuition (including intensive courses) and room in KIMEP Dormitory for the period the student is eligible for the grant or until the end of the program;
3. The Scholarship covers 100 (one-hundred) percent free tuition (including intensive courses) for the total number of credits equal to the number of credits required for degree completion;
4. The Scholarship goes into effect as of the Fall Semester 2008, and is not retroactive.

SCHOLARSHIPS FOR CURRENT STUDENTS

KIMEP Presidential Scholarship

In recognition of the fact that KIMEP has an obligation to the Republic of Kazakhstan as a whole, the Institution has implemented the KIMEP Presidential Scholarship that provides the most economically disadvantaged students who have the highest overall GPAs with a 100% tuition discount for 1 (one) academic year. There is no work-study commitment.

Specific criteria for selection are:

1. Overall GPA is 4.00 and above/ Demonstrated Academic Achievement

The following specific rules govern the distribution of the Scholarship:

1. Only undergraduate students of second-, third- and fourth-year and graduate students of second-year will be considered for the KIMEP Presidential Scholarship;
2. KIMEP Presidential Scholarship provides twelve undergraduate students and five graduate students for AY 2008-2009;

3. The waiver provides 100 (one-hundred) percent tuition discount for a maximum of 15 (fifteen) credits per semester, with the maximum of 30 (thirty) credits over Fall and Spring semesters.

KIMEP Dean's Scholarship

In recognition of the fact that KIMEP has an obligation to the Republic of Kazakhstan as a whole, the Institution has implemented the KIMEP Dean's Scholarship. The Scholarship provides the most economically disadvantaged students who have the highest overall GPAs with a 50% tuition discount for 1 (one) academic year. There is no work-study commitment.

Specific criteria for selection are:

1. Overall GPA is 4.00 and above / Demonstrated Academic Achievement

The following specific rules govern the distribution of the Scholarship:

1. Only admitted undergraduate students of second-, third- and fourth-year and admitted graduate students of second-year will be considered for the KIMEP Dean's Scholarship;
2. KIMEP Dean's Scholarship provides twelve undergraduate students and five graduate students for AY 2008-2009;
3. The waiver provides 50 (fifty) percent tuition discount for a maximum of 15 (fifteen) credits per semester, with the maximum of 30 (thirty) credits over Fall and Spring semesters.

Central Asian Scholarship

In recognition of the fact that KIMEP has an obligation to the Republic of Kazakhstan as a whole, the Institution implemented the Central Asian Scholarship in 2005. The Central Asian Scholarship provides a 100% tuition discount and room in KIMEP Dormitory for six current undergraduate students and two current graduate students for the duration of their studies at KIMEP. There is no work-study commitment. Starting Fall 2007 the Central Asian Scholarship was not offered for newly admitted



students. Current holders of the Central Asian Scholarship will be considered in accordance with General Rules And Regulations and specific rules for Scholarship prolongation.

The following specific rules govern the prolongation of the Scholarship:

1. The CAC Scholarship covers all tuition (including intensive courses), fees and room in KIMEP Dormitory for the period the student is eligible for the grant or until the end of the program;
2. The scholarship covers 100% tuition (including intensive course) for a maximum of 18 credits per semester, with the total number of credits equal to number of credits for degree completion;

WORK - STUDY TUITION DISCOUNTS

Students who do not win a scholarship or outside grant but have financial hardship due to pensioner status of parents; single parent, orphan status, and an immediate family member studying at KIMEP may apply for the work-study program. This program provides the student with a discount in tuition in return for part - time work at KIMEP. The number of hours required to work depends on the amount of the discount. However, no student is required to work more than 150 hours per semester and in most cases this requirement is much less.

Not only does the work-study program provide the student with a tuition discount, it also provides the student with valuable work experience in an academic environment. This advantage of work experience will assist the student when he/she enters the work force. The following sections are the socio-economic categories that work-study are given.

WORK-STUDY TUITION DISCOUNT FOR CHILDREN OF PENSIONERS

In recognition of the fact that KIMEP has an obligation to the Republic of Kazakhstan as

3. The scholarship goes into effect as of the Fall Semester 2005, and is not retroactive.

KIMEP Employee Tuition Waiver Program

In recognition that it is important for KIMEP's employees to increase their academic skills and technical abilities, KIMEP has created the KIMEP Employee Tuition Waiver. Understanding the need to build a community, KIMEP offers the relatives (usually, legal spouse and children) of all full-time employees the waivers. The detailed information and rules are available in KIMEP Personnel Manual.

a whole, and in recognition that pensioners have contributed much to the development of society, KIMEP offers the children of Pensioners limited discounts during their study at KIMEP.

The following specific rules govern the distribution of the tuition discount:

1. The discounts are available to both admitted graduate and undergraduate students;
2. The discount is not automatic; a student must display proof that because his/her parent(s) are pensioners (retirement pensioners or pensioners because of disablement) he/she is unable to pay the full tuition costs;
3. If 1 (one) parent of a student is a pensioner the student will receive a 10 (ten) percent discount on a maximum of 15 credit hours of tuition costs;
4. If 2 (two) parents of a student are pensioners the student will receive a 25 (twenty five) percent discount on a maximum of 15 credit hours of tuition costs
5. The student will receive a tuition discount on a maximum of 15 credit hours of tuition costs.
6. The discount is valid during 1 (one) academic year. To renew the discount after the completion of 1 (one) academic year the student must reapply for financial aid.

WORK - STUDY TUITION DISCOUNT FOR CHILDREN WITH A SINGLE PARENT

In recognition of the fact that KIMEP has an obligation to the Republic of Kazakhstan as a whole, the Institution has implemented discounts for children of single parents.

The following specific rules govern the distribution of the tuition discount:

1. The discount is available to both admitted graduate and undergraduate students;
2. A child with only 1 (one) parent will receive a 25 (twenty five) percent discount on a maximum of 15 credits hours of tuition costs;
3. The discount is not automatic; a student must display proof that because he/she only has one parent he/she is unable to pay the full tuition costs.
4. The discount is valid during 1 (one) academic year. To renew the discount after the completion of 1 (one) academic year the student must reapply for financial aid.

WORK - STUDY TUITION DISCOUNT FOR ORPHANS

In recognition of the fact that KIMEP has an obligation to the Republic of Kazakhstan as a whole, the Institution has implemented discounts for orphaned students.

The following specific rules govern the distribution of the tuition discount:

1. The discount is available to both admitted graduate and undergraduate students;
2. The tuition discount provides 100 (one-hundred) percent free tuition for a maximum of 18 credits per semester, with the total number of credits equal to number of credits for degree completion;
3. Any undergraduate student above the age of 25 (twenty-five) or older and graduate student above the age of 30

(thirty) or older upon entrance is not eligible for the discount;

4. Any undergraduate student who enters KIMEP as a full-time student before the age of 25 (twenty five) and graduate student before the age of 30 (thirty) are eligible for the discount even if they surpass the 25 (twenty-five) year limit and the 30 (thirty) year limit during their time of study correspondingly;
5. The tuition discount could be maintained (prolonged) with the minimum overall GPA of 2.00 for undergraduate students and 2.67 for graduate students;
6. Any graduate and undergraduate full-time admitted student regardless of program who is an orphan is entitled to a tuition discount on a maximum of 18 (eighteen) credits hours of tuition costs per semester;
7. Any orphan who receives a degree from KIMEP under the discount is not eligible to pursue another degree at KIMEP under the discount;
8. The discount is not automatic; a student must display proof that because he/she is an orphan and he/she is unable to pay the full tuition costs.

WORK - STUDY FAMILY TUITION DISCOUNT

Understanding the need to build a community, KIMEP offers immediate family members attending KIMEP tuition discounts for both students.

The following specific rules govern the distribution of the tuition discount:

1. The discounts are only given to immediate families with more than 1 (one) member attending KIMEP;
2. All members from one immediate family must be admitted to KIMEP;
3. Each member of an immediate family must submit an application form to Student Financial Services Department, but with one complete set of documents for the same family;
4. To be eligible for the discount all mem-



bers of an immediate family must be full-time KIMEP students;

5. Each member of an immediate family eligible for the discount is entitled to a 25% tuition discount;
6. Children of an immediate family must have one parent in common to be eligible for the discount;
7. The Family Tuition Discount is provided based on a maximum of 15 credits tuition costs per semester;
8. The discount is valid during 1 (one) academic year. To renew the discount after the completion of 1 (one) academic year the student must reapply for financial aid.

ORIENTATION WORK - STUDY PROGRAM

The KIMEP solicits the help and support of students every year to give tours of the Institution, talk to parents and prospective students, and to run the yearly orientation program. Students who are selected for the Orientation Work-Study Program are provided with a tuition waiver.

The following rules govern the Orientation Work -Study Program:

1. Students who are interested in this program must apply to concerned department before the start of the academic year in the fall semester;
2. Concerned department will determine the students who are eligible to participate in the program;
3. After students have been selected they will immediately have the tuition waiver credited to their accounts;
4. The student is responsible to perform all reasonable duties and services prescribed by the concerned department;
5. Concerned department reserves the right to recommend removing any student considered unfit to serve in the Orientation Work -Study Program. If a student is removed, then the student will be responsible for refunding the tuition waiver.

PRESIDENTIAL STIPEND OF THE REPUBLIC OF KAZAKHSTAN

In pursuance of President's of the Republic of Kazakhstan decree about granting Presidential Stipend of the Republic of Kazakhstan the Institution has implemented the Presidential Stipend of the Republic of Kazakhstan that provides fifteen undergraduate students of third- and fourth-year with a stipend of minimum wage per month for 1 (one) academic year. There is no work-study commitment.

Criteria for selection:

1. Good Academic Standing (overall GPA above 3.00);
2. Participation in research activities (certificates or other documents);
3. Participation in social, cultural and sport life of KIMEP;
4. Participation in creativity competitions, sport competitions, festivals;
5. To be the author of discoveries or inventions, scientific articles in leading publications/journals of Republic of Kazakhstan and abroad.

The following rules govern the distribution of the Stipend:

1. Presidential Stipend of the Republic of Kazakhstan is distributed as a State Presidential Stipend;
2. Only admitted undergraduate third- and fourth-year students are considered for the State Presidential Stipend;
3. Only full-time students with good Academic Standing are considered;
4. Only 15 students with greater number of achievements are awarded;
5. The State Presidential Stipend is granted in the amount of a minimal wage per month for one academic year beginning from Spring 2005;
6. If a student's GPA falls below 3.0 the Scholarship Committee removes the Stipend;
7. After the expiration of the four-year time limit for Bachelors the student is not eligible for the Stipend;
8. Orphans, students who lost parental

- guardianship and disabled students have the priority on distribution under the same conditions;
9. The Stipend is not transferable;
 10. The Stipend has cash value;
 11. Any student who receives the Stipend is eligible for any other forms of scholarships, tuition waivers or discounts;
 12. The Scholarship Committee reserves the right to remove the stipend at any time for academic, disciplinary, attendance problems.

OTHER WORK - STUDY OPPORTUNITIES

In addition to tuition discounts work-study opportunities based on socio-economic categories, students are eligible to work on-campus, performing different duties in the library, print shop, dormitory, Student Club, auxiliary services and various department and faculty offices. Students should contact these units directly to find out if they have employment opportunities. Compensation for student assistants is in the form of a waiver on tuition. There is no cash payment of any kind. You may contact the Office of the Dean of Student Affairs for further information.

DORMITORY

KIMEP Student Dormitory provides accommodation to students who are non-residents of Almaty City. The application procedure and general requirements are similar to the application procedure and general requirements for financial aid.

All applications for financial aid and dormitory space for newly admitted and current students are collected by the Student Financial Services Department. The Student Financial Services Department in coordination with the Dean of Student Affairs following policies approved by the KIMEP Admissions and Scholarship Committee will administer allocation of the dormitory spaces. The following groups of full-time degree students have the priority on distribution of Dormitory spaces or rooms based on financial need: orphans and disabled students, students with full-time scholarship that includes dormitory accommodation, international students, and newly entering 1st year undergraduate students. The KIMEP Admissions and Scholarship Committee make the final decision of KIMEP Dormitory spaces distribution based on Student Financial Services recommendations. If the student does not occupy his/her dormitory space on the first day of the semester (or during the dormitory accommodation deadlines), then he/she may loss dormitory space. Additionally, KIMEP Housing Department provides the information and help concerning renting an apartment outside of KIMEP campus. More detailed information is available at the Student Financial Services Department.

COLLEGES, ACADEMIC PROGRAMS AND SUPPORT UNITS

PART V

UNDERGRADUATE GENERAL EDUCATION PROGRAM

BANG COLLEGE OF BUSINESS

COLLEGE OF SOCIAL SCIENCES

COLLEGE OF CONTINUING EDUCATION

SCHOOL OF LAW

LANGUAGE CENTER

KOOKMIN BANK CENTER FOR KOREAN STUDIES

COMPUTER AND INFORMATION SYSTEMS CENTER

LIBRARY

INTERNATIONAL RELATIONS OFFICE

ADMINISTRATION

Bruce Taylor, Ph.D.
Vice President of Academic Affairs

Associate Vice President of Academic Affairs
(Vacant)

Sang Hoon Lee, Ph.D.
Dean of the Bang College of Business

Hal Foster, Ph.D.
Interim Dean of the College of Social Sciences

Albert Lang, MBA
Dean of the College of Continuing Education

John Wright, JD
Director of the School of Law

Kathy Parkison, Ph.D.
Director of the General Education Program

Kenneth Saycell, MA, TTHD
Director of the Language Center

Ingyu Oh, Ph.D.
Director of the Kookmin Bank Center for Korean
Studies

Galina Stepanova, Diploma
Director of the Computer and Information Systems
Center

Joseph Luke, JD, MLIS
Director of Library

Ronald Voogdt, MS, MA
Director of the International Office



UNDERGRADUATE GENERAL EDUCATION

Statement of Purpose

The mission of the General Education Program is to develop and foster broad intellectual, social and cultural interests, skills and knowledge. Education at KIMEP extends beyond the acquisition of specialized skills and knowledge within areas of concentration. Hence, the main objective of this program is to familiarize students in a meaningful way with some of the major approaches to intellectual and cultural life through a series of required and elective courses. It is intended to develop a student's ability to think critically and independently and to learn to deal with the kinds of multiplicity that characterize our complex world. The interdisciplinary and multicultural nature of the courses provides grounding in the wealth of human experience, diversity in life, lifelong learning and personal growth. General Education courses provide an understanding of and perspective on our history, current events and future challenges. This foundation increases the ability of students to apply the knowledge acquired in major, minor and other parts of their education program more effectively.

KIMEP follows an American-style curriculum based on a two-prong approach to education. Students select a major field of study. At the same time, students are required to take courses in other fields outside of their major to ensure that they have a broad education beyond their field of specialization. The purpose is to give students knowledge in a wider range of areas so that ultimately they are not only narrowly trained, but have an understanding of other fields beyond their own primary focus.

The General Education curriculum is **48 credits** and it is divided into **three sections**. All courses are worth 3 credits.

The **first section** of General Education is classes that must be taken by all KIMEP students. This part comprises those classes that are required by the Republic of Kazakhstan for all institutions of higher learning, namely the

History of Kazakhstan 3 Credits and one year of Kazakh language (6 credits). International students may substitute Russian or additional English courses for the Kazakh language requirement.

In addition to these credit-bearing courses, students must also take a course in **University Life** (ORT1300). This course offers an introduction to various aspects of study at KIMEP. This is presented as an intensive part of the orientation program and is mandatory for all undergraduate students.

The **second section** of the curriculum is made up from several disciplines that provide students with a fuller general knowledge as well as English for Academic Purposes. Students are required to take classes from each category of the disciplines. In order to give students the flexibility to take a class that interests them or is most useful for them, students may select any class offered under a discipline to fulfill that requirement. For example, a student may take any math class or statistics course to complete the requirement for math, any computer course beyond Introduction to Computers to complete their computer discipline requirement, any science class to complete their science requirement, and so forth.

This section includes English language courses that are to be taken in the first year at KIMEP to insure that students are prepared to take on more challenging classes in English later and successfully complete them. English classes provide language, study and thinking skills that form a sound foundation for university study.

KIMEP also requires that all students take Introduction to Computers so that they will be able to use computers effectively in their studies.

The **last section** is a General Education Free Elective (GEE). This includes courses such as sports, arts, music, and other classes approved by the General Education Committee.



Students do not have to take classes under the GEE heading, but may take additional English language courses or an additional class from the disciplines in the section to make up their 48 credits.

For all queries and to answer problems, students should approach the KIMEP Advising Center or the Language Center's Student Advisor.

KIMEP General Education Requirements

Categories of General Education courses

Kazakhstan required courses	9 credits
General Education discipline requirements	36 credits
General Education free electives	3 credits
Total General Education requirement	48 credits

Kazakhstan Required Courses

Nine credits are required in this section:

HIST1501 History of Kazakhstan
Kazakh language – semester 1
Kazakh language – semester 2
ORT1300 University Life (0 credits)

Students are strongly recommended to study these courses in their first year at KIMEP. HIST1501 should be taken in the first or second semester. Sections taught in Russian and Kazakh are available, although students are strongly encouraged to take the course in English.

Students (except international students) must study two semesters of Kazakh language. KIMEP's program in Kazakh includes suitable courses at various levels from beginner to advanced for students who enter with different levels of Kazakh proficiency. Students should read the course descriptions in order to insure

that they choose the right level. Kazakh instructors will offer assistance in the first week of classes in order to confirm the choice of level.

General Education Discipline Requirements

Students must take 36 credits of course work in seven specified discipline areas.

1. English (12 credits)

ENS1111	Academic Speaking
ELN1101	Academic Listening and Note Taking 1
ELN1201	Academic Listening and Note Taking 2
EWR1211	Academic Reading and Writing

The four Academic English courses (ENS1111, ELN1101, ELN1201, EWR1211) form a sequence. ENS1111 and ELN1101 are normally taken in a student's first semester, and ELN1201 and EWR1211 in a student's second semester. Most academic departments expect a student to have taken and passed these four courses before taking content area courses in the major field. Therefore, it is especially important that students complete these courses in the first year.

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

2. Science (3 Credits)

Any one of the following courses:

SC1504	Introduction to Environmental Studies
SC1506	Health and Lifestyles

Additional courses in other scientific fields will be added in later years.



3. Ethics and Philosophy (3 Credits)

Any one of the following courses:

PHIL1501	Introduction to Philosophy
PHIL1502	Principles of Ethics

Other courses in ethics or philosophy may also be acceptable. The course selected cannot be a required course in the student's major field.

4. Economics, Business and Social Sciences (3 Credits)

College of Social Sciences students should refer to section 4 a) below. Bang College of Business students should refer to section 4 b).

4 a) Economics and Business 3 Credits for College of Social Sciences students enrolled in majors other than Economics in the College of Social Sciences

Any one of the following courses:

ECON1101	Introduction to Economics
MG1201	Introduction to Business
PS2502	Introduction to Political Economy

The course selected cannot be a prerequisite for a required course in the student's major field. Other introductory business or economics courses may also be acceptable.

4 b) Social Sciences 3 Credits for students enrolled in the Bang College of Business and Economics majors in the College of Social Sciences

Any one of the following courses, or other offerings from Political Science, Public Administration and Journalism:

LAW1503	Law in Kazakhstan
PS1511	Introduction to Political Science
IR1512	Introduction to International Relations

PS/IR2515	Political Geography
GEOG1501	Introduction to Geography
PA1514	Introduction to Sociology
PA1513	Introduction to Public Administration
BAIJ1601	Introduction to Journalism

The course selected cannot be a prerequisite for a required course in the student's major field.

5. Mathematics and Statistics (3 Credits)

Any one of the following courses:

MATH1101	Mathematical Methods for Business and Social Science
MATH1102	Calculus
STAT2101	Introduction to Statistical Analysis
ECON1183	Introduction to Statistics
PA1504	Introduction to Statistics
OP2201	Business Statistical Analysis

Students should consult with their advisors to determine which course is most suitable for their major field. The course selected cannot be a required course in the program or major.

6. History, Culture and Fine Arts (6 Credits)

Any of the following courses totaling 6 credits:

HIST2501	History of Civilizations 1
HIST2502	History of Civilizations 2
ANTH1503	Introduction to Cultural Anthropology
ANTH1505	Western Civilization
ANTH1506	Great Traditions and Culture of Kazakhs
ART1301	Introduction to Films
ART1302	Introduction to Music



ART1303	Art History
ART1304	Theater
ART1305	Performing Arts
CHN1301	Beginning Chinese
FRN1301	Beginning French
KOR1301	Elementary Korean – I
KOR1302	Elementary Korean – II
RUS1301	Beginning Russian
SPN1301	Beginning Spanish
GER1301	Beginning German
TUR1301	Beginning Turkish
JPN1301	Beginning Japanese

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

7. Information Technology (6 credits)

Either CIT1712 Introduction to Computers or IS2201 Computer Applications in Business. Any additional course with code CIT (except CIT1712) or IS. The course selected cannot be a required course in the student's major field.

A student may be exempted from taking CIT1712 if he/she demonstrates proficiency in the use of computers. If a student is exempted, he/she may earn the 3 credits by enrolling in any General Education course outside his/her major field.

General Education Free Electives

Students must take an additional 3 credits of course work qualifying as General Education. This requirement can be met in several ways:

1. Enrolling in an additional course in the "Discipline" areas listed above.
2. Enrolling in an additional course in English, Kazakh or a language in the Foreign Languages Program. (For details, refer to the Language Center sec-

tion of this catalog.)

3. Enrolling in a course in physical education. Note that these courses vary from 1-3 credits.
4. Enrolling in a course in applied art and musical performance (to be developed).
5. Enrolling in a special-purpose course such as ELA1302 (Learner Autonomy: Development of Good Learning Skills).

COURSE DESCRIPTIONS

Required courses

For information about the following courses, turn to the **Language Center** section of this catalog:

- Kazakh Language courses
- Academic English courses
- Advanced Academic English courses
- Foreign Languages Program
- Kazakh Electives
- Language Center Electives
- Learner Autonomy
- English for Specific Purposes

ORT1300 University Life

University Life aims to help freshmen take the first steps towards becoming well informed students at KIMEP. The course is expressly customized to meet the needs of diverse students and facilitates an academic and social transition that is crucial for a successful first year.

Students have an opportunity of learning more about academic life at KIMEP and specifically about the array of programs offered here. In addition to scholarly activities, campus life includes games, sports and social organizations that allow for relaxation and encourage social interaction. All of these activities contribute to building a university community.

The course University Life is compulsory for all newly admitted undergraduate students. It usually takes place immediately prior to the summer Intensive English course. New students are informed in advance about this



requirement and should register through the online registration system.

Students who fail to register for the regular University Life course should contact the Registrar's office to make alternative arrangements.

HIST1501 History of Kazakhstan

This course is a survey of the history of Kazakhstan from antiquity to the present. Students will also be instructed in the basic historical and historiographical issues surrounding the study of Kazakhstan's history after the fall of the Soviet Union.

CIT1712 Introduction to Computers

This course aims to provide students with an understanding in the use of computers and the impact of technology on society. Students, through extensive hands-on experience with personal computer, will acquire the skill of using popular business software to manipulate data efficiently and accurately, to produce useful information. Eventually, students are expected to develop the practical skills of using computer and handle business-related problems. The course includes discussion on computer evaluation, the operating system, spreadsheet programs, text editors, database management systems, and business graphics presentation packages. The purpose of the course is to introduce the background of computer and information technology principles to beginners and pre-intermediate level students. The course involves use of modern software, such as Microsoft Windows, Word, Excel, PowerPoint, Internet and E-mail programs, which are necessary for studying at KIMEP.

Electives

SC1506 Health and Life Styles

Health and Lifestyle is a beginning level, three credit course designed to help you gain a better understanding of the principles of health and wellness and the impact that lifestyle choices have on your health, quality of life, and risk for disease. This class will give you the opportunity to explore many facets of your personal health and wellness. It is designed to give you a chance to reflect on your current health habits

in a variety of areas (nutrition, fitness, relationships, stress management, sexual health, HIV/AIDS, immunity and infectious disease, cancer and cardiovascular health, psychoactive drugs, tobacco and alcohol, unintentional and violent injuries, mental health, communication, contraception, environmental, aging/death and dying, and conventional and complimentary medicine), learn about the gold standard of health in each area and to think/explore and question how this information impacts your health. This course will provide learning opportunities through lecture and class discussion, textbook reading, in-class and out-of-class assignments.

PHIL1501 Introduction to Philosophy

This is an introductory course to philosophy. Special attention will be devoted to the historical development of philosophy as well as the current state of the discipline.

PHIL1502 Principles of Ethics

Ethics refers to the *study of what is right and wrong or good conduct in a given set of circumstances*. In essence, Ethics looks at the moral values we already possess and examines how we came to our own personal worldview and outlook on life. Ethical problems exist because we have choices. Ethics presupposes the existence of morality, as well as the existence of moral people who judge right from wrong and generally act in accordance with norms they accept and to which the rest of society holds others. We will primarily focus on ethics as it relates to modern issues we face as a society within our local environment, our work place, our university and personal life.

PA1504 Introduction to Statistics

This is an introductory course aimed at acquainting students with a) issues relating to the statistical analysis of qualitative and quantitative data; b) practical applications and interpretations of results of statistical analysis using SPSS and Microsoft Excel.

MG1201 Introduction to Business

This course is designed to provide an overview of the world of business. The basic principles



and practices of contemporary business are reviewed as a foundation for further business education. Key business functions including management, marketing, accounting, finance, quality control systems, human resource practices, and management information systems are studied. In addition, the course covers such topics as small business, entrepreneurship, global business, and ethics.

ANTH1503 Introduction to Cultural Anthropology

Cultural anthropology is concerned with comparative study of human societies, personalities, beliefs, values and behaviors. This course introduces participants to major concepts, theories, and research methods used by cultural anthropologists as they examine the range of human cultural meaning systems and societies. Initial discussions focus on anthropological ideas of culture, cultural relativism, and use of cross-cultural comparisons. Course discussions then examine how kinship, religion, language, psychology, and policies are embedded within or related to the wider sociocultural context. Ethnographic data from societies around the world are used to demonstrate the pertinence of anthropological theory for understanding human sociocultural existence.

ANTH1505 Western Civilization

This course is a general history of Europe and the Americas from the Renaissance and Reformation to the end of the 20th Century. Topics covered include religious wars, colonialism and overseas expansion, nationalism, industrialization, fascism, communism, and the world wars and Cold War of the 20th Century.

ANTH1506 Great Traditions and Culture of Kazakhs

The course “Great Traditions and Culture of Kazakhs” is intended as an introduction to the history of traditions, customs and culture that appeared in connection with the ancient ways of life and the analysis of their place and meanings in everyday life of Kazakhs. These traditions and culture continue in all the spheres of current life.

BANG COLLEGE OF BUSINESS (BCB)

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e-mail: bcb@kimep.kz, bcb_ast@kimep.kz
www.kimep.kz/bcb

PURPOSE

The Bang College of Business will provide quality programs preparing students to contribute to and to take leading positions in business and society. Teaching, scholarship, and service will link theory and practice to benefit the students and the community.

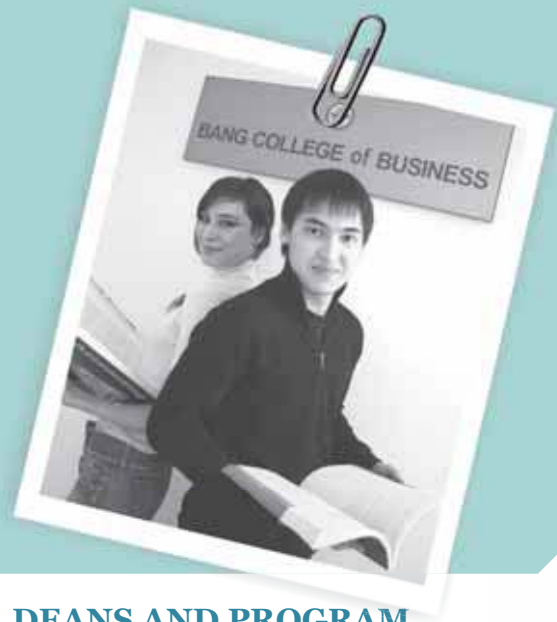
PROGRAMS

Bachelor of Science in Business Administration and Accounting (BSc.)

Master of Business Administration (MBA)

Executive MBA

Doctor of Business Administration (DBA)



DEANS AND PROGRAM DIRECTORS

Dean and DBA Program Director
Sang Hoon Lee, Ph.D.

Associate Dean and MBA Program Director
M Mujibul Haque, Ph.D.

BSc Program Director
John Knarr, Ph.D

Research Services Director
Shamsuddin Ahmed, Ph.D

DEPARTMENTS AND CHAIRS

Department of Accounting
Galina Preobrazhenskaya, Ph.D.

Department of Finance
Simon Tai, Ph.D.

Department of Management and Marketing
Dilbar Gimranova, MBA, M. Phil.

Department of Operations Management and Information Systems
Swapan Kumar Majumdar, Ph.D.

ADMINISTRATIVE STAFF

Director of Career Services Center
Dimitry Anchevskiy, MBA

Advising Coordinator
Malika Tukibayeva, M.Ed

College Manager
Anastasiya Matveeva, BSc

Executive Assistant to Dean
Mariya Vaganova, BA

Assistant to Dean
Afina Koldumirdi, BA

Executive Assistant to Associate Dean
Mariyam Minakova, BSc

DBA Program Assistant
Maira Magzhanova, MIR

Coordinator, Career Services Center
Assel Baitubayeva, MIR

Office Clerk
Irina Timohina, Diploma

Assistant to Research Services Director
Victoria Kondaurova, MIR



STATEMENT OF PURPOSE

The Bang College of Business will provide quality programs preparing students to contribute to and take leading positions in business and society. Teaching, scholarship, and service will link theory and practice to benefit the students and the community.

THE BANG COLLEGE OF BUSINESS WILL

BE A LEARNING COMMUNITY...

- To enable faculty, staff, and students to participate in an intellectually challenging, caring, and stimulating environment;
- To respond to the changing needs of our stakeholders;
- To promote leadership in business and society;
- To prepare students for their role in business and the community.

WE VALUE...

- Shared decision – making environment, teamwork, and collaboration among faculty, staff, and students;
- The contributions of each individual and our relationships with each other;
- Life-long learning;
- The creation of knowledge and its dissemination to students, business and the community.

COLLEGE COUNCIL

The College Council is the collective academic policy-making body of the affiliated departments. All academic matters including program of studies, academic rules and regulations, admissions, scholarships, disciplinary measures, graduation requirements, faculty requirements, academic resources requirements are discussed and approved in this Council.

Composition

Sang Hoon Lee, Ph.D., Dean
Mujibul Haque, Ph.D., Associate Dean

Department of Accounting

Galina Preobrazhenskaya, Ph.D, Chair
Michael Schemmann, Ph.D., CPA, CMA, Associate Professor, Faculty Representative

Department of Finance

Simon Tai, Ph.D., Chair
Aidyn Bibolov, Ph.D., Assistant Professor, Faculty Representative

Department of Management and Marketing

Dilbar Gimranova, MBA, M. Phil., Chair
John Wright, J.D., LL.M., Assistant Professor, Faculty Representative

Department of Operations

Management and Information Systems

Swapan Kumar Majumdar, Ph.D., Chair
Vassiliy Voinov, Ph.D., Associate Chair, Faculty Representative

Executive Officials

Shamsuddin Ahmed, Ph.D., Research Service Director
John Knarr, Ph D., BSc Program Director
Dimitry Anchevskiy, MBA, Director of Career Services Center

Student Representatives

MBA and BSc Student Representatives

Secretary

Mariya Vaganova, BA, Executive Assistant to the Dean

BANG COLLEGE OF BUSINESS (BCB): ACADEMIC PROGRAMS

Bachelor of Science in Business Administration and Accounting (BSc.)

Masters of Business Administration (MBA)

Doctor of Business Administration (DBA)

BANG COLLEGE OF BUSINESS (BCB): PROFESSIONAL PROGRAMS

Executive MBA (ExMBA)

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION AND ACCOUNTING (BSc) PROGRAM

MISSION AND OBJECTIVES

The BSc program in Business Administration and Accounting prepares students to meet the diverse needs of the contemporary Kazakhstan and the worldwide employment markets. Upon graduation students will be able to compete with other highly qualified candidates in these markets. Furthermore, they will demonstrate a firm theoretical knowledge in their chosen areas of Finance, Accounting, Management, Human Resource Management, Marketing, Operations Management or Information Systems.

The program's mission is to equip students with a strong foundation of academic knowledge, to develop their ability to apply this knowledge, and to help them become proficient in specific business skills such as critical thinking and problem solving - skills that they will rely on in their future professions.

By applying their skills and knowledge, BSc graduates will make significant contributions to the community in which they work, whether in business or in the public sector. The BSc program is the foundation from which graduates develop their professional careers and assume positions of economic, political or social leadership.

BSC CURRICULUM

The Bachelor of Science program offers seven functional majors and minors: Accounting, Finance, Management, Human Resource Management, Marketing, Information Systems, and Operations Management. A student can also take courses across several departments and graduate without a specified major or a specified minor.

To earn a BSc degree, students must complete 129 credits as follows:

General Education	48
Required: Business -Core	51
Major	18
Minor/Elective	9
Internship (or substitute course)	3
Total Credits	129

GENERAL EDUCATION REQUIREMENTS – 48 CREDITS

General Education requirements are divided into seven discipline areas. In some disciplines students are free to choose courses that match their career interests. In other areas students must select specific courses that have been designed to better prepare students for the core courses within the BSc curriculum. The following are some guidelines. Other courses should be chosen with the advice of academic counselors.

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

Math: BSc students must take MATH1101 Mathematical Methods for Business and Social Science

Information Technology: BSc students must take IS2201 Computer Applications in Business. Students with limited computer background should first take CIT1712 Introduction to Computers followed by IS2201. Stu-



dents starting with IS2201 are free to choose any CIT or IS course that meets the General Education Information Technology guidelines. Advisors can assist students in determining which courses are most appropriate.

REQUIRED BUSINESS CORE COURSES – 51 CREDITS

All 17 required courses are 3 credit courses.

AC1201	Financial Accounting I
AC2201	Management Accounting I
AC1202	Financial Accounting II
AC3203	Or Management Accounting II
FN2201	Financial Institutions and Markets
FN2202	Principles of Finance
MG2201	Principles of Management
MG2202	Business Law
MG2204	Business Communications
MG4201	Strategy and Business Policy
MK1201	Principles of Marketing
MK2201	Intermediate Marketing
OP1201	Business Quantitative Methods
OP2201	Business Statistical Analysis
OP2202	Operations Management
IS2203	Management Information Systems
FN2105	Business Microeconomics
FN2106	Business Macroeconomics

MAJOR / MINOR REQUIREMENTS – 18 / 9 CREDITS

Each department sets the requirements for earning a major or minor. Some departments have entry requirements and some departments have exit requirements that must be met in order to qualify for the major or minor.

The requirements for a major or minor are stated in the sections that list the course offerings for each department. In a few instances a course may be listed for more than one major/minor, a student cannot, however, use the same course in both the major and minor; an approved substitute must be taken for one of the requirements.

To declare a major or minor a student should submit an “Application for a Major/Minor” to the appropriate department. The Chair of the Department must approve the application.

A BSc student graduating without a major has to earn 18 credits (6 courses) from 3000 and 4000 level courses from any business area excluding the required core courses. There is no exit criterion for graduating without a major other than a minimum overall GPA of 2.00.

INTERNSHIP (OR SUBSTITUTE) – 3 Credits

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

To earn internship credit the student must have completed 90 credits of coursework and must register in BUS 4250 prior to beginning the internship. It is recommended that the internship be completed during the summer between the third and the fourth years of study. It is, however, possible for students to satisfy this requirement during the fourth year.

The internship program consists of 160 hours of on-the-job learning. To prepare for the internship, students should contact the BCB Career Services Center, which maintains information on firms offering internships. The Center can assist students in arranging their internship.

If a sufficient number of internships are not available, a student may petition the department to take a substitute course. The substitute course must be an application-oriented



course in the student's major and is subject to departmental approval.

BUS4250 Credit Internship Program

3 Credits

Prerequisites: 90 credits completed

An internship is working for a company and learning on-the-job. It is an opportunity to put into practice the knowledge learned from classroom coursework.

BSC CURRICULUM – COURSE SEQUENCE

The order in which courses are taken is flexible and allows students to shift the sequence of courses depending on their interests. The only restriction is that all prerequisite courses must be completed prior to enrolling for a class. The following chart shows the most common sequence for completing all course requirements. A box with several courses indicates that the courses can be taken in any order but all courses in the box should be completed within the specified semesters.

MINOR IN BUSINESS ADMINISTRATION AND ACCOUNTING

A non-BSc student of KIMEP can earn a minor in Business Administration and Accounting upon successful completion of the following courses:

AC1201 t	Financial Accounting I
AC2201	Management Accounting I
MK1201	Principles of Marketing
MG2201	Principles of Management
FN2202	Principles of Finance
OP2202	Intro to Operation Management
IS2203	Management Information Systems

The exit criterion for the minor is a minimum GPA of 2.0 in these seven courses.

	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester	7th Semester	8th Semester
1	Listening and Note Taking I GE - English	Listening and Note Taking II	Economics (one course per semester) FN 2105 Business Microeconomics FN 2106 Business Macroeconomics		Finance FN2201 Financial Institutions and Markets	Business Core, Major and Minor (2 courses then 4 per semester)		
2	Academic Speaking GE - English	Academic Reading and Writing	Accounting (one course followed by two out of three courses) AC1201 Financial Accounting I	AC1202 Fin Acc II and AC2201 Managerial Acc I		Major course Major course Major course Major course Major course	Minor course Minor course Minor course	
3		Math and Computers (one course per semester)	Quantitative Tools (one course per semester)	OP 1201 Business Quantitative Methods OP 2201 Business Statistical Analysis		FN 2202 Principles of Finance OP 2202 Operations Management IS 2203 Mgt Information Systems MK 2201 Intermediate Marketing MG 2202 Business Law		
4	Kazakh Language GE - Kazakh Language	Kazakh Language	Management and Marketing (one per semester) MG 2201 Principles of Management MK 1201 Principles of Marketing					
5		General Education and MG 2204 Business Communications (one course per semester plus two additional)						Business Strategy and Free Elective
6	summer courses or a sixth course in a semester --->		MG 2204 Business Communication		GE course		MG 4201 Business Strategy and Policy GE free elective - Any course!	Internship

BSc.: MAJOR AND MINOR IN ACCOUNTING

The Department of Accounting offers a major and a minor in accounting. The major provides rigorous conceptual and practical foundations in such areas as financial accounting, tax and auditing needed for entry level positions with international Accounting Firms. It requires completion of three core Accounting courses, five required courses and one elective as shown in the table below. In addition, students must complete the College's 3-credit internship requirements. The internship requirement may be satisfied by successfully completing one of the following experiential based courses, either (AC4211) Cases in Financial Accounting, or (AC4212) Cases in Management Accounting shown below.

Accounting students can choose to deepen their knowledge of the discipline by selecting 3 courses from the list of accounting electives shown below. Alternatively, students can choose to broaden their knowledge by adding a 3 course minor such as Finance. The student will then graduate with their degree designated a major in Accounting and a minor in Finance. Students should check the catalog to find the courses required for a minor in their area of interest. Finally, students can choose to broaden their knowledge of outside the domain of accounting by selecting 3 courses from any of the departments throughout the College of Business. However, in this instance the student may not qualify for a minor.

The Department of Accounting offers a minor. The minor provides a conceptual and practical foundation in financial accounting useful for students proposing to enter business in such functional areas as, finance, management, and marketing or operations management and information systems. The minor requires completion of three core Accounting courses, two required courses and one elective as shown in the table below.

MAJOR AND MINOR IN ACCOUNTING: Requirements

Major requires all courses of Groups A and B and 1 elective course from Group C; Minor requires all courses of Group A and 1 course from either Group B or C

Group A: Required courses for major and minor

AC3201	Intermediate Financial Accounting I
AC3202	Intermediate Financial Accounting II

Group B: Additional required courses for major

AC3203	Management Accounting II
AC3205	Principles of Taxation
AC4203	Auditing

Group C: Elective courses for major and minor

AC3203	Management Accounting II
AC3204	International Financial Reporting Standards
AC3210	Taxation in Kazakhstan
AC3299	Selected Topics in Accounting
AC4201	Advanced Financial Accounting
AC4204	Advanced Auditing
AC4205	Internal Auditing
AC4208	Financial Statements Analysis
AC4210	Strategic Management Accounting
AC4213	Accounting Ethics and Professionalism
AC4214	Oil and Gas Accounting
AC4211	Cases in Financial Accounting
AC4212	Cases in Management Accounting
IS3212	Accounting Information Systems
AC4215	International Accounting

Entry and Exit Criteria for Accounting Major and Minor

(for students admitted since 2007)

Entry criteria for major and minor: To be admitted to the Accounting major and minor, a student will have to meet a minimum overall GPA requirement of 2.00 (to be set each semester), and have a minimum of a B- (minus) in each of the three college core courses in Accounting course.

Exit criteria for major: At the time of graduation, the student will be required to have (1) a minimum overall GPA of 2.00, and (2) an overall GPA in Accounting courses (GPA of the three college core courses in Accounting, the five required Accounting courses and one of the Accounting electives) of at least 3.00, subject to a minimum of B- (minus) in any Ac-



counting course.

Exit criteria for minor: At the time of graduation, the student will be required to have (1) a minimum overall GPA of 2.00, and (2) an overall GPA in Accounting courses (GPA of the three college core courses in Accounting, the two required Accounting courses and one of the Accounting electives) of at least 3.00, subject to a minimum of B- (minus) in any Accounting courses.

DESCRIPTION OF COLLEGE CORE ACCOUNTING COURSES

AC1201 Financial Accounting I

3 Credits

Prerequisites: None

This course introduces financial accounting and addresses such topics as; accounting principles and concepts, the accounting cycle including recording transactions; preparing financial statements, adjusting and closing accounts for proprietorships, partnerships, and corporations. It also addresses; accounting for merchandising, cash; temporary investments and receivables; inventories and cost of goods sold; plant and equipment, natural resources, and intangible assets.

AC1202 Financial Accounting II

3 Credits

Prerequisites: AC1201

This course continues the introduction of financial accounting and addresses the following topics; organization and operations of corporations; corporate transactions; reporting income and retained earnings; earnings per share; bonds as liabilities and investments; the cash flow statement, equity investments and international operations.

AC2201 Management Accounting I

3 Credits

Prerequisites: AC 1201

This course introduces basic concepts in cost and management accounting. It addresses such topics as; cost concepts and classifications; cost accounting cycle; cost-volume-profit analysis; activity-based-costing; accounting for materials; inventory models; accounting for labor; productivity, absorption and variable costing; manufacturing overheads; allocation of overhead costs; job costing; process costing; joint and by-product costing; and hybrid costing.

AC3203 Management Accounting II

3 Credits

Prerequisites: AC2201

This course builds on the basic cost and management concepts to focus more intensively on their use by managers in organizations. Topics addressed include; absorption and variable costing; static and flexible budgets, variance analysis; organizational structure and performance measurement; incentive schemes and learning curves, and management accounting and the new environment. This course lays foundations for considering Accounting and Strategy in AC4210 Strategic Management Accounting.

DESCRIPTION OF COURSES REQUIRED FOR MAJOR IN ACCOUNTING

AC3201 Intermediate Financial Accounting I

3 Credits

Prerequisites: AC1202 (For students admitted since 2007 grade not less than B- is applied)

This course begins in depth analyses of accounting issues introduced in Accounting II and I. It addresses some of the following topics; the accounting process, financial accounting and reporting, the income statement and statement of retained earnings, the balance sheet and statement of cash flows, revenue recognition and income determination, cash and receivables, inventory valuation and de-



partures from historical cost and estimating inventory cost.

AC3202 Intermediate Financial Accounting II

3 Credits

Prerequisites: AC1202 (For students admitted since 2007 prerequisite AC3201 is applied)

This course continues the in depth analyses and development of issues in financial accounting. Among the topics addressed are accounting for capital assets, intangible assets and natural resources; investments; current liabilities and contingencies; bonds (investments and payables) and long term notes payable, leases; accounting for income taxes; shareholders' equity including contributed capital, retained earnings and dividends; and earnings per share.

AC3205 Principles of Taxation

3 Credits

Prerequisites: AC1202 (For students admitted since 2007 grade not less than B- is applied)

This course provides a survey of tax concepts, structure and policy. Among the topics addressed are; types of taxes and the jurisdictions that use them, tax policy and the standards for a good tax, taxes as transaction costs, income tax planning, taxable income from business operations, property acquisitions, dispositions and cost recovery deductions.

AC4203 Auditing

3 Credits

Prerequisites: AC3202

The primary emphasis of this course is on the auditor's decision-making process in both, an audit of financial statements, and an audit of internal control over financial reporting. The course teaches the fundamental concepts and techniques including; determination of the nature and amount of evidence needed by the auditor given the unique circumstances of each engagement, the demands imposed by the need to comply with the U.S. Sarbanes-Oxley Act of 2002 and the internal-control related Section 404, technology, e-commerce, and fraud.

DESCRIPTION OF ELECTIVE ACCOUNTING COURSES

AC3203 Management Accounting II

3 Credits

Prerequisites: AC2201 (For students admitted since 2007 grade not less than B- is applied)

This course builds on the basic cost and management concepts to focus more intensively on their use by managers in organizations. Topics addressed include; absorption and variable costing; static and flexible budgets, variance analysis; organizational structure and performance measurement; incentive schemes and learning curves, and management accounting and the new environment. This course lays foundations for considering Accounting and Strategy in AC4210 Strategic Management Accounting.

AC3204 International Financial Reporting Standards

3 Credits

Prerequisites: AC3202

Reporting practices vary significantly throughout the world. Kazakhstan now requires that International Accounting Standards be used in business transactions. This course bridges the gaps between the Chart of Accounts, GAAP methods and the methods used in International Financial Reporting Standards. Upon completion, the students will be prepared to conduct business in Kazakhstan using past records and current methods.

AC3210 Taxation in Kazakhstan

3 Credits

Prerequisites: AC3202 (For students admitted since 2007 prerequisite AC3205 is applied)

This course is a survey of the tax structure including concepts and policies, which shape the law. Emphasis will be on general concepts applicable to all taxpayers and on taxation of individuals. It also covers the taxation of property transactions, accounting periods and methods, corporate formulation and income taxation, and the taxation of partnerships and corporations.

**AC3299 Selected Topics in Accounting***3 Credits**Prerequisites: AC3202*

The course examines particular issues in accounting. Topics vary according to the interests of the students and instructors.

AC4201 Advanced Financial Accounting*3 Credits**Prerequisites: AC3202*

This course builds on the intermediate accounting courses to develop the professional judgment, as well as the more technical skills, needed by students for careers in accounting, auditing or finance. Among the topics addressed are: pooling of interests, consolidated financial statements, inter-corporate investments, factors affecting ownership interests, segmented and interim reporting, accounting for international activities, foreign currency transactions, translating foreign operations, and reporting foreign operations.

AC4204 Professional Auditing*3 Credits**Prerequisites: AC4203*

This course extends and upgrades the knowledge obtained in Auditing AC4203 to a professional level, preparing students for entry positions in the international Accounting Firms. In-class exam practice questions will be used to test and reinforce participants' knowledge of auditing procedures, auditing standards and other standards related to attest engagements and the skills needed to apply that knowledge to auditing and other attest engagements.

AC4205 Internal Auditing*3 Credits**Prerequisites: AC3202*

This course focuses on the establishment and operation of an internal audit function in an organization. Among the topics addressed are: staff selection and development; planning and controlling the audit; development of facts and supporting evidence; sampling plans and procedures; computer audits.

AC4208 Financial Statements Analysis*3 Credits**Prerequisites: AC3202*

This course prepares students to analyze, interpret and use financial statements effectively. It seeks to illustrate by performing analysis on actual companies how the statements may be used to identify value-creating opportunities. Topics include: tools and procedures for financial statement analysis, the relationship among business transactions, environmental forces and reported financial information, and how financial statement information can help solve certain business problems.

AC4210 Strategic Management Accounting*3 Credits**Prerequisites: AC3203*

This course builds on foundations laid in AC3203 Management Accounting II to link accounting and management strategy. It focuses such practices as activity based management, the balanced scorecard, performance measurement systems and incentive schemes, to illustrate how they may be integrated into an organization's strategic decision-making processes. Students will develop analytical and decision-making skills and will come to understand management accountants as vital members of an organization's executive management team.

AC4213 Accounting Ethics and Professionalism*3 Credits**Prerequisites: AC3202*

This course reviews the research on moral development and ethical choices, their dilemmas and accepted solutions for accounting professionals. It reviews the psychological, social, and other theory used to predict human choice, and applies them to the current practice and environments of public and corporate accounting. Learning will be facilitated by case analysis.

AC4214 Oil and Gas Accounting

3 Credits

Prerequisites: AC3202

This course provides an overview of the Petroleum industry, and an introduction to the various aspects of accounting for the oil and gas industry including acquisition and non-drilling exploratory costs, drilling and development costs, accounting for production costs, depreciation, depletion and amortization costs (DDandA), use of full costs vs. successful efforts method, revenue recognition, basic tax accounting, and overview of Standard No. 20 in Kazakhstan.

AC4215 International Accounting

3 Credits

Prerequisites: AC3202

The course will acquaint students with the accounting issues uniquely confronted by companies involved in international business. During the course students are introduced to differences in financial reporting practices across countries. Foreign currency transactions and hedging foreign exchange risk; translation of foreign currency financial statements; international taxation and international transfer pricing are in the focus of the course.

AC4211 Cases in Financial Accounting

3 Credits

Prerequisites: AC3202

This course provides students the opportunity to apply their knowledge and skills to address a series of real life issues that have arisen in organizations. The variety of cases, in terms of issues addressed and different organizational settings, provides the opportunity to accelerate learning in a manner not possible in real-life. Moreover, learning can occur without the adverse consequences of real-life mistakes. Students can expect to develop and apply not only their critical, analytical and decision-making skills but also those of written and oral communication. ***This course can be treated as a substitute for Internship. Departmental approval is necessary.***

AC4212 Cases in Management Accounting

3 Credits

Prerequisites: AC3203

This course provides students the opportunity to apply their knowledge and skills to address a series of real-life issues that have arisen in organizations. The variety of issues and the different organizational settings provide the chance to accelerate learning in a manner not possible in real-life. Moreover, learning can occur without the adverse consequences of real-life mistakes. Students will develop written and oral communication skills as well as critical, analytical and decision making skills. ***This course can be treated as a substitute for Internship. Departmental approval is necessary.***

BSc: MAJOR AND MINOR IN FINANCE

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

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

- Money and Capital Markets that deal with securities markets and financial institutions;
- Investments which focuses on the decisions of both individual and institutional investors as they choose securities for their investment portfolios; and
- Financial Management or “business finance” which involves the actual management of firms.

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

- Financial institutions and markets such as banks and other depository institutions, insurance companies, mutual funds, pension funds and the central bank;



- Small or big corporations, typically within the treasury functions of these firms that involve cash, credit, receivables and inventory management, capital budgeting, financial analysis and forecasting, dividend and capital structure policy-making, etc.;
- Investment sectors, typically, working as sales agent of financial securities, security analyst, portfolios manager, investment advisor, etc.

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

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

A minimum of six courses (eighteen credits) are needed to receive a major in Finance. A minor in Finance needs a total of three courses (nine credits). These requirements are in addition to the two college-level core courses: Financial Institutions and Markets (FN2201) and Principles of Finance (FN2202).

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

MAJOR AND MINOR IN FINANCE: Requirements

Major requires all courses of Group A and 3 electives from Group B
Minor requires 2 courses from Group A and 1 additional course from either Group

Group A: Required courses for major

FN3210	Corporate Finance
FN3220	Investments
FN3230	Financial Institutions Management

Group B: Elective courses for major and minor

FN3201	Money and Banking
FN3222	Personal Finance
FN4211	Financial Modelling
FN4212	Mergers and Acquisitions
FN4214	Financial Statement Analysis
FN4220	Real Estate Finance
FN4221	Investment Banking
FN4224	Introduction to Financial Derivatives
FN4225	Fixed-Income Securities
FN4231	Commercial Banking
FN4232	Risk Management
FN4235	International Financial Management
FN4240	Security Analysis and Portfolio Management
FN4241	Case Studies in Finance
FN4242	Selected Topics in Finance
FN4244	Research/Simulation in Finance

Entry and Exit Criteria for Finance Major and Minor

Entry criterion for major and minor: To be admitted to the Finance major and minor, a student will have to meet a minimum overall GPA requirement of 2.00, and will also be required to have (1) a minimum of a B- (minus) in each of the two core Finance courses, or (2) an average of B in these two courses: FN2201 Financial Institutions and Markets and FN2202 Principles of Finance.

Exit criterion for major and minor: At the time of graduation, the student will have to achieve a minimum overall GPA of 2.00 and a minimum GPA in Finance courses (GPA of two Finance college core courses, three Finance courses required for major, and three or more Finance elective courses) of 2.67.



DESCRIPTION OF COLLEGE CORE ECONOMICS AND FINANCE COURSES

FN2105 Business Microeconomics

3 Credits

Prerequisites: None

This is an introduction to microeconomic concepts and techniques (mathematical and statistical) that are useful for business decision-making. The course begins by examining markets -the interaction of demand and supply. It examines the determinants of demand, and the cost structures that underlie supply. It also looks at the dynamic process of price adjustment. Next, various models of profit maximization are developed, under different competitive assumptions. Finally, the course looks at strategic problems. While there is no prerequisite for this course, the course moves quickly and develops an intermediate level of microeconomic theory.

FN2106 Business Macroeconomics

3 Credits

Prerequisites: None

This is an introduction to macroeconomic concepts and techniques (mathematical and statistical) that are useful for business decision-making. The course begins by developing Keynesian models of income determination and multiplier effects. It moves quickly to the interaction of real and financial markets, and the process of income determination and money creation. Emphasis is placed on predicting the impacts of fiscal and monetary policy. Students will develop a computer simulation, and use the computer model to analyze policy variables. Finally, the course introduces models of the open economy, and provides basic techniques for determination of spot and forward exchange rates.

FN2201 Financial Institutions and Markets

3 Credits

Prerequisites: FN2106

The course introduces topics such as the functions, organization, structure and regulation of financial institutions and markets. Students also study the role and operations of financial markets and institutions in the economy, supply and demand for funds, interest rate determination, monetary and fiscal policy, and flow of funds analysis. In addition, the course analyzes basics of financial policies and operations of commercial banks and other financial institutions as well as an overview of the globalization of financial markets and institutions.

FN2202 Principles of Finance

3 Credits

Prerequisites: AC1202

This is an introductory course to the field of finance with a broad scope and emphasis on general principles. The objective of the course is to introduce basic tools and techniques essential in understanding major theories of Finance and making financial decisions. Students will learn basics of financial system, time value of money and discounting, financial performance analysis, basics of capital budgeting, basics of stock and bond valuation, and introduction to corporate finance.

DESCRIPTION OF REQUIRED FINANCE COURSES

FN3210 Corporate Finance

3 Credits

Prerequisites: FN2201, FN2202

This is an intermediate business financial management course, combining theory and applications. The course focuses on detailed look at capital budgeting methods including Net Present Value and Internal Rate of Return, capital budgeting under uncertainty, risk and return analysis, financial planning and forecasting, dividend policy, capital structure policy, working capital policy, and interactions of investment and financing decisions.



FN3220 Investments

3 Credits

Prerequisites: FN2201, FN2202

This course introduces the foundations of portfolio theory, asset pricing, trading and valuing securities as well as provides frameworks for investment analysis of various financial instruments. The course begins with an introduction of the modern portfolio theory and then turns to asset valuation based on the capital asset pricing model and arbitrage pricing theory. The two subsequent areas of study are valuation and analysis of fixed income instruments and stocks. Overall, this course represents the minimal financial theory and necessary practical tools with which an undergraduate student majoring in finance should be able to make meaningful investment decisions and be prepared for advanced courses in investment management.

FN3230 Financial Institutions Management

3 Credits

Prerequisites: FN2201, FN2202

The course provides an analysis of the role of private financial intermediaries in providing financial services to the public with a focus on the latest techniques of asset/liability and risk management in modern day financial institutions.

Other topics include the impact of recent regulations and the breakdown of geographic barriers worldwide on the risks and opportunities to financial institutions. The impact of ethical, technological and diversity issues affecting managerial decision making in financial intermediation is also discussed.

DESCRIPTION OF ELECTIVE FINANCE COURSES

FN3201 Money and Banking

3 Credits

Prerequisites: FN2201

The course examines the functioning of monetary systems and the meaning of monetary policy from the point of view of banks and other financial institutions. Various monetary theories will be analyzed in terms of the impact of changes in the volume of money on capital formation, national income, employment, prices and interest rates.

FN3222 Personal Finance

3 Credits

Prerequisites: FN2201, FN2202

This course focuses on the analysis of the problems inve. Topics include time value calculations, budgeting, career planning, banking, insurance, home buying, consumer credits and money management, investment planning, retirement planning, and estate planning. olved in efficient handling of personal financ

FN4211 Financial Modeling

3 Credits

Prerequisites: FN2201, FN2202

This course will involve using spreadsheets to model financial transactions, perform valuations, and solve complex financial problems from all areas of finance (equity, debt, and their derivatives). It will also involve the use of financial functions and formulas, macros, and new programming in various financial applications. Intermediate knowledge of any electronic spreadsheet (Microsoft Excel, Lotus, etc.) is required.



FN4212 Mergers and Acquisitions

3 Credits

Prerequisites: FN3210

The course provides the key financial sources and instruments used for MandA deals; how to select the most appropriate type of financing -debt, equity, or a combination of the two; financing via debt, bonds, and leases, and ways to borrow or lend; tactics considered in contracts, including contingent payments, earn-outs, and equity kickers; how to determine when refinancing is necessary; how volatile global events can affect economic systems and MandA financing and refinancing; debt/equity hybrids and other financing methods.

FN4214 Financial Statement Analysis

3 Credits

Prerequisites: FN2201, FN2202

The course objective is to teach students to accurately read and analyze financial statements of various companies in a variety of industries. It examines the uses and misuses of financial statement data for a wide range of financing decisions. The course analyzes various reporting options that affect income, assets, cash flow forecasts, financial ratios, and trends; distinguishes between accounting rules and underlying economic realities; and examines approaches that analysts can take when external reports do not reflect a firm's underlying economics. The course focuses on the pragmatic implications of corporate disclosures and nondisclosures.

FN4221 Investment Banking

3 Credits

Prerequisites: FN3210

The course provides a study of investment banking activities, including their regulatory, institutional and market environments, with extensive reference to the global marketplace. Students will learn the analysis of the main investment banking services with emphasis on the mechanics and economics of the issuance process. Analysis of the market for new issues and appraisal of their spread and price performance will be provided. Consideration

of ethical, technological and diversity issues in investment banking operations will be made.

FN4220 Real Estate Finance

3 Credits

Prerequisites: FN2201, FN2202

This course provides a broad introduction to real estate finance. Project evaluation, financing strategies, and capital markets issues related to real estate are covered. Other topics include real estate law, government regulations of real estate uses, development and marketing of commercial and residential real estate.

FN4224 Introduction to Financial Derivatives

3 Credits

Prerequisites: FN2201, FN2202

This course offers an introduction to derivative markets. A derivative is an instrument whose value depends on the values of other more basic underlying variables. This course focuses on financial derivatives. Emphasis is placed on organization and role of put and call options markets, futures and forward markets, swaps markets, and their interrelations. Major topics include arbitrage relations, valuation, hedging and speculating with derivatives and implementation of derivatives trading strategies.

FN4225 Fixed-Income Securities

3 Credits

Prerequisites: FN3220

The course provides in-depth coverage, analysis, and guidance on analysis and management of fixed-income securities. Topics include types and features of fixed income securities; risks and risk control strategies; mortgage-backed and asset-backed securities; bond market indexes; bonds with embedded options; floating rate securities; municipal bonds; fixed-income portfolio management; treasury securities; inflation-indexed bonds; and interest rate derivatives and their applications.



FN4231 Commercial Banking

3 Credits

Prerequisites: FN2201, FN2202

The course aims on understanding the field of banking from the perspectives of both a bank customer as well as a bank manager. Topics include introduction to the business of banking; asset-liability management techniques and hedging against interest rate and credit risk; managing the bank's investment portfolio and liquidity position; managing bank sources of funds; providing loans to businesses and consumers; the bank's organizational structure and service options; and developing a channel for future growth and expansion.

FN4232 Risk Management

3 Credits

Prerequisites: FN4224

The course provides comprehensive analyses and insights in risk management including: overview of risk management -from the history of risk management to the new regulatory and trading environment; a look at past and present risk management; risk management program designs; techniques to organize the risk management function; develop a system to cover organizations exposures; and risk management implementation including the use of the myriad systems to derive value at risk (VaR), stress-testing, and derivatives for measuring and hedging risk in today's marketplace.

FN4235 International Financial Management

3 Credits

Prerequisites: FN2201, FN2202

This course covers principles and applications of managerial finance in an international context. Particular emphasis is placed on financial management of multinational business. Major topics include analysis of opportunities, risks and problems unique to businesses involved in multinational operations, international financial environment, international sources and uses of funds, foreign exchange risk management, and managing international assets, liabilities, and securities.

FN4240 Security Analysis and Portfolio Management

3 Credits

Prerequisites: FN3220

This is an advanced investment course designed to expand knowledge acquired in the introductory investment course.

The course provides thorough analysis of security valuation techniques and systematic portfolio management. The topics include the processes and principles of financial valuation, valuation models and components, valuation of debt, equity and other securities, portfolio construction and analysis, strategic management of various classes of assets, and portfolio applications and portfolio evaluation.

FN4241 Case Studies in Finance

3 Credits

Prerequisites: FN3210, FN3220, FN3230

The course offers various advanced case studies on practical problems in planning, procuring, and maintaining optimum distribution and utilization of financial resources of business entities. Topics of case studies will vary depending on the interests of students, and the course instructor. ***This course can be treated as a substitute for Internship. Departmental approval is necessary.***

FN4242 Selected Topics in Finance

3 Credits

Prerequisite: FN3210, FN3220, FN3230

The course examines particular issues and contemporary subject areas in Finance at an advanced level. Selection of topics depends on students and instructors preferences.

FN4244 Research/Simulation in Finance

3 Credits

Prerequisites: Completion of 18 credits in Finance courses, a minimum GPA of 3.5 in all Finance courses and 3.5 overall, and Permission of department chair

The course focuses on research on topics in the area of Finance through advanced research methods. ***This course can be treated as a substitute for Internship. Departmental approval is necessary.***

BSc.: MAJOR AND MINOR IN MANAGEMENT

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

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

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

MAJOR AND MINOR IN MANAGEMENT: Requirements

Major requires all courses of Group A and any two courses selected from Group B, Group C or HRM Group A
Minor requires any three courses selected from Groups A and B

Group A: Required major courses

MG3205	Decision Making
MG3206	Leadership and Motivation
MG3208	Innovation Management
MG3212	Organizational Behavior

Group B: Elective courses for major and minor

MG3213	Managing Change
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Group C: Elective courses for major

MG3202	Principles of Business Ethics
MG3211	Small Business Management
MG3207	Managing Negotiation
MG3210	International Business
MG3299	Selected Topics in Management
MG3214	Fundamentals of Quality Management
MG4204	Cases in Management
OP3215	Business Time Series Forecasting

BSc: MAJOR AND MINOR IN HUMAN RESOURCE MANAGEMENT

More and more companies recognize that the effective management of Human Resources is as important to profitability as is the management of capital, materials, and production facilities. The demand for trained Human Resource Managers is starting to grow and will continue to increase in the near future.

MAJOR AND MINOR IN HUMAN RESOURCE MANAGEMENT: Requirements

Major requires all courses of Group A and any three courses selected from Group B, Group C, or Management Group A
Minor requires any three courses selected from Groups A and B

Group A: Required major courses

MG3204	Human Resource Management
MG4202	Compensation Management
MG4203	Performance Management

Group B: Elective major and minor courses

MG3207	Managing Negotiations
MG3299	Selected Topics in Management

Group C: Elective courses for major

MG3202	Principles of Business Ethics
MG3211	Small Business Management
MG3213	Managing Change
MG3210	International Business
MG3214	Fundamentals of Quality Management
OP3215	Business Time Series Forecasting

DESCRIPTION OF COLLEGE CORE MANAGEMENT COURSES

MG2201 Principles of Management

3 Credits

Prerequisites: None

This course deals with the role and nature of management as it is used in contemporary business. The course will provide a systematic understanding of the core concepts of management theory and practice. A brief review of the foundations of key management thinking will



be presented to set the context. This will be followed by an exploration of the environment for the managers and a discussion of the social and ethical issues, which affect managers. The diverse roles of the manager in contemporary business are then explored placing emphasis on identifying the key role effective management can play in developing successful organizations, private and public, large and small.

MG2202 Business Law

3 Credits

Prerequisites: none

This course examines basic legal principles. This allows students to recognize relevant issues and the legal implications of business situations. The principles of Kazakhstan law will be applied to accounting, auditing, and decision-making throughout the course. The political, social, and ethical implications of these issues are also debated.

MG3201 Business Communications

3 Credits

Prerequisites: None

This class introduces the principles of communication in organizations. The most common organizational communication variables are reviewed; e.g. communication distortion, conflict, power, managerial leadership style, roles, interviewing, and information overload and under-load. The emphasis is placed on the application of the principles reviewed to the organizational setting. Simulations, exercises, and case studies are used to give the course material strong practical relevance.

MG4201 Strategy and Business Policy

3 Credits

Prerequisites: MG2201, MK2201, FN2202, AC2201

This course examines the enterprise as a whole including understanding how and why the various functions of a business are interdependent and need to be coordinated. The course

looks at the environment in which a business operates its strategy, and internal administrative activities. The emphasis is on the kinds of problems and issues that affect the success of the entire organization.

DESCRIPTION OF REQUIRED MANAGEMENT AND HUMAN RESOURCE MANAGEMENT COURSES FOR MAJOR AND MINOR

MG3204 Human Resources Management

3 Credits

Prerequisites: MG2201

This course deals primarily with activities that directly affect how employees are brought into the firm and their treatment once they are employed. These activities include selection, training, evaluation, compensation, labor relations, working conditions, and related issues.

MG3205 Decision Making

3 Credits

Prerequisites: MG2201

The course focuses on ideas that can be used in business to understand decisions generally. The curriculum includes the concepts of rational choice, identity, appropriateness, and history-dependent rules. The course also explores how decisions are made in the face of inconsistency in preferences or identities. Prospects for decision engineering are also explored in detail.

MG3206 Leadership and Motivation

3 Credits

Prerequisites: MG2201

This course is intended for future managers who require knowledge on how to motivate people, how to manage groups and use appropriate leadership styles. It is modeled as an integrated framework that consists of lectures and training.

**MG3207 Managing Negotiations***3 Credits**Prerequisites: MG2201*

This course deals with the art and skills of negotiating in various business situations. Cases involving and analyzing issues and problems ranging from sales and contracts to the most complicated issues of international business will be discussed.

MG3208 Innovation Management*3 Credits**Prerequisites: MG2201*

The purpose of the course is to introduce students to recent, leading edge management thinking. A study of the most recent trends and ideas in management and their practical application is carried out. The course will include reviews of books by well-known management theorists and a critical analysis of the application of these theories in Kazakhstan.

MG3212 Organizational Behavior*3 Credits**Prerequisites: MG2201*

Managers get things done through other people. They make decisions, allocate resources, and direct the activities of others to attain goals. Managers do their work in an organization. This is a consciously coordinated social unit, composed of two or more people. These units strive to achieve a common goal or set of goals. This course develops a sound understanding of the human side of work and provides knowledge of the behavioral aspects of working in organizations.

MG3213 Managing Change*3 Credits**Prerequisites: MG2201*

This course is designed as an introduction to managing change in organizations with an emphasis on the development of student capacity to understand the necessity of change in organizations. This is achieved by focusing on the conceptual and theoretical underpinning of change in the organizational context, analy-

sis of how effective change management helps an organization gain a competitive advantage, and introduction of key change tools.

MG4202 Compensation Management*3 Credits**Prerequisites: MG3204*

The purpose of the course is to provide the student with an understanding of compensation and rewards systems management in contemporary organizations. This course examines and reviews the elements of compensation and rewards systems that affect organizations including theoretical aspects and justifications. This leads into a detailed discussion of the practicalities of making wage decisions, incentives and benefits design techniques, and the administrative aspects of the compensation management process.

MG4203 Performance Management*3 Credits**Prerequisites: MG2201*

The purpose of performance management is to improve performance in critical areas by creating accountability to goals and objectives. This course will provide students with the necessary knowledge and skills of ensuring effective staff performance over a period of time, i.e. through tracking and strategic control and performance opportunity setting.

DESCRIPTION OF ELECTIVE MANAGEMENT AND HUMAN RESOURCE MANAGEMENT COURSES FOR MAJOR AND MINOR

MG3202 Principles of Business Ethics*3 Credits**Prerequisites: None*

An understanding of Business Ethics is critical for modern managers. The course reviews the prevalent theories of ethics that set and guide society's expectations of doing business in today's private and public sector within the social, economic, and political order in the



context of local traditions. Responsibility to all the stakeholders of a business will be studied from an ethical standpoint. International ethical frameworks for gauging business decisions are reviewed. Throughout the course, there is intensive use of case studies to illustrate and solve business ethics problems. The objective of the course is to introduce the student to the ethical concepts that are relevant to resolving moral issues in business; impart the reasoning and analytical skills needed to apply ethical concepts to business decisions; identify the moral issues involved in the management of specific problem areas in business; and to provide an understanding of the social, technological, and natural environments within which moral issues in business arise.

MG3207 Managing Negotiations

3 Credits

Prerequisites: MG2201

This course deals with the art and skills of negotiating in various business situations. Cases involving and analyzing issues and problems ranging from sales and contracts to the most complicated issues of international business will be discussed.

MG3210 International Business

3 Credits

Prerequisites: MG2201

This course involves study of the issues and logistics involved in conducting business in the international arena. Issues such as globalization, the impact of economics, socio-cultural factors, and economic policy are discussed in detail. The nature and economic role of the multinational corporation including the impact of legal, political, educational, and cultural variables upon firm performance and managerial activity forms the core of the course. Case studies illustrate managerial, marketing and financial and accounting activities, in the global economic space.

MG3211 Small Business Management

3 Credits

Prerequisite: MG2201

Lectures and case study methods are applied to investigate and analyze problems related to small business start-ups and functions. Included are: selecting a location, business planning, organizational control, finances, and other areas of interest to the small business owner. The course includes formulating a business plan.

MG3213 Managing Change

3 Credits

Prerequisites: MG2201

This course is designed as an introduction to managing change in organizations with an emphasis on the development of student capacity to understand the necessity of change in organizations. This is achieved by focusing on the conceptual and theoretical underpinning of change in the organizational context, analysis of how effective change management helps an organization gain a competitive advantage, and introduction of key change tools.

MG3214 Fundamentals of Quality Management

3 Credits

Prerequisites: MG2201

In order to achieve a competitive edge in today's domestic and global marketplace, profit and non-profit organizations must produce goods and services with quality that will "meet and even exceed the expectations of their customers". In other words, they must go beyond "quality that is taken for granted" and aim for "quality that fascinates". Thus quality is perceived as a major competitive weapon; and has emerged as a highly effective management philosophy and strategy. In view of the above observations, the primary objective of this course is to provide you with an appreciation and understanding of the fundamental concepts, approaches, and techniques of quality that are so important for assuring a quality product or service.

MG3299 Selected Topics in Management

3 Credits

Prerequisites: MG2201

This course provides further study into various areas in management. Topics covered will change from year to year depending on the students' particular needs and strengths.

MG4204 Cases in Management

3 Credits

Prerequisites: MG2201

The course offers various advanced case studies on practical problems in managing the business entities. ***This course can be treated as a substitute for internship. Departmental approval is necessary.***

BSc: MAJOR AND MINOR IN MARKETING

Marketing is an essential element of business and management. Marketing courses cover main marketing concepts and develop skills necessary to apply those concepts in real business situations.

In the Marketing specialization courses, students obtain skills by simulating real business situations and by analyzing market situations and company activities. This is accomplished through research projects and case analysis.

The Marketing specialization prepares students for entry-level positions in a challenging, fast-paced, dynamic, and constantly changing organizational environment.

MAJOR AND MINOR IN MARKETING: Requirements

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

Group A: Required courses for major

MK3201	Consumer Behavior
MK3202	Marketing Communications
MK3203	Marketing Research

Group B: Elective courses Product:

MK3214	Brand Management
MK3216	New Product Development

Distribution and Retailing:

MK3205	Retailing
MK3207	Internet Marketing
MK 3218	Marketing Channels
OP3202	Logistics and Supply Chain Management
IS4202	Managing of E-Business Systems

Marketing Communication:

MK3204	Advertising Management
MK3212	Fundamentals of Selling
MK3213	Public Relations
MK3219	Event Marketing

Specialty Areas:

MK3215	Social Marketing
MK3208	International Marketing
MK3209	Business Marketing
MK3299	Selected Topics in Marketing
MK3210	Services Marketing
MK 4201	Cases in Marketing
OP3215	Business Time Series Forecasting

DESCRIPTION OF COLLEGE CORE MARKETING COURSES

MK1201 Principles of Marketing

3 Credits

Prerequisites: None

The aims of this course are to provide students with a basic understanding of the constituent elements of the marketing function in organizations. The course will develop analytical and diagnostic skills in dealing with marketing situations. Students will learn how marketing objectives are matched with marketing strategies and programs.



MK2201 Intermediate Marketing

3 Credits

Prerequisites: MK1201

This class involves an in depth study of marketing management, with emphasis on the marketing environment, development of marketing strategies, formulation of policies, and, critically, the integration of marketing with other functional areas of business.

DESCRIPTION OF REQUIRED MARKETING COURSES FOR MAJOR AND ELECTIVE MARKETING COURSES FOR MINOR

MK3201 Consumer Behavior

3 Credits

Prerequisites: MK1201

This course will provide the students with knowledge of key concepts of Consumer Behavior Science and their use in developing marketing strategies. This will include analysis of external and internal influences on consumer behavior; consumer decision-making process; concepts of consumer strategy and tactics; the importance of product image and brands; and, store image influence consumer purchases.

MK3202 Marketing Communications

3 Credits

Prerequisites: MK1201

This course is designed to introduce students to the main aspects of the marketing communication mix as well as marketing communications strategy. This knowledge will develop them as future marketing managers, who will be able to lead a company's communications. By the end of the course students will be able to define and develop a company's marketing communications strategy; brief advertising agencies about message style and media used for promotional campaign; and, evaluate advertising agency proposals.

MK3203 Marketing Research

3 Credits

Prerequisites: MK1201

This course looks at how marketing research functions and procedures can be utilized in

measuring and analyzing environmental factors in consumer demand, sales efficiency, effectiveness of promotional programs, and effects of competitor's strategies. It includes methods of product distribution and pricing research. Projects emphasize current marketing research techniques.

DESCRIPTION OF ELECTIVE MARKETING COURSES FOR MAJOR AND MINOR

MK3204 Advertising Management

3 Credits

Prerequisites: MK1201

This course analyses the principles and practices of advertising from a managerial viewpoint. The purpose of the course is to familiarize the student with the process of developing and managing advertising. The course considers the reasons to advertise products and market analyses in the planning phase of the advertising program. This stage also includes media selection, creation, and production of advertisements, copy testing, and development of advertising budgets.

MK3205 Retailing

3 Credits

Prerequisites: MK1201

This course investigates the structure of the retailing industry. Issues covered include retailing trends, retail store organization, and tools for understanding retail consumers. Store location, design, and layout are examined as the core of understanding the basic fundamentals of operating a retail business.

MK3207 Internet Marketing

3 Credits

Prerequisites: MK1201

The course is developed to examine the unique features of marketing through the Internet as well as the use of the Internet as support for off-line marketing activities. The course is designed to give students a detailed understanding of key Internet marketing concepts and to see how they are implemented. Upon comple-



tion of the course, students will be able to analyze on-line marketing strategies of companies, the customer utility of websites, and develop promotional campaigns for on-line marketing programs.

MK3208 International Marketing

3 Credits

Prerequisites: MK1201

This course covers international marketing operations by looking at issues such as product policies, pricing, marketing communications, distribution channels, and marketing research. The factors governing the decision to engage in foreign transactions by organizations are explored in detail. In-depth market studies form a core part of the course.

MK3209 Business Marketing

3 Credits

Prerequisites: MK1201

The course will provide students with the grounding they need to become successful business marketers. Comprehensive and flexible, it focuses on general business marketing issues such as characteristics of business marketing, organizational buying behavior, business marketing programming, integrated marketing communications, internet marketing, and business ethics. The theory of business marketing will be studied using practical exercises to ensure the students understanding of the topics covered.

MK3210 Services Marketing

3 Credits

Prerequisites: MK1201

This course focuses on the specific issues facing successful marketers in the service sector. Marketing of services, including promotion and pricing practices and strategies, are discussed in detail as is in-depth practical knowledge of franchising and specific services sectors.

MK3212 Fundamentals of Selling

3 Credits

Prerequisites: MK1201

The fundamentals of selling and sales management will be studied in this course to ensure students understand the role of personal selling in the company promotional program, customers' buying behavior, sales process, and functions of a sales manager. The students will practice the skills necessary for effective communication and successful selling. Prospecting and approaching customers, sales presentation, handling objections, and closing and follow-up techniques will be studied in detail. Sales planning, developing, and directing sales forces as well as evaluating the performance of the sales aspect of organizations will contribute to the students' understanding of sales management.

MK3213 Public Relations

3 Credits

Prerequisites: MK1201

This course is designed to introduce students to the fundamentals of public relations. Public relations can be defined as the art and science of positioning an organization in its environment. The course examines the various ways that communication facilitates this process. The objectives of the course are to provide an understanding of the functions of public relations, to expose the student to the role of public relations in organizations, and to provide exercises, which offer insights into the practicalities of public relations.

MK3214 Brand Management

3 Credits

Prerequisites: MK1201

This course addresses important branding decisions faced by organizations. Its' basic objectives are firstly to increase understanding of the important issues in planning and evaluating brand strategies. Secondly, the course provides the theories, models, and other tools to make better branding decisions. Thirdly, the course provides a forum for students to apply these principles using practical examples.



Particular emphasis is placed in the course on understanding psychological principles at the customer level that will improve managerial decision-making with respect to brands. A central aim of the course is to make these concepts relevant for any type of organization (public or private, large or small).

MK3215 Social Marketing

3 Credits

Prerequisites: MK1201

This course examines the role and applications of marketing in public and nonprofit settings. It focuses on a conceptual understanding of the marketing discipline and marketing processes and shows how basic concepts and principles of marketing are applicable to public and nonprofit organizations. Upon successful completion of this course, students should have a firm grasp of important issues in public and nonprofit marketing.

MK3216 New Product Development

3 Credits

Prerequisites: MK1201

This course is firmly based in the strategy of the firm and includes the marketing, manufacturing, finance, engineering, and RandD functions. This course is designed to present all the methods of market research and modeling in the marketing science field. One unique feature of this course is to get students understanding and managing new-product marketing processes.

MK3218 Marketing Channels

3 Credits

Prerequisites: MK1201

This course provides knowledge and skills in the managerial aspects of marketing channels. The course provides an understanding of marketing channels as the basis for distribution decision-making. Students will develop skills useful in finding and analyzing information needed to make distribution decisions within a firm's marketing strategy, begin to develop the ability to anticipate distribution needs and decisions that will be faced by the firm in the

future, and appreciate the roles of formal analysis and create work in approaching distribution decisions, objectives, and opportunities.

MK3219 Event Marketing

3 Credits

Prerequisites: MK1201

The course will provide the students with an understanding of the constituent elements of the planning, designing, and implementing events. The focus is placed on sales promotion techniques, marketing creativity, and public relations in the organizations. The course will develop analytical and diagnostic skills in dealing with marketing situations.

MK3299 Selected Topics in Marketing 3 Credits

Prerequisites: MK1201

Specialist courses in selected topics related to marketing. Topics covered vary according to the interests and expertise of instructors and demand from students.

MK4201 Cases in Marketing

3 Credits

Prerequisites: MK1201

The course offers various advanced case studies on practical problems in marketing. ***This course can be treated as a substitute for internship. Departmental approval is necessary.***

BSC: MAJOR AND MINOR IN OPERATIONS MANAGEMENT AND INFORMATION SYSTEMS

The department of Operation Management and Information Systems (OMIS) offers majors and minors in Operation management (OM) as well as Information Systems management (IS). Students willing to major either in Operation Management or in Information Systems Management have to undertake 6 courses (18 credits) from the respective discipline. A student is entitled to have a minor in IS or OM, if he/she takes any 3 of the listed courses of IS or OM.

OMIS being the backbone of modern business administration, every BSc student has to have certain basic minimum competency in OM and IS. Therefore, it is mandatory for every BSc student has to pass the following Core Courses of OMIS department as listed below.

MAJOR AND MINOR IN OPERATIONS MANAGEMENT: *Requirements*

**Major requires all courses of Group A and any four courses from Group B
Minor requires any three courses from Groups A and B with the OP code**

Group A: Required courses for major

OP3204	Project Management
OP3205	Logistics and Supply Chain Management
<i>Group B: Elective courses</i>	
OP3207	Total Quality Management
OP3214	Spreadsheet Based Decision Modeling
OP3215	Business Time Series Forecasting
OP3216	Service Operations Management
OP4201	Purchasing and Materials Management
OP4202	Transportation and Distribution Management
OP4210	Business Process Reengineering
OP4215	Technology Management
OP4220	Selected Topics in Operations Management
OP4230	Case Studies in Operations Management
IS3205	System Analysis and Design
IS4202	Management of E-Business Systems

MAJOR AND MINOR IN INFORMATION SYSTEMS: *Requirements*

**Major requires all courses of Group A and any four courses from Group B
Minor requires any three courses from Groups A and B with the IS code**

Group A: Required courses for major

IS3202	Database Management Systems in Business
IS4202	Management of E-Business Systems

Group B: Elective courses

IS3203	Enterprise Resource Planning (ERP)
IS3205	System Analysis and Design
IS3208	Data Communication and Networking
IS3210	Programming Languages
IS3211	Information Systems Security
IS3212	Accounting Information Systems
IS3213	eBusiness Technology
IS4204	Decision Support Systems
IS4206	Business Modeling and Simulation
IS4209	E-Customer Relation Management
IS4210	Management of Software Engineering Projects
IS4215	Knowledge Management
IS4220	Selected Topics in Information Systems
IS4230	Case Studies in Information Systems Management
OP3205	Logistics and Supply Chain Management
OP3215	Business Time Series Forecasting
OP4210	Business Process Reengineering
MK3207	Internet Marketing



DESCRIPTION OF GENERAL EDUCATION COURSE

IS2201 Computer Applications in Business

3 Credits

Prerequisite: Basic knowledge of computer

This course provides a deep insight on implementing business logic in computer applications. To start thinking in business terms while working with computers, one gets the perception of computer models, which are implemented on spreadsheets through decision making techniques and programming. The purpose of this course is to foster business thinking through available technical means. Connect your business logic with the technology and thus intensify your power by increasing the scope of your intelligence. Make technical means the extension of your entrepreneurship mind and prepare yourself to dynamic corporate culture. This course is also a prerequisite to the probabilistic business simulations where statistical methods are applied in the business decision-making. After taking this course one treats a computer not just as an office automation device but also as a business instrument.

DESCRIPTION OF COLLEGE CORE OPERATIONS MANAGEMENT AND INFORMATION SYSTEMS COURSES

OP1201 Business Quantitative Methods

3 Credits

Prerequisite: Math 1101

This is an applied focused problem-solving course, which teaches students the development and exploration of decision-making models, with an emphasis on quantitative and optimization models. The student develops and experiments with business models. Topics include linear programming, assignment problems and its business applications, network flow problems and decision analysis, time series analysis, models of finance and investments appraisal, the sampling techniques, decision theory and simulation analysis for business models and problem solving.

OP2201 Business Statistical Analysis

3 Credits

Prerequisite: MATH 1101

The course provides basic knowledge of probability, axioms of probability, expectation, joint and conditional probability distributions, Bayesian concepts of statistical inference, exploratory data analysis and data transformations, confidence limits, continuous probability distributions, sampling distributions, sampling surveys, hypotheses testing, regression analysis, analysis of variance and correlation analysis.

OP2202 Introduction to Operations Management

3 Credits

Prerequisite: OP2201

This course is an overview of the fundamentals of operations management (OM) used in service and manufacturing organizations. OM uses analytical thinking to deal with real world problems. Students will be introduced to the application of effective operations management techniques: productivity management, product and process design, job design, the planning and management of materials flows, manpower and capacity planning and scheduling, project management, and quality management.

IS2203 Management Information Systems

3 Credits

Prerequisite: IS2201

This course provides a broad overview of the information systems including their resources and components. In addition the course discusses key managerial issues relating to implementation and application of information systems in an enterprise, understanding the impact of information systems/ information technology on business functions; outlining strategies for corporate growth based on the effective use and management of information systems; analyzing business problems and developing the design for relevant information systems solutions; understanding how



information systems can be used to transform business processes and provide more effective management control and decision systems.

DESCRIPTION OF REQUIRED COURSES FOR OPERATIONS MANAGEMENT AND INFORMATION SYSTEMS MAJOR AND MINOR

OP3204 Project Management

3 Credits

Prerequisite: OP2202

This course is designed to teach the basic principles of project management. Students will learn about the key techniques of planning, scheduling and monitoring progress of projects; how to estimate and schedule project resources, create project flow charts, and produce critical path planning and evaluation reports. Important issues of project selection and team management are also covered. These learning objectives are reinforced by a course project that allows the student to apply the principles and use the tools they learn. In addition, students are provided with case studies describing real-world project management problems and their solutions.

OP3205 Logistics and Supply Chain Management

3 Credits

Prerequisite: OP2202

The course reviews how organizations can gain sustainable competitive advantage in global marketplace by efficient and effective management of supply and distribution chains. Methods and techniques to model supply chain strategy, supply chain route analyses, supply chain outsourcing and partnering, JIT management philosophy, inventory management and material requirement planning, warehouse operations, logistics system design, reverse logistics, information systems for logistics, and enterprise resource planning are integrated. The course also looks at the relevance of modern supply chain logistics in Kazakhstan and concepts of the course will be illustrated and

integrated with the particular issues facing local industries.

IS3202 Database Management Systems in Business

3 Credits

Prerequisite: IS2203

The Database plays a key role in business management. Management without the support of right Database is unthinkable. This course provided hands-on-training about the tools and techniques of designing and building enterprise databases and accessing data from their databases. The course demonstrates how the database technologies may be effectively used to manage business operations, marketing products and services, and maintain customer relations. The course involves students to design databases for real business tasks, implement simple database environment using available facilities. The course will cover physical database and DBMS implementation (storage and index structures, system catalog, query optimization, transaction processing, concurrency control, database recovery, security and authorization), and other related topics.

IS4202 Management of E-Business Systems

3 Credits

Prerequisite: None

This course teaches the students how the new information and communication technology (NICT), such as broadband, mobile communications and the Internet, can be used to develop and improve business processes (eBusiness) that cut costs increase revenue and reduces time of doing business across the globe. It empowers the students to develop the necessary analytical skills to distinguish the value from the hype of the New Economy. Upon completion of this course, students should be able to find out: how leading companies and new ventures do business on the Internet? What are the various business models of eBusiness? What are the rules of competition of eBusiness and how they affect the relationships, profitability and stock prices? How to formulate best-



fit eBusiness strategies not only for the commercial firms, but also for the management of not-for-profit service sector organizations like government, healthcare and other public utility services? How NICT can be used to create sustainable businesses for Kazakhstan?

DESCRIPTION OF THE ELECTIVE COURSES FOR OPERATIONS AND INFORMATION SYSTEMS MAJOR AND MINOR

OP3207 Total Quality Management

3 Credits

Prerequisite: OP2202

This course emphasizes applications of principles and techniques of TQM to manufacturing and service organizations. It will introduce many aspects of quality management and discusses: quality philosophies and principles, Total Quality Management and continuous improvement, process control and improvement (Statistical Process Control, Process Capability and Six Sigma Quality), quality design and improvement, acceptance sampling, ISO 9000:2000 and the implementation of quality improvements.

OP3214 Spreadsheet Based Decision Modeling

3 Credits

Prerequisite: OP2202 and IS2201

This course focuses on the basic principles and techniques of applied mathematical modeling for managerial decision making. This course covers the use of data tables, etc.; graphical vs. non-graphical approaches to programming; linear and non-linear optimization using solver; integer and non-integer programming; sensitivity analysis; decision trees; random or probabilistic vs. deterministic approaches; simulation using dice and excel functions and introduction to use of crystal Ball or @-Risk for simulation etc.

OP3215 Business Time Series

Forecasting

3 Credits

Prerequisites: OP2201

The course is devoted to advanced students who would like to refine their knowledge in applied statistics. The course consists of forecasting models and techniques, such as exponential smoothing models, ARIMA models, neural network techniques, rule-based forecasting, business forecasting. Commercial software such as SPSS and Neural Networks Package will be used for practical applications. Examples of time series forecasting related to marketing, operations, and finance are provided.

OP3216 Service Operation Management

3 Credits

Prerequisites: OP2202

This course covers managing long-term capabilities and controlling of day-to-day performances of service delivery systems. The course focuses on service sector productivity, role of services within the economy, service design and service delivery issues, service quality and quality standards and scheduling of service operations. A variety of service operations will be analyzed through a number of case studies, related to such industries as catering, consumer banking, healthcare, retail, etc.

OP4201 Purchasing and Materials Management

3 Credits

Prerequisites: OP2202

This course reviews analysis and application of an integrated approach of purchasing and material management. Particular emphasis will be given on organizational policies and procedures on purchasing, relation of purchasing department with other departments, make-or-buy decision; bid and proposal preparations, supplier or vendor selection; quality assurance, value and cost analysis; quantity discounts, inventory determination, material requirement planning, Just-In-Time (JIT) purchasing; purchasing and warehouse management and purchasing information systems. The students will also relate the government rules and regulations of purchasing.



OP4202 Transportation and Distribution Management

3 Credits

Prerequisites: OP2202

Transportation alternatives and technologies are changing very rapidly. It is necessary to study the fundamental differences among the various transportation modes in terms of their basic cost structures, mode of transportation, market competition and service characteristics to minimize the transportation cost as well as total logistics expenses and reduce the shipment time. From local and international point of view this course addresses the role of commercial transportation in logistics and business, existing transportation infrastructure, intermediaries involved in movement of goods to and from a country, all critical routing and scheduling; shipment planning and containerization; mode, carrier, and third-party selection; transportation regulations and documentation; transportation management systems; and transportation organization design.

OP 4210 Business Process Reengineering

3 Credits

Prerequisite: OP 2202 and IS2203

Information systems and technology will be used as a framework for analyzing challenges and opportunities faced by individuals and organizations as they adapt themselves and their companies to better face the implications of competitive position in the midst of an information management explosion. Information systems are presented as an enabling technology supporting and reengineering effort of business processes within any organization. The course is reasonably self-contained and positioned for managers and professionals who must make IS related decisions, as opposed to technical users and application developers.

OP4215 Technology Management

3 Credits

Prerequisite: None

The main objective of this course is to impart knowledge and understanding to manage technological changes for better business. The course addresses issues pertaining to the discovery, development, and diffusion of technological advances and the technology-business connection in light of technological change. Topics include integrating technology with the business strategy, management and implementation of new technologies, core competence assessment, new product and process development, technology development and life cycle, technology forecasting, the innovation process and its impact on organization, and technology transfer mechanisms.

OP4220 Selected Topics in Operation Management

3 Credits

Prerequisite: OP2202

This is further research of various areas in operations management, especially in the border areas between marketing and operations, finance and operations, etc. Students are required to study some selected topics of operations and supply chain management. Topics under this course will vary according to the market demand and students interests.

OP4230 Case Studies in Operations Management

3 Credits

Prerequisite: OP2202

This is further research of various areas in Operations Management. Topics under this course will vary according to the market demand and students interests. This course can be treated as a substitute for Internship. Departmental approval is necessary.



IS3203 Enterprise Resource Planning

3 Credits

Prerequisite: IS2203

This course covers the theory, methods, and techniques for solving organizational information processing problems using Enterprise Resource Planning software; and critical issues including software selection and configuration, project management, systems architecture, process analysis and design, organizational change, implementation and post-implementation issues of ERP projects.

IS3205 System Analysis and Design

3 Credits

Prerequisite: IS2203

The course provides an overview of the processes involved in the analysis, design, and implementation of information systems. This is a hands-on course and is targeted at advanced undergraduate or beginning graduate students who have little or no background in the subject. Topics to be covered include software development life cycle (SDLC), feasibility study, requirements analysis, systems analysis, and systems design. Systems analysis and design methods covered in this course include data flow diagram, data dictionary, and entity-relationship approach. Feasibility study, requirements definition and design, implementation process, development documentation will be covered. The prototyping, data modeling techniques, cost benefit analysis and user involvement will also be covered.

IS3208 Data Communication and Networking

3 Credits

Prerequisite: IS2203

The course presents basic knowledge of communication systems as one of the great computer science fields. It covers systematic methods for classification of the present and future development of computer communication; changes in the infrastructure of information and communication systems, distributed systems, open systems, architectures as blueprint for open systems; communication networks

for local area environments (within organizations) and for wide area environments (between organizations); and communication services in local and wide area networks. In addition course will introduce networking models, intranet and extranet and their use in E-business and E-commerce.

IS3210 Programming Languages

3 Credits

Prerequisite: IS2201

This course is an introduction to the concepts, principles, and skills of programming, including compilers, algorithms, and problem solving using a high level programming language such as C++ or Visual Basic. It is intended for students with little or no programming experience. It emphasizes problem solving, algorithm development, and structured programming techniques with a series of projects to be developed through the course.

IS3211 Information System Security

3 Credits

Prerequisite: IS2203

The course will cover information security aspects, information network security aspects and Information Technology aspects. These aspects will include security processes, security tools and techniques, security standards, responsibility centers, implantations issues and processes, total cost of ownership and advantages to the organization. In addition courses will provide detailed analysis of various options available in the market for implementing security infrastructure in a global environment.

IS3212/5212 Accounting Information Systems

3 Credits

Prerequisite: IS2201 and AC 1201

This course addresses issues of computer-based accounting. The course will focus on teaching skills needed to use modern accounting software for effective decision support. Students, through extensive hands-on experience with such software, will acquire the skills necessary



to manipulate data efficiently and accurately, to produce useful information. Eventually, the students are expected to develop practical skills to handle common business-related situations. The course includes discussions on the accounting software principles, and concentrates on effective techniques of using software in the business world.

IS3213 e-Business Technology

3 Credits

Prerequisite: None

This course covers the technologies of e-business like web technologies (such as HTML, XML, ebXML etc.) networking and internet-working basics, wireless technologies, Internet infrastructure and technologies of online payment systems, front-end/back-end integration, website management and security issues. After completing the course students will acquire practical guidance in developing an e-business for organizations. The course will follow a pedagogy of learning by doing and case studies on how firms and business houses incorporate eBusiness technology.

IS4204 Decision Support Systems

3 Credits

Prerequisites: IS2203

This course examines a set of information systems which specifically support managerial decision makers: Decision Support Systems, Group Decision Support Systems, Executive Information Systems, Data Warehouses, Expert Systems, and Neural Networks. The course explores and discusses the development, implementation, and application of these systems, how these systems can be applied to current business problems, as well as how organization issues impact the implementation and usage of these systems. This will involve developing conceptual knowledge of these systems as well as gaining practical experience with several software packages for decision support.

IS4206 Business Modeling and Simulation

3 Credits

Prerequisites: IS2203

The course will cover usage of modern, powerful computers by decision makers in turning to simulation to make decisions about investment strategies, marketing strategies, and managerial policies concerning inventory, production, space analysis, etc. This course will be oriented towards demonstrating how simulation can be applied to aid these decisions. It will also provide the foundations of good simulation practice of various business models. The simulations will be performed using MS Excel or @Risk, or Risk Master software's.

IS4209 E-Customer Relation Management

3 Credits

Prerequisite: IS2203 and MK 1201

The course will covers introduction of business processes in sales, marketing, and service that touch the customer, application of CRM software tools in an enterprise to build databases about its customers that describes relationships in sufficient detail so that management, salespeople, people providing service, and even the customer can access information, match customer needs with product plans and offerings, remind customers of service requirements, check payment histories, and so on. In addition course will cover how to use an integrated online CRM software solution designed to manage sales processes, order management, marketing campaigns, customer support and partner management.

IS4210 Management of Software Engineering Projects

3 Credits

Prerequisites: IS2203

This course covers an introduction to software products, software processes – various models of software development life cycle, process visibility and deliverables; introduction to systems engineering and systems architecture; introduction to project management, requirements engineering – analysis, definition, and specification, prototyping; software design



process, architectural and used interface design; verification and validation; software cost estimation; configuration management and version control, software maintenance; project teams and work breakdown structure; project planning and tracking; equality management and process improvement.

IS4215 Knowledge Management

3 Credits

Prerequisite: IS2203

The course will cover basics of Knowledge Management (KM), Knowledge and Knowing, Knowledge Creation and knowledge sharing, Knowledge and its Relationship to Organizational Learning, Knowledge Management and Organizational Culture, Knowledge Gathering and Tacit Knowledge in Organizations, Technology Tools and Projects and Practices, Roles for Information and Communication Professionals in creation of knowledge and its dissemination in the organization, Ethical Issues, Pragmatics and Problems, Pragmatics of Knowledge Management, and Applications of information technologies to knowledge management.

IS4220 Selected Topics in Information Systems

3 Credits

Prerequisite: IS2203

This is further research of various areas in Information Systems Management, especially in the interface areas of between marketing and operations, finance and operations and eBusiness. Students are required to study some selected topics of new applications of Information and Communication Technology. Topics under this course will vary according to the market demand and students interests.

IS4230 Case Studies in Information Systems Management

3 Credits

Prerequisite: IS2203

This is further research of various areas in Information Systems Management. Topics under this course will vary according to the market demand and students interests. This course can be treated as a substitute for Internship. Departmental approval is necessary.

MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAM

MISSION AND OBJECTIVES

This program is designed to create decision-makers (managers and entrepreneurs) and future business leaders of the highest quality. We seek to ensure that our graduates are capable of:

- Using state-of-art techniques to address and solve real world problems, as well as, creatively manage resources, including human, financial and technological resources;
- Thinking strategically and managing, as well as, leading effectively in the fast-changing and highly competitive global market place;
- Coping effectively with changing organizational relativities and a technological and business environment that is in a constant state of flux.

MBA CURRICULUM

The MBA Program begins with pre-MBA courses such as: Mathematics Refresher (Graduates of BSc program at KIMEP are exempt from Pre-MBA Math). All new MBA-students are required to attend at least two Summer Academic English courses. These courses are waived if a student successfully passes the diagnostic test administered by the Language Center. A student can attend up to four Academic English courses in the summer sessions. Please see under "English Language Requirements" below for details. Before MBA classes begin in the first regular semester (fall or Spring), students will also be tested on their computer skills. Students who lack sufficient basic skills will be asked to attend a foundation course to prepare them for skills needed for the MBA program.

After this preliminary stage, and starting from the first semester, a student will receive guidance from her/his Academic advisor. Each student should contact his appointed advisor from the BCB in the beginning of the first semester to establish an appropriate academic plan for the duration of the MBA program.



ENGLISH LANGUAGE REQUIREMENTS

1. All entering Master's students whose KEET scores and other entrance qualifications allow them to enter directly into degree programs should complete four non-credit-bearing Academic English courses at the beginning of their Master's program. These courses will cover Academic Speaking, Academic Listening I and II, Academic Reading and Writing:
2. The recommended sequencing of these courses is for the first two courses to be completed during Summer 1 term, and the second two courses to be completed in Summer 2 term. This would permit students to enter directly into content area courses during Fall assuming they complete and pass all four courses.
3. If a student cannot follow this schedule, it is possible to take the third and fourth Academic English courses concurrently with content area courses. For instance, a student who completes two English courses in Summer 2 will be allowed to enroll in content area courses in Fall provided he/she is registered for the third and fourth English courses.
4. All Master's level curricula will include one special purpose English course, for which academic credit will be given.
5. Incoming students whose English ability is high may test out of either the first two or all four of the required non-credit English courses by virtue of their scores on a diagnostic test of English proficiency. This test will be developed by the Language Center and administered by the Testing Center and given four times a year (before the start of Summer 1, Summer 2, Fall, and Spring terms). A student who successfully tests out of any or all of the non-credit English courses will not have to take other English courses in their place.
6. No student may test out of the one credit-bearing English course MG5213 Organizational Communications included in the Master's program requirements.

7. KIMEP Bachelor's degree graduates will not receive automatic waivers of the non-credit English courses; however, they may take the diagnostic test and qualify for waivers on the same basis as other students.
8. Students entering KIMEP Master's programs may submit results of a recognized English language proficiency test (e.g., TOEFL or IELTS) and have some or all of the non-credit English courses waived on the basis of those results. (This is to avoid the uncertain situation where the student comes to Almaty in summer not knowing whether he/she will be required to take the non-credit English courses. KIMEP's diagnostic test will not be administered internationally).
9. Students whose KEET scores are too low for direct entry into Master's degree programs may qualify for entry into the Provisional Program. On the completion of the Provisional Program, these students may take KIMEP's diagnostic test and, depending on their result, qualify for waiver of the non-credit English courses on the same basis as regularly admitted students.

GRADUATION REQUIREMENTS

Specification	Credit Hours
Required Core Courses	36
BCB Elective Courses	21
Internship or Research Project	3
Thesis (including defense in public)	3
4 Academic English Courses	0*
Total	63

* These count as zero credit towards degree, but student must pass the courses, unless a waiver is received.



CONCENTRATIONS AND SPECIALIZATIONS

The Masters of Business Administration offers six functional concentration areas and one inter-disciplinary area in which students can focus in their MBA program:

- Accounting
- Finance
- Marketing
- Management
- Operations Management
- Information Systems
- International Business (inter-disciplinary)

Within each functional concentration area, there are some specialization fields:

Concentrations	Specializations
Accounting	Accounting, Strategy and Control Auditing
Finance	Natural Resource Management Banking Corporate Finance
Marketing	Marketing Communications Hospitality Retail
Management	Human Resource Management Entrepreneurship
Operations Management	Logistics and Supply Chain Management Project Management Operations Research
Information Systems	Management of E-business Systems Information Systems Development Accounting Information Systems

REQUIREMENTS FOR CONCENTRATION AND SPECIALIZATION

General MBA

Students may receive an MBA without specialization. This allows them to take an even wider variety of courses in various areas and allows them the flexibility needed to pursue a variety of careers at many levels in the business world.

Concentrations

Each concentration consists of a minimum of 5 courses, including Thesis, for a total of 15 credits (except for International Business that requires 7 courses, including Thesis, for a total of 21 credits) Double concentrations may be taken upon college approval.

Specializations

Each specialization is designed by the respective department's set of electives consisting of a minimum of 3 courses for a total of 9 credits. One specialization and one concentration may be taken upon college approval.

Compulsory

Internship or Business Research Project and Thesis for all MBA students.

Notes:

- The requirements for all Concentrations and Specializations are at the discretion of the department, and are therefore subject to change during the student's matriculation period. Moreover, the department reserves the right to establish a set of criteria for admission to a particular concentration and specialization.
- A course cannot be counted towards both concentration and specialization.
- Upon pre-approval by the student's advisor and Department Chairs, a Double concentration is allowed.
- Students are allowed to graduate with two "C" grades: "C-; C; C+", but with a minimum average GPA of 3.00.

REQUIRED CORE COURSES FOR MBA PROGRAM

Discipline	Course Code and Title
Accounting	AC5201 Financial Accounting for Managers AC5202 Managerial Accounting
Finance	FN5201 Managerial Finance
Management	MG5201 Organizational Behavior MG5250 Strategic Management
Marketing	MK5201 Marketing Management
Operations Management	OP5201 Quantitative Methods for Decision Making OP5202 Operations Management
Information Systems	IS5201 Management Information Systems
Others	FN5200 Managerial Economics MG5222 Business Law and Ethics MG5213 Organizational Communications
Total	12 Courses; 36 Credits

RECOMMENDED MBA CURRICULUM

Students may take courses in any order they wish as long as courses meet all prerequisites. The following schedule is suggested to ensure that prerequisites are taken before the courses that require prerequisites. Students may select an alternative schedule if there is justification and the departmental Chair approves the course selection. Students selecting this schedule will be automatically “locked-in” for registration. Any variation will require approval of academic advisor.

Semester 1		Semester 3	
15 credits		15 credits	
AC5201	Financial Accounting for Managers	MG5222	Business Law and Ethics
FN5200	Managerial Economics	Elective	Concentration/Specialization
MG5213	Organizational Communications	Elective	Concentration/Specialization
OP5201	Quantitative Methods for Decision Making	Elective	Concentration/Specialization
IS5201	Management Information Systems	Elective	Concentration/Specialization
Semester 2		Semester 4	
15 credits		15 credits	
AC5202	Managerial Accounting	Elective	Concentration/Specialization
FN5201	Managerial Finance	Elective	Concentration/Specialization
MK5201	Marketing Management	Elective	Concentration/Specialization
OP5202	Operations Management	BUS5275	Thesis
MG5201	Organizational Behavior	MG5250	Strategic Management
Summer Internship or Research Project 3 Credits			



FAST-TRACK MBA

The purpose of the fast-track MBA is to allow graduates of some KIMEP undergraduate programs to earn a MBA degree within a shorter period of time. Graduates from other reputable academic institutions may also qualify for this opportunity.

General Eligibility Requirements for Fast Track Students of KIMEP BSc, BSS or BAE:

- KIMEP BSc, B.S.S. or B.A.E. graduates with an over all undergraduate GPA of 3.0 or via successful passing of entrance examinations;
- Average of B+ or greater for each grouping of courses being used to waive MBA Core Required Course;
- Some 5000-level (graduate) course automatically transfers with B+ or above;
- No more than 30 credits can be transferred onto MBA Program

Required Credits and Credit Calculations:

- 63 Academic Credits and four non-credit English courses are Required for MBA
- Fast Track Enrollments are eligible for a maximum of 30 transferable Credits (10 Courses)
- Fast Track Enrollments must take minimally 3 credits of Strategic Management, 3 credits of Internship or Research Project, and 27 additional credits in core and/or elective courses (including MBA Thesis) as other MBA's.
- The English Course requirements (up to all four courses) can be waived subject to successful completion of the diagnostic test administered by the Language Center.
- Course credit waivers will be considered using the eligibility criteria stated herein (B+ or greater in course being used to justify waiver).
- Transferred Course Grades will not be used on transcript to compute overall

MBA GPA.

- Students should discuss waivers, eligibility and transfer of credits with their academic advisor and/or the director of the MBA Program.

DESCRIPTION OF CREDIT INTERNSHIP PROGRAM, BUSINESS RESEARCH PROJECT AND MBA THESIS

BUS5270 MBA Credit Internship Program

3 Credits

Prerequisite: Completion (including transfer) of at least 24 credits of course work

Internship gives MBA students the opportunity to put into practice the knowledge acquired during their studies, get some business experience and be better prepared for their future career. Credit Internship Program can be taken after completion of 24 credit hours in the MBA program. The minimum internship period is 160 hours of job experience of managerial nature. After completion of internship, students submit an Internship Report and other required documents. Students will be assigned a faculty supervisor who will monitor internship and evaluate the Internship Report. Internship should be in the field of chosen specialization. Students have to attend at least 3 Preparatory Internship Training Sessions prior to becoming an intern. For details on Credit Internship Program, students are advised to seek information from BCB Career Services Center and/or the Director of the MBA program.

BUS5271 Business Research Project

3 Credits

Prerequisite: Completion (including transfer) of at least 24 credits of course work

Business Research Project is a substitute for BUS5270 Internship. MBA students are eligible to take this course after completion of 24 credit hours. The research project has to be a significant piece of individual work of an applied nature. The topic of the research work should be in the major area of study of a student. Students will be assigned a faculty super-



visor who will approve the research proposal, monitor progress, and evaluate the work and report. A formal research report must be submitted and defended. For details on Business Research Project, students are advised to seek information from BCB Career Services Center and/or the Director of the MBA program.

DESCRIPTION OF MBA THESIS

BUS5275 MBA Thesis

3 Credits

Prerequisites: Completion of at least 6 credits of course work in the area of concentration

MBA thesis is a practical research work, involving the analysis of a specific problem in the area of concentration, evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem.

MBA: ACCOUNTING CONCENTRATION AND SPECIALIZATIONS

Accounting involves the measurement, recording and reporting of financial information that is critical for management decision-making in organizations. Managers need to understand how accounting information may be used to make decisions, control processes and people, and motivate employees. In addition to use this information effectively managers need to be familiar with the manner in which Annual Financial Statements, Budgets and Variance Reports etc are constructed. Crucially also, managers also need to understand their personal and legal responsibilities for internal control and for reporting financial information.

The MBA program offers a 4-course concentration in “Accounting” that addresses the broad range of issues described above. The concentration prepares students both for careers as managers, and for careers in accounting, auditing, controllership, treasury functions and budgeting.

The MBA program also offers two 3-course specializations, “Accounting, Strategy and

Control” and “Auditing” respectively. The specialization, “Accounting, Strategy and Control” develops a sharply focused set of skills crucial for managers wishing to make good strategic decisions in such areas as of an organization as Finance, Marketing, Management, Operations Management and Information Systems.

The specialization “Auditing” provides the opportunity to develop in depth knowledge and skills appropriate for careers in assurance services with the major accounting firms or in the auditing function of large organizations.

Both the Accounting concentration and the two specializations will help prepare students to sit for such professional exams as the CPA, CMA, ACCA, etc.

ACCOUNTING CONCENTRATION

Requires all 3 courses from Group A and any 1 course from Group B

Group A: Required courses

AC5204	Strategic Management Accounting
AC5209	Advanced Accounting
AC5212	Financial Statements Analysis

Group B: Elective courses

AC5205	Oil and Gas Accounting
AC5206	Auditing
AC5207	International Financial Reporting Standards
AC5210	Taxation in Kazakhstan
AC5211	Principles of Taxation
AC5213	Internal Auditing and Control
AC5215	International Accounting
AC5216	Professional Auditing
AC5260	Selected Topics in Accounting
IS5212	Accounting Information Systems



SPECIALIZATION: ACCOUNTING, STRATEGY AND CONTROL

Requires all 3 courses from below

AC5203	Strategic Control Systems
AC5204	Strategic Management Accounting
AC5212	Financial Statements Analysis

SPECIALIZATION: AUDITING

Requires all 3 courses from below

AC5206	Auditing
AC5213	Internal Auditing and Control
AC5216	Professional Auditing

Entry and Exit Criteria for Accounting Concentration and Specializations

Entry criteria for concentration and specialization: To be admitted to the Accounting concentration and/or specialization students must be of good academic standing.

Exit criteria for concentration: At the time of graduation, the student will be required to have (1) a minimum overall GPA of 3.00, and (2) a minimum GPA in Accounting courses (GPA of the two core Accounting courses, the courses required for concentration in Accounting, and Accounting electives) of 3.00.

Exit criteria for specialization: At the time of graduation, the student will be required to have (1) a minimum overall GPA of 3.00, and (2) an overall GPA in Accounting courses (GPA of the two core Accounting courses, and the courses required for specialization in Accounting) of 3.00

DESCRIPTION OF CORE ACCOUNTING COURSES

AC5201 Financial Accounting for Managers

3 Credits

Prerequisites: MBA Standing

The course focuses on the basic theoretical framework of generally accepted accounting principles. Different accounting techniques

and their effect on financial statements are considered. Students will gain an understanding of the concepts and language of accounting that can be used as an effective tool for communication, monitoring, and resource allocation. They will also gain mastery of the vocabulary and meaning of financial statements and accounting reports. Basic financial statement analysis methods are introduced.

AC5202 Managerial Accounting

3 Credits

Prerequisites: AC5201

This course emphasizes the use of accounting information for internal planning and control purposes. The course is intended for individuals who will make business decisions and evaluate performance of business units using data obtained from the accounting system. The course will cover the basic vocabulary and mechanics of cost accounting and the role of management accounting in decisions concerning resource allocation and performance evaluation. Particular emphasis will be put on strategic cost analysis. Familiarity with how modern accounting and control theory is used in evaluating economic conditions and making organizational decisions.

DESCRIPTION OF REQUIRED AND ELECTIVE ACCOUNTING COURSES

AC5203 Strategic Control Systems

3 Credits

Prerequisites: AC5201

This course shows how contemporary accounting techniques and perspectives can be used to develop strategic accounting control systems and give managers the timely quantitative and qualitative information needed to guide organizations. The course emphasizes identification and utilization of metrics that drive results towards successful attainment of organizational strategies



AC5204 Strategic Management Accounting

3 Credits

Prerequisites: AC5202

This course studies advanced topics in contemporary management accounting practices and illustrates how such practices may be applied to strategic decision-making in organizations. Students will develop analytical, reasoning and decision-making skills through case studies and assignments.

AC5205 Oil and Gas Accounting

3 Credits

Prerequisites: AC5202

This course provides an overview of the Petroleum industry, and an introduction to the various aspects of accounting for the oil and gas industry including acquisition and non-drilling exploratory costs, drilling and development costs, accounting for production costs, depreciation, depletion and amortization costs (DDandA), use of full costs vs. successful efforts method, revenue recognition, basic tax accounting, and overview of Standard No. 20 in Kazakhstan.

AC5206 Auditing

3 Credits

Prerequisites: AC5201

This course covers auditing standards and procedures observed by Public Accountants in the examination of financial statements of business and other organizations; audit standards, objectives, and conceptual framework for collection of evidence and assessment of control risk; and short-form audit report and operational auditing.

AC5207 International Financial Reporting Standards

3 Credits

Prerequisites: AC5201

Kazakhstan is moving towards using International Accounting Standards as national accounting reporting standards. This course bridges the gaps between the Kazakhstan Accounting Standards, Kazakhstan Chart of Accounts, GAAP methods and the methods used

in International Financial Reporting Standards. Upon completion, the students will be prepared to conduct business in Kazakhstan using past records and current methods.

AC5209 Advanced Accounting

3 Credits

Prerequisites: AC5201

This course develops a deeper understanding of financial accounting. Among the topics that will be addressed are: business combinations, and consolidation of subsidiaries at date of acquisition and later years, inter-corporate investments, factors affecting ownership interests, segmented and interim reporting, accounting for international activities, foreign currency transactions, translating foreign operations, and reporting foreign operations.

AC5210 Taxation in Kazakhstan

3 Credits

Prerequisites: AC5201

This course is a survey of the tax structure including concepts and policies, which shape the law. Emphasis will be on general concepts applicable to all taxpayers and on taxation of individuals. It also covers the taxation of property transactions, accounting periods and methods, corporate formulation and income taxation, and the taxation of partnerships and corporations.

AC5211 Principles of Taxation

3 Credits

Prerequisites: AC5201

This course will provide a survey of the tax structure including concepts and policies. Emphasis will be on both legal elements and concepts applicable to corporations and partnerships. Among the issues addressed will be taxation of manufacturing, retailing and services, and to the manner in which organizational accounting policy and strategy can shape, and in turn be shaped by taxation.

**AC5212 Financial Statements Analysis***3 Credits**Prerequisites: AC5202*

This course will prepare students to analyze, interpret and use financial accounting statements from management and investor perspectives. In addition to developing the practical understanding needed to analyze an organization's income statement, balance sheet and statement cash flows the course will also integrate such understanding into consideration of corporate strategy, accounting choices, budgeting and forecasting.

AC5213 Internal Auditing and Control*3 Credits**Prerequisites: AC5202*

This course will prepare students to understand the need for and establishment of the internal audit function in an organization. Among topics addressed will be types of internal audit, planning and controlling the audit, development of facts and supporting evidence, plus sampling plans and procedures. Implications for managers of requirements stemming from the Sarbanes-Oxley Act of 2002 will also be considered.

AC5215 International Accounting*3 Credits**Prerequisites: AC5201*

This course follows the changes in international accounting within the context of managing multinational enterprises. Among the issues examined are; the efforts of the IASB to establish a uniform set of accounting standards worldwide and its interface with different national standard setters, international business strategies and how accounting applies to these strategies, recent accounting scandals and resulting legislation, and the importance of cultural differences in international accounting. The teaching method will incorporate case materials to enhance learning and provide a strategic management perspective.

AC5216 Professional Auditing*3 Credits**Prerequisites: AC5206*

This course builds on AC5206 Auditing to develop professional auditing skills. Among the topics addressed are auditing scope, engagement responsibilities, audit risk assessment, strategic planning issues, internal control, tests of controls, objectives and nature of evidence, evidence sampling and reports as well as governmental audits and ethics for professional accountants. The teaching method is to address the theory, authoritative pronouncements, procedures, practice test questions and case materials to enhance learning and provide a professional auditing perspective.

AC5260 Selected Topics in Accounting*3 Credits**Prerequisites: AC5202*

The course examines particular issues in accounting at an advanced level. Topics vary according to the interests of the students and instructors.

MBA: FINANCE CONCENTRATION AND SPECIALIZATIONS

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

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

- Money and Capital Markets that deal with securities markets and financial institutions;
- Investments which focuses on the decisions of both individual and institutional investors as they choose securities for their investment portfolios; and
- Financial Management or "business finance" which involves the actual management of firms.



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

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

FINANCE CONCENTRATION

Requires all 2 courses from Group A and any 2 courses from Group B	
Group A: Required courses	
FN5202	Advanced Corporate Finance
FN5206	Investment Management
Group B: Elective courses	
FN5204	Financial Institutions Management
FN5205	Financial Engineering
FN5209	International Finance
FN5210	Financial Derivatives
FN5211	Bank Management
FN5212	Real Estate Finance
FN5213	Credit and Market Risk Management
FN5214	Risk Management and Insurance
FN5215	Investment Banking
FN5216	Financial Control and Planning
FN5218	Entrepreneurial Finance
FN5225	Advanced Securities Analysis and Portfolio Management
FN5260	Selected Topics in Finance
FN5260.1	Selected Topic in Finance: Oil and Gas Project Evaluation
FN5260.2	Technical Aspects of Petroleum Exploration, Production, Refining and Petrochemicals

SPECIALIZATION: NATURAL RESOURCE MANAGEMENT

Requires all 3 courses from below	
FN5260.1	Selected Topic in Finance: Oil and Gas Project Evaluation
MG5228	Power, Politics and Petroleum
FN5260.2	Technical Aspects of Petroleum Exploration, Production, Refining and Petrochemicals

SPECIALIZATION: BANKING

Requires the course from Group A and any two courses from Group B below	
Group A: Required	
FN5211	Bank Management
Group B: Elective	
FN5204	Financial Institutions Management
FN5210	Financial Derivatives
FN5213	Credit and Market Risk Management
FN5215	Investment Banking
AC5207	International Financial Reporting Standards

SPECIALIZATION: CORPORATE FINANCE

Requires the course from Group A and any two courses from Group B below	
Group A: Required	
FN5206	Advanced Corporate Finance
Group A: Elective	
FN5209	International Finance
FN5210	Financial Derivatives
FN5215	Investment Banking
FN5218	Entrepreneurial Finance
FN5260	Selected Topics in Finance

Entry and Exit Criteria for Finance Concentration and Specializations

Entry criterion for concentration and specialization: To be admitted to the Finance concentration and specialization, a student will have to meet a minimum overall GPA requirement of 2.67 (to be set annually), and also receive a minimum of a B-(minus) in FN5201 Managerial Finance.



Exit criterion for concentration and specialization: At the time of graduation, the student will have to have a minimum overall GPA of 3.00 and a minimum GPA in Finance courses (GPA of Finance courses including the core course, Finance courses required for concentration/specialization, and Finance elective courses) of 3.00.

DESCRIPTION OF REQUIRED CORE FINANCE COURSES

FN5200 Managerial Economics

3 Credits

Prerequisites: MBA Standing

This course is divided into two 7-week modules. One module develops macroeconomic concepts and models that are useful for business decisions. Emphasis is placed on Keynesian models of income and interest determination (IS-LM), and open economy models of exchange rate determination. This module is designed as a prerequisite for International Finance. The other module develops microeconomic techniques that assist business decision-making: analysis of generalized demand relations, production and cost functions, profit maximization, competition theory, and dynamic strategies (game theory). While there is no prerequisite, the course is designed for students with an intermediate background in economic theory.

FN5201 Managerial Finance

3 Credits

Prerequisites: AC5201

This course surveys the basic concepts and tools of Financial Management. The major objectives of this course are to learn the fundamental principles of finance and to obtain a broad perspective of the area of Financial Management. Major topics include financial objectives, financial analysis and planning, financial environment, risk-return trade-off, time value of money, valuation, capital budgeting, cost of capital, capital structure, working capital basics etc. Special emphasis is given on integration of the concepts of Financial Management into a total systems approach to financial decision-making.

DESCRIPTION OF REQUIRED AND ELECTIVE FINANCE COURSES

FN5202 Advanced Corporate Finance

3 Credits

Prerequisites: FN5201

The course examines in details investment and financing decisions, and their interrelatedness. The overall goal is to obtain a comprehensive and in-depth perspective of the area of Financial Management. Major topics include financial analysis and planning, valuation, capital budgeting, capital structure, dividend policy, working capital management, mergers and acquisition, hybrid financing, bankruptcy, multinational financial management, and risk management. Special emphasis is given on integration of the concepts of financial management into a total systems approach to business decision-making.

FN5204 Financial Institutions Management

3 Credits

Prerequisites: FN5201

This course focuses on understanding of the major financial institutions and the competitive and regulatory environment in which they operate. Special emphasis is placed on the operations and financial management of institutions such as the central bank, commercial banks, investment banks, pension funds, mutual funds and insurance companies. The course covers issues related to management of liquidity, loan portfolio, and capital, as well as various forms of risks faced by intermediaries and the trade-offs required to balance portfolio risks and returns.

FN5205 Financial Engineering

3 Credits

Prerequisites: FN5201

Financial engineering is the innovation process that seeks to adapt existing financial instruments and processes and to develop new ones so as to enable financial market participants to cope more effectively with the changing environment. In this course, students learn



the basic financial issues and develop the skills to improve the financial decision-making, using engineering and operations research techniques.

Much weight placed on using computational and statistical methods to solve financial problems. It is required to have Excel skills for this course and would be beneficial to have some experience with programming languages.

FN5206 Investment Management

3 Credits

Prerequisites: FN5201

This course examines the investment environment and the investment process. An investment is the current commitment of money or other resources in the expectation of reaping future benefits. The investment process involves identifying objectives and constraints, formulating and implementing strategies, and monitoring and updating the portfolio as needed. Major topics include investment alternatives, securities markets and trading mechanism, risk and return analysis, modern investment theory, valuation, analysis and management of bonds, common stocks and derivative securities, and investment performance evaluation.

FN5209 International Finance

3 Credits

Prerequisites: FN5201

This course focuses on understanding of Financial Management – in an international environment. This is achieved through comprehensive coverage of topics from the area of International Finance. Major topics include international financial environment, foreign exchange markets including currency futures, forwards, options and swaps, foreign exchange risk management, international financing and investing decisions, international working capital management, multinational capital budgeting, international portfolio diversification, etc.

FN5210 Financial Derivatives

3 Credits

Prerequisites: FN5201

This course offers an introduction to derivative markets. A derivative is an instrument whose value depends on the values of other more basic underlying variables. This course focuses on the financial derivatives. Emphasis is placed on organization and role of put and call options markets, futures and forward markets, swaps markets, and their interrelations. Major topics include arbitrage relations, valuation, hedging and speculating with derivatives, implementation of derivatives trading strategies, the perspective of corporate securities as derivatives, the functions of derivatives in securities markets, regulations and recent innovations in derivative markets.

FN5211 Bank Management

3 Credits

Prerequisites: FN5201

Provides students with tools and techniques to manage banks. Major topics include operations, mechanics, and structure of banks, performance evaluation of banks, asset-liability management, management of various kinds of risks, such as, interest rate risk, price risk and liquidity risk, fund management, bank regulations and international banking.

FN5212 Real Estate Finance

3 Credits

Prerequisites: FN5201

Focuses on theories and practices of financing real estates and social, legal and economic implications of real estate finance. Topics include real estate instruments and procedures, financing considerations and methods, real estate credit and mortgage markets, and government regulations and legal aspects of real estate finance.



FN5213 Credit and Market Risk Management

3 Credits

Prerequisites: FN5201

Credit risk is one of the major risks faced by financial institutions. Market risk is the risk that asset prices will change due to adverse movements in market conditions. It includes effect of interest rate risk, foreign exchange risk, equity risk and other financial risks on the trading portfolio of the financial institution. Course deals with identification, measurement, and management of credit risk and market risk using internal and external rating systems, credit risk models, and value at risk applications. Issues of regulation and compliance are also discussed.

FN5214 Risk Management and Insurance

3 Credits

Prerequisites: FN5201

The goal of risk management and insurance is to minimize the adverse consequences of variability. Students will study topics such as the general principles of risk management and insurance, factors affecting risk, operations of insurance organizations, marketing systems, underwriting, rating, and personal decision processes in selecting risk management options.

FN5215 Investment Banking

3 Credits

Prerequisites: FN5201

The course provides a study of investment banking activities, including their regulatory, institutional and market environments, with extensive reference to the global marketplace. Students will learn the analysis of the main investment banking services with emphasis on the mechanics and economics of the issuance process. Analysis of the market for new issues and appraisal of their spread and price performance will be provided. Consideration of ethical, technological and diversity issues in investment banking operations will be made.

FN5216 Financial Control and Planning

3 Credits

Prerequisites: FN5201

This course covers financial planning processes as well as regulatory issues affecting financial planning. This course emphasizes a practical approach to personal financial issues including budgeting, borrowing, savings, investments, insurance, home buying and estate planning. Students will learn how to make informed decisions to invest wisely, save money on taxes, use credit wisely, plan for future expenses, and gain control of your own finances. Students will be guided in the preparation of a personal financial plan.

FN5218 Entrepreneurial Finance

3 Credits

Prerequisites: FN5201

This course is designed to acquaint students with the basic concepts of obtaining funds for the start-up and financing the continued growth of the firm. The course covers startup financing, growth capital, daily financial management, valuation, and strategic financial planning.

FN5225 Advanced Securities Analysis and Portfolio Management

3 Credits

Prerequisites: FN5206

The course deals with analysis of various financial securities such as common stocks, preferred stocks, fixed-income securities, convertible and derivatives. The course discusses valuation tools – processes and principles, and valuation models. Students get an opportunity to apply their theoretical knowledge in a practical setting by valuing various types of securities that are currently traded. Empirical evidence on the effectiveness of trading strategies based on various fundamental and technical analyses is also discussed. In addition, concepts and techniques related to portfolio construction and analysis, asset class management, and portfolio applications and portfolio evaluation are also discussed.



FN5260 Selected Topics in Finance

3 Credits

Prerequisites: FN5201

The course involves study and research on contemporary issues in the area of finance at an advanced level. Topics vary according to the interests of the student and instructor. These topics may be from areas of Corporate Governance, Mergers and Acquisition, Small Business Finance and Development, Oil and Gas Project Evaluation and Management, Financial Market Structure, or from other areas of Finance.

FN5260.1 Selected Topic in Finance: Oil and Gas Project Evaluation

3 Credits

Prerequisites: FN5201

This course covers the fiscal context of upstream oil and gas projects as well as techniques used in the economical and financial analysis of these projects. This course will employ various texts, cases, and computer spreadsheet exercises to study concepts of economics, risk, risk allocation, and decision-making processes in evaluating oil and gas projects.

FN5260.2 Technical Aspects of Petroleum Exploration, Production, Refining and Petrochemicals

3 Credits

Prerequisites: FN5201

This course is designed to provide an overview of the petroleum industry as a worldwide business operation. Upon completion of this course, students will understand the primary aspects of petroleum geology and exploration, basic drilling operations, production facilities and infrastructure requirements, offshore operations, refining fundamentals, and environment concerns. Contracts that govern how production is shared between an international company and host government is also be reviewed.

MBA: MANAGEMENT CONCENTRATION AND SPECIALIZATIONS

The Management concentration prepares students for a career as a manager. As Kazakhstan develops, the need for trained and capable managers in the area of international and cross-cultural management will continue to grow. This will create a need for managers who are able to work effectively with ideas and with people through strategic decisions, negotiations, projects, and human resources management. This concentration program intends to fully develop the capability of Managers to understand and make decisions regarding the globalization of business. After completing this program, participants will

- Have the ability to visualize and understand the organization, the factors critical for its success, and the processes that can empower people to reach their objectives;
- Be able to organize tasks, delegate responsibilities, communicate priorities, and to lead and motivate others to work together to accomplish shared goals;
- Be capable of identifying and analyzing problems, taking corrective actions, and rewarding performance.

MANAGEMENT CONCENTRATION

Requires all 3 courses from Group A and any 1 course from Group B below

Group A: Required courses

MG5203	Strategic Planning
MG5206	Leadership and Motivation
MG5212	Decision Making

Group B: Elective courses

MG5207	Human Resource Management
MG5216	Performance Management
MG5218	Compensation Management
MG5219	Advanced Human Resources Management
MG5220	Entrepreneurship
MG5221	Small Business Management
MG5230	Innovation Management



MG5260	Selected Topics in Management
MK5260	New Product Development
MG5211	International Business
MG5227	Change Management
MG5229	Competitive Advantage Strategy
MG5260	Selected Topics in Management

SPECIALIZATION: HUMAN RESOURCE MANAGEMENT

Requires any 3 courses from below

MG5207	Human Resource Management
MG5216	Performance Management
MG5218	Compensation Management
MG5219	Advanced Human Resources Management

SPECIALIZATION: ENTREPRENEURSHIP

Requires any 3 courses from below

MG5220	Entrepreneurship
MG5221	Small Business Management
MG5230	Innovation Management
MG5260	Selected Topics in Management
MK5260	New Product Development

DESCRIPTION OF REQUIRED CORE MANAGEMENT COURSES

MG5201 Organizational Behavior

3 Credits

Prerequisites: MBA Standing

The way people interact and are managed at work affects the quality of their lives, the effectiveness of organizations, and the competitiveness of nations. The material in this course develops some of the main themes associated with managing people such as attitude, personality, learning, perception, culture, values, and human psychology, sociology and the behavior and influence of work groups. The basic course includes issues associated with motivation and job satisfaction, the design of jobs, employee empowerment, group behavior, teamwork, and leadership. The course is

case-based to encourage discussion of alternative styles of management and identification of best practice in the management of people from a behavioral perspective

MG5213 Organizational Communications

3 Credits

Prerequisites: MBA Standing

This course reviews the principles of communication in organizations. The most common organizational communication variables are reviewed, for example, communication distortion, conflict, power, managerial leadership style, roles, interviewing, information overload, and under load. Emphasis is on application of the principles reviewed within individual organizational settings. Simulations, exercises, and case studies are used to accomplish this goal.

MG5222 Business Law and Ethics

3 Credits

Prerequisites: MBA Standing

The objective of this course is to familiarize the MBA student with advanced legal principles as they apply to strategic business development of Kazakhstan. The textbook and readings will concentrate on the global legal environment as it applies to world trade and economic development and the influence exerted by the WTO, EU, World Bank and other global trading groups. Emphasis will also be placed on understanding the applicable legal principles being developed under Kazakhstan law, including an analysis of the effect of taxation on business development in Kazakhstan. This allows students to recognize relevant issues and the legal implications of business situations. The course will also provide an analysis and understanding of the ethical trends that exist in business today, both in the public and private sector. This will allow students to apply both legal and ethical principles to the decision-making process throughout the course. The political and social implications of these issues are also debated.

**MG5250 Strategic Management***3 Credits**Prerequisites: All other required courses*

This course focuses on the strategy of the firm, examining issues central to its short-term and long-term competitive position. Students are placed in the role of key decision makers and asked to address questions related to the creation or retention of competitive advantage. The initial focus is on industry analysis and identifying opportunities for competitive advantage followed by recognition of firm-specific capabilities or core competencies that contribute to competitive advantage, followed by exploring ways to use those distinctive competencies to establish sustainable competitive advantage(s) in the marketplace. Students will have an opportunity to understand and apply different techniques, tools, and approaches necessary for identifying a company's key factors for success. This is a case-based course, and students will research and formulate a thorough environmental analysis and strategic plan as a requirement for this course.

DESCRIPTION OF REQUIRED AND ELECTIVE MANAGEMENT COURSES

MG5203 Strategic Planning*3 Credits**Prerequisites: MG5201*

The course will help students understand how managers use strategic planning to understand where their organizations are currently and determine where they want to go in the future. More specifically, the students will be able to learn and examine the process by which managers: scan the environment; establish performance metrics; evaluate and analyze the organization's strengths, weaknesses, opportunities, and threats; formulate and disseminate their Vision, Mission, Value Statements, and plans in both a top-down and bottom-up fashion; and determine what else they will need by way of resources, initiatives for the future, that is, chart a path to get where they want to go.

MG5206 Leadership and Motivation*3 Credits**Prerequisites: MBA Standing*

This course covers how the role of leadership and motivation influences the nature, resources, strategies, and models of complex organizations. It uses case analysis to examine process of managerial leadership, motivation, and interpersonal relationships in work groups and their influence on organizational effectiveness.

MG5207 Human Resources Management*3 Credits**Prerequisites: MG5201*

This course deals primarily with activities that directly affect how employees are brought into the firm and how they are treated while they are employed. These activities include selection, training and development, performance evaluation and management, reward and compensation, labor relations, working conditions, among other related issues.

MG5211 International Business*3 Credits**Prerequisites: MBA Standing*

To know the patterns to do business internationally is mandatory in professional life. The course is designed to provide an overview of current international business patterns and to gain an understanding of the social systems within countries and how these systems affect the conduct of business. Students learn the major theories explaining international business transactions and the institutions influencing the activities. Students will gain an understanding of the concerns and management of international activities. The course will provide insight into the variety of ways in which international business may evolve in the future in the context of changing markets.

**MG5212 Decision Making***3 Credits**Prerequisites: MG5201*

This course focuses on ideas that can be used in business to understand decisions. Generally, the course examines ideas of rational choice, identity, appropriateness, and history-dependent rules. It also examines decisions made in the face of inconsistency in preferences or identities. Possibilities for decision engineering will be covered in more detail.

MG5216 Performance Management*3 Credits**Prerequisites: MG5207*

This course teaches students the knowledge and skills to use specific targets to track staff performance over a period of time. This includes using performance management to examine issues pertaining to strategic control and improvement opportunities. The purpose of performance management is to improve efficiency and effectiveness in critical areas by creating accountability to corporate goals and objectives. Employee performance, development, training, cross-training, the provision of challenging assignments, and regular performance feedback are all included in an effective performance management system. Students also study topics such as performance planning, coaching, mentoring, and performance model(s).

MG5218 Compensation Management*3 Credits**Prerequisites: MG5207*

This course examines compensation and rewards systems management in contemporary organizations by examining and reviewing the elements of these systems, including theoretical aspects, wage decisions, incentives and benefits design techniques, and administrative considerations. Strategic compensation systems development in a dynamic business environment is reviewed. Relevant topics include job evaluation, wage and salary structures, profit sharing, and other pay-for-performance systems.

MG5219 Advanced Human Resources Management*3 Credits**Prerequisites: MG5207*

This course provides with general guidelines in Advanced Human Resources Management through case studies and projects. Students have an opportunity to implement the knowledge from this and previous courses. The course is highly practical; the students will be exposed to solving business problems in the area of human resources management such as recruiting, motivating, compensation and performance appraisal, among others.

MG5220 Entrepreneurship*3 Credits**Prerequisites: MG5201, MK5201*

This course examines how entrepreneurial businesses, coming in all shapes and sizes face varied problems and challenges. Once the business becomes established, a whole new set of challenges will face the entrepreneur to turn the startup into something sustainable with the capacity for growth. The key objective of the course is to explore the worldwide possibilities of strategic thinking and management applications for development of the enterprise.

MG5221 Small Business Management*3 Credits**Prerequisites: MBA Standing*

This course covers the elements, principles and fundamentals applicable to small businesses and small business management. Topics included in this course are selecting a location, store design, organizational control, finances and other areas of interest to the small business entrepreneur. The course will include formulating a business plan.

MG5225 Hospitality Management*3 Credits**Prerequisites: MG5201*

This course examines the theories and research concerning human resources management within the hospitality industry. This



includes issues from international human resource management, strategic control and performance management, industrial relations, compensation and benefits, and internal client service issues.

MG5227 Change Management

3 Credits

Prerequisites: MG5201

This course serves as an introduction to managing change in organizations with an emphasis on developing the students' ability to understand the necessity of change in organizations. Upon completion of the course students will be able to understand the conceptual and theoretical underpinning of change in different organizational contexts. Students will also learn how effective change management helps an organization gain competitive advantage and understand the skills needed to manage change effectively.

MG5229 Competitive Advantage Strategy

3 Credits

Prerequisites: MG5201

This course uses Porter's model of competitive advantage to understand the dynamics of the competitive environment. Drawing on case examples, the course outlines the core concepts of Porter's theory with particular reference to the importance of the Diamond model of competitive advantage. Cluster mapping methodologies are employed to understand the dynamics of competitive advantage, emphasizing the importance of corporate and government collaboration to achieve sustainable competitive advantage.

MG5230 Innovation Management

3 Credits

Prerequisites: MG5201

This course provides an essential insight into the area of innovation management. Once seen as a luxury, innovation is now a key part of the toolkit of the successful business. The class covers issues such as risk management, managing the research and development process, intellectual property management, integrating innovations into existing operation, the marketing of new products and technology transfer.

MG5231 Applied Business Ethics

3 Credits

Prerequisites: MBA Standing

Ethical issues arise not only for managers but also for all people, including employees, consumers, and members of the public. This course provides an analysis and understanding of the ethical trends that exist in business today, both the public and private sector, within the context of local traditions and social, economic, and political order. The course explores the traditional business setting against the transition of society's shifting expectations of ethical business conduct. Particular emphasis is placed on the use of ethics-based reasoning and decisions in Advertising, Marketing, Product Safety, Environmental Management, and Worker Health and Safety Management. Ethical issues associated with transitioning expectations of Privacy, Discrimination, Harassment, Unjust Dismissal, Family Issues, and Whistle-Blowing will be explored. There will be a review of local and international ethical frameworks for gauging business decisions and intensive use of case studies to illustrate and solve business ethics problems.

MG5260 Selected Topics in Management

3 Credits

Prerequisites: MG5201

This course examines specific contemporary issues in management at an advanced level. Topics vary according to the interests of the students and the instructor.

MBA: MARKETING CONCENTRATION AND SPECIALIZATIONS

Marketing is a complex and multi-faceted function that demands the practitioner be competent across a wide range of knowledge and skills. As a marketing executive, the young entrant may be asked to carry out many different functions. Marketing management is responsible to employers, shareholders, stakeholders, and fellow employees. A marketing manager requires an ability to absorb information quickly and to be able to use analytical,



interpretative, and decision-making skills. In the Marketing specialization courses, students learn practical skills by analyzing Kazakhstani and international company's activities through market research projects and promotional campaigns.

The Marketing specialization prepares students for careers in a challenging, fast-paced, dynamic, and constantly changing organizational environment.

MARKETING CONCENTRATION

Requires all 3 courses from Group A and any 1 course from Group B below

Group A: Required courses

- MK5202 Advanced Marketing Management
- MK5203 Consumer Behavior and Marketing Strategy
- MK5206 Marketing Research

Group B: Elective courses

- MK5207 Selling and Sales Management
- MK5204 Integrated Marketing Communications
- MK5209 Advertising Management
- MK5219 Public Relations
- MK5220 Media Planning
- MG5225 Hospitality Management
- MK5213 Event Marketing
- MK5221 Tourism Marketing
- MK5222 Sport Marketing
- MK5208 E-Commerce
- MK5215 Retailing
- OP5205 Supply Chain Logistics Management
- MK5205 Services Marketing
- MK5210 International Marketing
- MK5211 Business-to-Business Marketing
- MK5214 Strategic Brand Management
- MK5223 Marketing of Banking Services
- MK5260 New Product Development

SPECIALIZATION: MARKETING COMMUNICATIONS

Requires any 3 courses from below

- MK5207 Selling and Sales Management
- MK5204 Integrated Marketing Communications
- MK5209 Advertising Management
- MK5219 Public Relations
- MK5220 Media Planning

SPECIALIZATION: HOSPITALITY

Requires any 3 courses from below

- MG5225 Hospitality Management
- MK5213 Event Marketing
- MK5221 Tourism Marketing
- MK5222 Sport Marketing

SPECIALIZATION: RETAIL

Requires all 3 courses from below

- MK5208 E-Commerce
- MK5215 Retailing
- OP5205 Supply Chain Logistics Management

DESCRIPTION OF CORE MARKETING COURSE FOR ALL MBA STUDENTS

MK5201 Marketing Management 3 Credits

Prerequisites: MBA Standing

This course introduces students to analytical and organizational principles underlying marketing oriented philosophies. The main objective is to help students develop the understanding and skills necessary for marketing success in the future. Practical perspectives are integrated in the course using a mix of teaching styles, including case studies, discussions, and class exercises. This course will prepare students to operate in the complex and dynamic marketing environment in the future to identify and respond to opportunities in the market. This course is also aimed at cultivating a global view of the Kazakhstan market, including exploring marketing opportunities around the world to compete internationally and work in the multicultural environment.



DESCRIPTION OF REQUIRED AND ELECTIVE MARKETING COURSES

MK5202 Advanced Marketing Management

3 Credits

Prerequisites: MK5201

This course offers students the opportunity to broaden their understanding of marketing management by dealing with strategic aspects. Students will learn how to design strategies that match corporate objectives and are appropriate in terms of corporate resources, the operating environment, and the target public. During this course students learn how to apply this knowledge to practical problems in a creative and analytical manner. The focus includes relevant strategic marketing decision processes to establishing or maintaining a substantial competitive advantage. During the course new concepts of marketing such as Internet Marketing and Relationship Marketing also will be discussed.

MK5203 Consumer Behavior and Marketing Strategy

3 Credits

Prerequisites: MK5201

The aims of this course are to provide the student with a basic understanding of the importance and real influence of consumers on marketing strategy. The course emphasizes the practicality of behavioral sciences' theories as demonstrated by consumer behavior by examining how these concepts can be used by marketing practitioners to develop and implement effective marketing strategies.

MK5204 Integrated Marketing Communications

3 Credits

Prerequisites: MK5201

The main goal of this course is to introduce students to the main concepts of marketing communications strategy. This course anticipates the needs of future marketing managers who are able to lead company's communication. By the end of this course students are able to

define and develop company's marketing communications strategy based on corporate attitudes and values.

MK5205 Services Marketing

3 Credits

Prerequisites: MK5201

Services' marketing introduces students to state-of-the-art research and practice in services marketing. This course emphasizes discussion of the field's most current services marketing concepts, principles, and theories. Application of services marketing concepts to actual business situations is through case analysis and outside projects.

MK5206 Marketing Research

3 Credits

Prerequisites: MK5201

This course explores the use of marketing research as an aid to making marketing decisions. Specifically, this course addresses how the information used to make marketing decisions is gathered and analyzed. This course is designed for all marketers, both those who will use market research results and marketing researchers.

MK5207 Selling and Sales Management

3 Credits

Prerequisites: MK5201

This course examines the relationship between sales and other functional areas in business. The ultimate aim of this course is to provide the student with an awareness of the various activities and roles of the salesperson and an appreciation of the skills necessary to be an effective salesperson as well as an understanding of the many facets of the specialized task of the sales manager.

MK5208 E-commerce

3 Credits

Prerequisites: MK5201

This course examines the unique features of marketing through the Internet as well as use



of the Internet as support for off-line marketing activities. The course is designed to give students an understanding of Internet marketing concepts and how they are implemented into practice. Upon the completion of this course, students will be able to analyze the on-line marketing strategy of the company, customer orientation of a web site, and develop promotional campaigns for on-line marketing programs.

MK5209 Advertising Management

3 Credits

Prerequisites: MK5201

This course focuses on one of 4 P's: Promotion. The course familiarizes the student with the process of developing and managing advertising and related sales promotion activities. Lectures and discussions are used to present various methods of setting objectives, identifying target audience, and understanding the consumer's decision making process so that advertising and promotion programs can be designed to influence consumer behavior. Outside speakers, cases, and campaign analysis are used to illustrate how the subjects covered in the course relate to real world situations.

MK5210 International Marketing

3 Credits

Prerequisites: MK5201

This course enhances the knowledge and skills gained during previous courses. The course examines companies operating in international markets, where competition is not limited to local producers offering competitive products. Students learn different models of entry into new markets and the differential application of customization versus standardization strategies.

MK5211 Business-to-Business Marketing

3 Credits

Prerequisites: MK5201

This course provides students with the information they need to become successful business marketers. Comprehensive and flexible,

it focuses on general business marketing issues, organizational buying behavior, business marketing programming, integrated marketing communications, internet marketing, and business ethics. The classes incorporate both the theory of business marketing and practical exercises to enhance the students' knowledge.

MK5213 Event Marketing

3 Credits

Prerequisites: MK5201

Event marketing requires a well-planned strategy that allows the corporate marketing partner to communicate with its target market through an event in ways that go beyond the sponsorship package. This course introduces the most effective tools for conducting every phase of a successful, integrated marketing campaign for events, from conferences and expositions to fairs and festivals. It explains the powerful forms of promotion, advertising, and public relations that are needed to attract broad attention, motivate people to attend, and achieve the desired goals of an event.

MK5214 Strategic Brand Management

3 Credits

Prerequisites: MK5201

This course addresses important branding decisions faced by organizations. The objectives are: to increase the students' understanding of important issues in planning and evaluating brand strategies; to highlight appropriate theories, models, and other tools that enhance branding decisions; and to provide a forum for students to apply these principles. Particular emphasis is on understanding the customers' psychological principles, resulting in improved managerial decision-making regarding brands. The course will make these concepts relevant to most types of organization (public or private, large or small). During the course students will be introduced to the theoretical concepts of branding and brand management. Interactive learning integrates theory into practice through case studies, analysis of video materials, and analysis of brand strategies for the company operating in Kazakhstan and its presentation.



MK5215 Retailing

3 Credits

Prerequisites: MK5201

This course addresses important retailing decisions faced in stores, from the boutique owners to hypermarket managers. The emphasis is placed on analysis of product assortment, store layouts, store exterior and interior design, and image among others. The course uses the specific issues of running a supermarket as the primary example throughout the course. The course covers market segmentation, merchandising policies, and pricing. Projects give an opportunity to practice promotional planning, store presentation, and organization of the new store.

MK5219 Public Relations

3 Credits

Prerequisites: MK5201

This course explores beyond the fundamentals of public relations. Public relations can be defined simply as the art and science of positioning an organization in its environment. This course will examine the various ways that communication facilitates this process. Participants learn both the theoretical functions of public relations as well as the actual practice of public relations. Today, the field of public relations has become an objectives-oriented management function accomplished through information gathering and strategic planning. In its role as a management function, public relations practice involves much more than simple publicity and creativity. In this course students will learn about the importance of generating publicity and other communication tactics based on research.

MK5220 Media Planning

3 Credits

Prerequisites: MK5201

This course deals with the planning and selection of advertising media. You will be involved in the development of advertising media ob-

jectives, strategies, budgets, and buying plans. A major goal of the course is the provision of a basic understanding of the problems involved in making media decisions and how such decisions relate to the overall advertising and marketing process. In a broad sense, this course is designed to enrich your knowledge of mass media in Kazakhstan and the forces that shape them. In a specific sense, this course examines how organizations – profit and nonprofit – plan, evaluate, and use these media.

MK5221 Tourism Marketing

3 Credits

Prerequisites: MK5201

This course enables the student to understand the nature of the tourism and hospitality industry. It also provides students with a strong foundation in the field of tourism marketing as well as the essential business skills to enhance this exciting field of marketing.

MK5222 Sport Marketing

3 Credits

Prerequisites: MK5201

This course is designed to develop an understanding and appreciation of the unique aspects of marketing as related to sports. The course is designed to establish knowledge and understanding of basic management concepts including planning, organizing, leadership, and evaluation specifically as it relates to all levels of sports.

MK5223 Marketing of Banking Services

3 Credits

Prerequisites: MK5201

This course provides students with an opportunity to explore the basics and tools of marketing within the banking context and environment. Students will acquaint themselves with key banking products and services, their packaging and applications, as well as developing and implementing effective bank marketing strategies



MK5260 New Product Development

3 Credits

Prerequisites: MK5201

This course addresses important marketing issues involved in developing a new product. In the context of the course the term “new product” is related to anything new and creative including a product concept, an advertising slogan, the new design of packaging, and a new logo among others. The emphasis is placed on creative thinking without the limitation of existing methods of presenting information, especially design.

MBA: OPERATIONS MANAGEMENT CONCENTRATION AND SPECIALIZATIONS

Today there is no business, which you can manage effectively without the support of modern Information Systems and without efficient management of the business operations. The demand for IS and OM management specialists are growing in leaps and bounds with the steady growth of Kazakhstani economy.

The MBA program in Operation Management (OM) offers concentration as well as specialization in OM. Students desiring to do concentration in OM have to study 4 courses (12 credit-hours) from OM discipline.

Alternatively, students can also go for several specialization options by undertaking only 3 courses (9 credit-hours) from the baskets of OM specializations. For either options every MBA student has to take required courses of OM.

OPERATIONS MANAGEMENT CONCENTRATION

Requires any 4 courses from below

OP5203	Operations Research
OP5204	Project Management
OP5205	Logistics and Supply Chain Management
OP5207	Total Quality Management
OP5208	Purchasing and Materials Management
OP5209	Transportation and Distribution Management
OP5210	Business Process Reengineering
OP5211	Business Time Series Forecasting
OP5214	Spreadsheet Based Decision Modeling
OP5215	Technology Management
OP5216	Service Operations Management
OP5220	Selected Topics in Operations Management

SPECIALIZATION: LOGISTIC AND SUPPLY CHAIN MANAGEMENT

Requires all 3 courses from below

OP5205	Logistics and Supply Chain Management
OP5208	Purchasing and Materials Management
OP5209	Transportation and Distribution Management

SPECIALIZATION: PROJECT MANAGEMENT

Requires any 3 courses from below

OP5204	Project Management
OP5215	Technology Management
OP5208	Purchasing and Materials Management
OP5220	Selected Topics in Operations Management

SPECIALIZATION: OPERATION RESEARCH

Requires any 3 courses from below

OP5203	Operations Research
OP5210	Business Process Reengineering
OP5211	Business Time Series Forecasting
OP5214	Spreadsheet Based Decision Modeling



DESCRIPTION OF CORE OPERATIONS MANAGEMENT COURSES

OP5201 Quantitative Methods for Decision Making

3 Credits

Prerequisite: MBA Standing

The course aims to develop the student's ability to understand and apply basic quantitative and statistical methods in business and economics. It will cover such important topics as elements of the probability theory, sampling surveys, statistical modeling, hypotheses testing, non-parametrical methods, regression analysis, analysis of variance, decisions making and time-series forecasting, including the neural network approach.

OP5202 Operations Management

3 Credits

Prerequisites: OP5201

This course helps students to develop the skills and concepts needed to ensure the ongoing contribution of a firm's operations to its competitive position. It helps them to understand the complex processes underlying the development and manufacture of products as well as the creation and delivery of services. The students will understand the importance of production and operations management in all organizations. The course covers such areas as P/OM integration in the organization, productivity, forecasting, total quality management, product planning, capacity planning, scheduling, production layout, project planning, world-class manufacturing, just-in-time operations, time-based competition, business re-engineering and operations strategy.

DESCRIPTION OF REQUIRED and ELECTIVE OPERATIONS MANAGEMENT COURSES

OP5203 Operations Research

3 Credits

Prerequisites: OP5202

This course offers practical, hands-on experience in problem solving and decision-making

using operational research techniques. Students will learn to analyze an industrial or physical system and abstract decision problem into an appropriate mathematical programming model. Computational techniques for building and solving mathematical programming models, integer programming models, non-linear programming models, Network Flow Programming Models, An Introduction to Meta-Heuristic Methods, Models for Stochastic Processes, Discrete Time Markov Chains, Queuing Models and multi-criteria optimization. These mathematical programming techniques will be applied to problems in many practical areas: Finance, Logistic/Supply Chain, Telecommunication and Petrochemical, among others.

OP5204 Project Management

3 Credits

Prerequisites: OP5202

Project Management has evolved in order to plan, coordinate, and control the complex and diverse activities of modern industrial and commercial projects so that the project is completed as successfully as possible in spite of all risks. Under the course students are expected to learn project life cycle, project selection, project planning, project team management and organization structure, project work breakdown structure; identify project constraints and solve the bottlenecks; estimate project duration and cost; schedule and level project resources; control project time, resources and costs; project quality and risk management issues and produce evaluation reports. These learning objectives are reinforced by a course project that allows the student to apply the principles and use the tools they learn. In addition, students are provided with case studies describing real-world project management problems and their solutions.

OP5205 Supply Chain Logistics Management

3 Credits

Prerequisites: OP5202

The course reviews how organizations can gain sustainable competitive advantage in global



marketplace by efficient and effective management of supply and distribution chains. Methods and techniques to model supply chain strategy, supply chain route analyses, supply chain outsourcing and partnering, JIT management philosophy, inventory management and material requirement planning, warehouse operations, logistics system design, reverse logistics, information systems for logistics, and enterprise resource planning are integrated. The course also looks at the relevance of modern supply chain logistics in Kazakhstan and concepts of the course will be illustrated and integrated with the particular issues facing local industries.

OP5207 Total Quality Management

3 Credits

Prerequisites: OP5202

This course concerns the application and analysis of current trends and problems in the establishment and control of quality, as set forth in the Total Quality Management movement in business, industry, education, and government. Overall, this course is designed to be a discussion, analysis of management commitment towards quality, employee empowerment to achieve TQM, application of different modern TQM approaches and techniques (Statistical Process Control, Process Capability and Six Sigma Quality), acceptance sampling, quality certification ISO 9000:2000, etc. The course contents will be beneficial to individuals aspiring to careers in quality assurance and/or quality management to change and improve quality performance.

OP5208 Purchasing and Materials Management

3 Credits

Prerequisites: OP5202

This course reviews analysis and application of an integrated approach of purchasing and material management. Particular emphasis will be given on organizational policies and procedures on purchasing, relation of purchasing department with other departments, make-or-buy decision; bid and proposal preparations, supplier or vendor selection; supplier negotia-

tion; quality assurance, value and cost analysis; quantity discounts, inventory determination, material requirement planning, Just-In-Time (JIT) purchasing; purchasing and warehouse management and purchasing information systems. The student will also relate the government rules and regulations of purchasing.

OP5209 Transportation and Distribution Management

3 Credits

Prerequisites: OP5202

Transportation alternatives and technologies are changing very rapidly. It is necessary to study the fundamental differences among the various transportation modes in terms of their basic cost structures, mode of transportation, market competition and service characteristics to minimize the total logistics expenses and reduce the shipment time. From local and international point of view this course addresses the role of commercial transportation in logistics and business, existing transportation infrastructure and technologies, intermediaries involved in movement of goods to and from a country (Kazakhstan), all critical routing and scheduling; shipment planning and containerization; mode, carrier and third-party selection; transportation regulations and documentation; transportation management systems; and transportation organization design. (Note: this course is typically offered jointly with an advanced undergraduate course in OP4202: transportation management).

OP5210 Business Process Reengineering

3 Credits

Prerequisites: OP5202

This course emerged mainly because of the evaluation of the modern corporation, the total quality management, the information technology revolution, and the social-psychological revolution of concepts and practices in the workplace. This course is to figure out how to perform operational activities more efficiently and/or effectively by exploring the application of Business Process Reengineering approaches, tools and techniques to find

the system bottleneck, the appraising, streamlining, aligning and synchronizing of existing business processes, continuous improvement, benchmarking, process automation, the pruning or reworking of some of these business processes and the introduction of new ones as required.

OP5211 Business Time-Series Forecasting

3 Credits

Prerequisites: OP5201

This course provides linear (autoregressive Box-Jenkin's models) and non-linear (neural networks and GMDH) approaches for business time-series forecasting. Time series related to trading in financial markets, stock market forecasting, production, sales etc. are considered. The practical part of the course will include the use of computer software (SPSS, Neural Networks Package, Knowledge miner) for solving numerous statistical problems of managers.

OP5214 Spreadsheet based Decision Modeling

3 Credits

Prerequisites: OP5201

This course focuses on the basic principles and techniques of applied mathematical modeling for managerial decision making. This course covers the use of data tables, etc.; graphical vs. non-graphical approaches to programming; linear and non-linear optimization using solver; integer and non-integer programming; sensitivity analysis; decision trees; random or probabilistic vs. deterministic approaches; simulation using dice and excel functions and introduction to use of crystal Ball or @-Risk for simulation etc. Students design optimization models for realistic cases, implement those using spreadsheets, and write the results in the form of a non-technical recommendation to management.

OP5215 Technology Management

3 Credits

Prerequisite: None

The course covers issues pertaining to the dis-

covery, development, and diffusion of technological advances and the technology-business connection in light of technological changes. Topics include integrating technology with the business strategy, intellectual property rights, management and implementation of new technologies, RandD project management, technology planning, technological capability assessment, new product and process development, technology development and life cycle, economic and financial analysis of technology, technology forecasting, the innovation process and its impact on organization, and technology transfer mechanisms.

OP5216 Service Operations Management

3 Credits

Prerequisites: OP5202

The course aims to provide the student with a practical understanding of the role of managers in the service sector of the economy. This course covers managing long-term capabilities and controlling of day-to-day performances of service delivery systems. This course focuses on service sector productivity, role of services within the economy, service design and service delivery issues, service quality and quality standards and scheduling of service operations. A variety of service operations will be analyzed through a number of case studies, related to such industries as catering, consumer banking, healthcare, retail, etc.

OP5220 Selected Topics in Operations Management

3 Credits

Prerequisites: OP5202

This is further research of various areas in operations management, especially in the border areas between marketing and operations, finance and operations, etc. Students are required to study some selected topics of operations and supply chain management. Topics under this course will vary according to the market demand and students interests.



MBA: INFORMATION SYSTEM CONCENTRATION AND SPECIALIZATIONS

The MBA program in Information Systems (IS) offers concentration as well as specialization in OM and IS. Students desiring to do concentration in IS have to study 4 courses (12 credit-hours) either from IS discipline.

Alternatively, students can also go for several specialization options by undertaking only 3 courses (9 credit-hours) from the baskets of IS specializations. For either options every MBA student has to take required courses of IS.

INFORMATION SYSTEMS CONCENTRATION

Requires any 4 courses from below	
IS5202	Management of E-Business Systems
IS5203	Business Intelligence-Data Warehouse and Data Mining
IS5204	Enterprise Resource Planning (ERP)
IS5205	Decision Support Systems
IS5206	System Analysis and Design
IS5207	Business Modeling and Simulation
IS5209	eCustomer Relation Management
IS5210	Programming Languages
IS5211	Management of Software Engineering Projects
IS5212	Accounting Information Systems
IS5213	eBusiness Technology
IS5214	Management of IT Enabled Services
IS5215	Knowledge Management
IS5216	IS Development – Managing Global Environment
IS5220	Selected Topics in Information Systems
OP5211	Business Time Series Forecasting
OP5210	Business process Reengineering

SPECIALIZATION: eBUSINESS SYSTEMS

Requires all 3 courses from below	
OP5205	Logistics and Supply Chain Management
OP5208	Purchasing and Materials Management
OP5209	Transportation and Distribution Management

SPECIALIZATION: INFORMATION SYSTEMS DEVELOPMENT

Requires any 3 courses from below	
IS5206	System Analysis and Design
IS5210	Programming Languages
IS5211	Management of Software Engineering Projects
IS5216	IS Development – Managing Global Environment
OP5210	Business Process Reengineering

SPECIALIZATION: ACCOUNTING INFORMATION SYSTEMS

Requires all 3 courses from below	
IS5212	Accounting Information Systems
IS5214	Management of IT Enabled Services
IS5215	Knowledge Management

DESCRIPTION OF CORE INFORMATION SYSTEMS COURSES

IS5201 Management Information System

3 Credits

Prerequisite: MBA Standing

This course provides a broad overview of the key managerial issues relating to development and usage and components of information systems in an organization. It also discusses the effects of advanced information technology on business functions. Outlining strategy for corporate growth based on effective and efficient use of information systems. Analyzing business problems and developing relevant infor-

mation systems solutions, understanding how information systems can be used to transform business processes and provide more effective management control and decision making systems.

DESCRIPTION OF REQUIRED AND ELECTIVE INFORMATION SYSTEMS COURSES

IS5202 Managing E-Business Systems

3 Credits

Prerequisite: MBA Standing

This course teaches the students how the new information and communication technology (NICT), such as broadband, mobile communications and the Internet, can be used to develop and improve business processes (eBusiness) that cut costs increase revenue and reduces time of doing business across the globe. It empowers the students to develop the necessary analytical skills to distinguish the value from the hype of the New Economy. Upon completion of this course, students should be able to find out: how leading companies and new ventures do business on the Internet? What are the various business models of eBusiness? What are the rules of competition of eBusiness and how they affect the relationships, profitability and stock prices? How to formulate best-fit eBusiness strategies not only for the commercial firms, but also for the management of not-for-profit service sector organizations like government, healthcare and other public utility services? How NICT can be used to create sustainable businesses for Kazakhstan?

IS5203 Business Intelligence – Data warehouse and Data Mining

3 Credits

Prerequisite: IS5201

The course will introduce students to the issues and techniques involved in handling large volumes of data and extracting information/knowledge /intelligence from that data. The course will cover Data warehouse, Data warehouse definition, Terminology, Properties and Components, Data warehouse devel-

opment approach, A multidimensional data model, Data warehouse design examples. Data warehouse Architecture and Implementations, Three Tier data warehouse architecture, Designing data Warehouse for telecommunication Traffic Analysis, Types of OLAP Servers-ROLAP, MOLAP and HOLAP, Computation of data cubes, Indexing and Processing OLAP data and Queries, Examples of OLAP, Loading of Data, Data Mining, Applications such as Financial Data Analysis, Retail Industry, Telecommunication Industry, Analysis of Stock Market trends etc., Mining Association Rules, Data Mining cases, Market Basket Analysis. Classification and Prediction, Real Estate Appraisal using ANN, Time Series Analysis using ANN, Churn Management, Credit card Analysis, Process Control, etc

IS5204 Enterprise Resource Planning (ERP)

3 Credits

Prerequisite: IS5201

This course will provide the students with basics of ERP, A Business Necessity, ERP Philosophy and Functions, Extended ERP, ERP-II, Component based ERP, ERP Vendor Management, Major Steps of ERP: Implementation, Designing a Business Blueprint, Application Configuration, Testing and End-User Acceptance, Training, Big-Bang Versus Gradual Implementation, ERP tools, ERP services, ERP challenges, outsourcing ERP, High implementation costs, calculating ROI and Business Process Reengineering (BPR). In addition course will highlight the integration between business processes and computer applications across business functions such as sales, purchasing, production, and accounting. Businesses are discovering that packaged enterprise system provide integration. The students will also study how organizations are represented in an Enterprise (or enterprise resource planning or ERP) system. Assignments and in-class exercises will include exercises and demos using some ERP software's.



IS5205 Decision Analysis and Decision Support Systems

3 Credits

Prerequisite: IS5201

The course will cover an overview of DSS, decision making processes, DSS Components, User Interface Components, Object-Oriented Programming and DSS, DSS Components (cont.), Data Components, Data Warehousing, Model Components, Intelligent Systems, Data Mining, International Issues in Decision Making, Implementation and Evaluation of DSS, Group Decision Support Systems, EIS. Overview of different types of decision making: strategic, tactical and operational. Consideration of organizational structures. Mapping of databases, MIS, EIS, KBS, expert systems, OR modeling systems and simulation, decision analytic systems onto activities within an organization. Decision analysis and strategic decision support. Group decision support systems and decision conferencing. Intelligent decision support systems: tools and applications. Cutting-edge decision support technologies. History, design, implementation: benefits and pitfalls.

IS5206 System Analysis and Design

3 Credits

Prerequisite: IS5201

The course provides an overview of the processes involved in the analysis, design, and implementation of information systems. This is a hands-on course and is targeted at advanced undergraduate or beginning graduate students who have little or no background in the subject. Topics to be covered include software development life cycle (SDLC), feasibility study, requirements analysis, systems analysis, and systems design. Systems analysis and design methods covered in this course include data flow diagram, data dictionary, and entity-relationship approach. Feasibility study, requirements definition and design, implementation process, development documentation will be covered. The prototyping, data modeling techniques, cost benefit analysis and user involvement will also be covered.

IS5207 Business Modeling and Simulation

3 Credits

Prerequisite: IS5201

The course will introduce the basics of simulation and its application in developing business models, overview of Monte Carlo Simulation, the simulation process, Optimization in Simulation (Cash Management), Application of simulation models in inventory planning, marketing management, financial management, accounting, capacity planning, Discrete-event simulation and Dynamic System Simulation processes and their applications in management.

IS5209 E-Customer Relation Management

3 Credits

Prerequisite: IS5201

The course will cover introduction of business processes in sales, marketing, and service that touch the customer, application of CRM software tools in an enterprise to build databases about its customers that describes relationships in sufficient detail so that management, salespeople, people providing service, and even the customer can access information, match customer needs with product plans and offerings, remind customers of service requirements, check payment histories, and so on. In addition, the course will cover how to use an integrated online CRM software solution designed to manage sales processes, order management, marketing campaigns, customer support and partner management.

IS5210 Programming Languages

3 Credits

Prerequisite: IS5201

This course is an introduction to the concepts, principles, and skills of programming, including compilers, algorithms, and problem solving using a high level programming language such as C++ or Visual Basic. It is intended for students with little or no programming experience. It emphasizes problem solving, algorithm development, and structured program-



ming techniques with a series of projects to be developed through the course.

IS5211 Management of Software Engineering Projects

3 Credits

Prerequisite: IS5201

The course will cover basics of software project management, people, process, product, technology, software project development phases, organizational structures, project charter, project plans, work breakdown structures (WBS); Estimation and Budgeting -Estimation, Budgeting, Risk and Change Management, Change control, Development Management: Team models, Requirements process, Configuration management, Software metrics, Programming languages and tools, Managing conflict and motivating, assigning Resources; Project Control-Status reporting, Project metrics, Process Improvement; System Test, Unit and integration testing, Acceptance test specifications, Test tools; Other Issues- Project Recovery, Documentation, Cutover/Migration, Post Project Reviews, Closing; Project Success, Management support, Expectations, Success metrics.

IS5212 Accounting Information Systems

3 Credits

Prerequisite: IS5201 and AC5201

This course addresses issues of computer based accounting systems. The course will focus on teaching skills needed to use modern accounting software, will require the skills necessary to manipulate data efficiently and accurately, to produce useful information. Eventually, the students are expected to develop practical skills to handle common business-related situations. The course includes discussions on the accounting software principles, and concentrates on effective techniques of using software in the business world.

IS5213 eBusiness Technology

3 Credits

Prerequisite: MBA Standing

This course covers the technologies of e-business like web technologies (such as HTML, XML, ebXML etc.) networking and internet-working basics, wireless technologies, Internet infrastructure and technologies of online payment systems, front-end/back-end integration, website management and security issues. After completing the course students will acquire practical guidance in developing an e-business for organizations. The course will follow a pedagogy of learning by doing and case studies on how firms and business houses incorporate eBusiness technology.

IS5214 Management of IT Enabled Services

3 Credits

Prerequisite: IS5201

The course will cover processes IT enabled services and a brief overview of various service sectors. It will cover how to gain an expertise in dealing with technology selection and implementation issues, management of services and their marketing and application of IT in various service sectors, integrating effectively both at front-end and back-end. It also enables them to draw BPO strategies for various service offerings. Customer Interaction Services such as Call Centers Finance and Accounting Services such as back office data processing for airlines, etc. Engineering and Design Services such as outsourced design activities Human Resources Services such as outsourced payroll preparations, etc. Animation for movies and TV serials, cartoon strips, etc. Translation, Transcription and Localization such as Medical Transcription Services. Network Consulting and Management covering outsourced network designing and maintenance. Data Search, Integration and Analysis covering areas such as preparation of legal data bases, research and preparation of reports based on data bases on past records, etc.



IS5215 Knowledge Management

3 Credits

Prerequisite: IS5201

The course will cover theory and practice of KM; the mind set for knowledge management, the knowledge cycle- creation, retrieval, and use; varieties of knowledge work-mapping knowledge tasks and knowledge workers; KM opportunities in the enterprise, mechanics of knowledge management - tools and techniques; Information culture and strategy; corporate instinct; knowledge markets and pricing, Applying knowledge management - case studies fro corporate world, Information politics, behavior, culture, economic issues of knowledge management; knowledge management implementation strategies.

IS5216 Information Systems Development - Managing Global Environment

3 Credits

Prerequisite: IS5201

The course will cover the global software management environment, the process of globalization, characteristics of the global software companies, business global drivers. Formulating and implementing strategies for international and global operations, the organization structure and control systems in global companies. Strategic use of information resources and Global IT strategies. Linking the IT strategy to company strategy, Creating and managing global business teams, Organizational impacts of IS/IT use, the global IT organization and architecture, The Role of Chief Information Officer, Global Internet and e-commerce.

IS5220 Selected Topics in Information Systems

3 Credits

Prerequisite: IS5201

This is further research of various areas in Information Systems Management, especially in the interface areas of between marketing and operations, finance and operations and eBusiness. Students are required to study some selected topics of new applications of Information and Communication Technology. Topics under this course will vary according to the market demand and students interests.

MBA: International Business (IB) Concentration

The International Business concentration gives students an opportunity to obtain an education in the context of the globalized business environment. The primary objective of this concentration is to provide an interdisciplinary curriculum for students interested in careers in international business. With increased liberalization of goods and capital markets, the rise of multinational corporations, and a growing trend of globalization, there is a keen demand for business graduates with skills in international business. This is particularly relevant for Kazakhstan, a transition economy characterized by growing international trade and foreign direct investment. The International Business Concentration is intended to meet that demand.

International Business (IB) Concentration

Requires all courses from below

AC5215	International Accounting for Multinational Enterprises
FN5209	International Finance
IS 5202	Management of E-Business Systems
MG5211	International Business
MK5210	International Marketing
OP 5205	Logistics and Supply Chain Management

*Course descriptions are available under respective departments. For all queries on the IB Concentration, please contact the MBA Program Director.

Entry and Exit Criteria for International Business Concentration

Entry criteria for concentration: To be admitted to the International Business concentration, students must be of good academic standing.

Exit criteria for concentration: At the time of graduation, the student will be required to have (a) a minimum overall GPA of 3.00, and (b) a minimum GPA of 3.00 in required courses for concentration in International Business.



DOCTOR OF BUSINESS ADMINISTRATION PROGRAM

MISSION AND GOALS

The main mission of the program is to train scholars, academics and professionals in business administration in order to design and execute original research, and to develop a thorough understanding of the subject. The program involves a combination of course and research work over a period of approximately four years. This degree assists in building capacity in the areas of teaching and professional business research, and ensures that graduates are placed in the leading positions in academia and businesses. The main objective of the program is to strategically affect all business and economics education in Central Asia, and foster international business techniques to assist in the development of the Kazakhstan economy and educational system. With a team of internationally renowned professors and researchers, and extensive partnership with some of the top business schools in the world, we are well prepared to deliver a quality DBA program unrivalled in the entire region.

More specifically, the goals of this program are:

- Provide a critical mass of terminally degreed professors who are qualified at North American standards
- Initiate a top level DBA program at KIMEP that is sustainable and available to all Central Asia.
- To focus on the further training of faculty and other professionals to execute original research
- Increase the training of currently terminally degreed KIMEP professors to acculturate them to Western-type business practices and education.
- Increase the diversity of professors in Central Asia through selective incentives to continue the education of traditionally under-represented populations.
- Ensure KIMEP has enough terminally degreed professors so continuation of

the program can be conducted through professor exchanges and existing faculty.

The program will update the skills of current terminally degreed professors to continue this program. At the same time, we anticipate graduating enough non-terminal degree holding KIMEP faculty members in the first three years who, in turn, can reduce dependence on foreign faculty and can serve as exchange professors to ensure a continual supply of qualified professors to teach the DBA program.

ADMISSION

KIMEP seeks to admit students who have demonstrated the potential to succeed and have shown evidence of their capability for advanced studies and research. Criteria for admission include such qualities as excellent academic standing, excellent knowledge of English, work/real life business experience and achievements combined with leadership and creativity. In specific, following criteria shall be applied:

- A master's degree from a recognized university
- Official GMAT score above 600*
- Official TOEFL test scores above 550*
- Three Letters of Reference
- Personal statement
- Job experience at executive/management levels (more than 3 years)
- Interviews **

** No more than five years old and must be sent directly from the Educational Testing Service (ETS). KIMEP faculty members may be exempted from these requirements at the recommendation of the Doctoral Committees at College and KIMEP level*

*** Students reside outside of Kazakhstan can be conditionally accepted without the interview requirement due to logistical reasons. However, the student should complete the interview process before taking the DBA course.*



DEGREE REQUIREMENTS

Credit Requirements

A total of 57 credits are required to obtain the degree. Breakdown is as follows:

1. Coursework (15 courses, each with 3 credit: $3 \times 15 = 45$ Cr)
2. A work of original research reported in dissertation form (12 Cr)

Other Requirements

1. Comprehensive Exams in Major and Minor fields (Qualifying Examination)
2. Two Curriculum Research Papers
3. Satisfaction of a doctoral residency requirement (minimum 48 credit hours acquired in KIMEP, and maximum 5 years for full-time and 8 years for part-time students)
4. Formal defense of the candidate's dissertation

Course Work

A minimum of 15 courses (45 credits) beyond previous graduate level coursework* plus 12 credit hours credit for dissertation. Thus the student will complete 57 credit hours to obtain the DBA degree. The breakdown of courses and dissertation credit is as follows:

- Business Foundation and Research Methods: 4 courses (12 credit)
- Business Core courses (required for all majors): 5 courses (15 credits)
- Major Required courses: 4 courses (12 credits)
- Minor courses: 2 courses (6 credits)
- Dissertation: 12 credit hours

* Students without sufficient business education background are required to undertake additional coursework.

Transfer of Credit

A maximum of 9 credit hours of graduate work may be transferred in from an equivalent

program. The DBA committee will consider transfer credit and advanced placement on a case-by-case basis.

Written and Oral Comprehensive Examinations

- The written and oral qualifying exams will be administered in the semester following the completion of all course work.
- Students will sit for two qualifying exams; one in their major field of study and one in minor area of study.
- Successful completion of the exams will qualify the student to undertake the writing of their dissertation.
- The chair of the department's doctoral committee will coordinate the development of questions for the major and minor fields and their administration.
- A committee of doctorally qualified faculty in the student's major area will develop questions for the written portion of the exam. The committee will also grade the exam and make recommendations to the chair of the department's doctoral committee concerning the student's progress.
- A committee of doctorally qualified faculty in the minor area will develop and later grade the exam in the minor subject area. The committee will make recommendations to the chair of the department's doctoral committee concerning the student's progress.
- Following successful completion of the written portion of the qualifying exams, the candidate will take an oral exam organized by the chair of the department's doctoral committee. The examining committee will include members of the department's doctoral committee and the faculty members who wrote the questions in the minor area.
- Should the student fail the written and/or oral portion of the exams, the department's doctoral committee will decide if and when a retake of the exam may occur. If a retake is granted, only one retake will be permitted.



Curriculum Research Papers

Before the final defense of dissertation, candidates must prepare two papers* in the fields of majors (preferably) or minors suitable for:

- Publication in journal or
- Presentation in international conference

* *Publications can be individual, or with other collaborators. In case of a multi-authored publication, higher credits will be given for first authorship.*

Dissertation

- The doctoral dissertation committee will consist of four doctorally qualified members.

- Three of these, including the committee chairperson, will be from within the Bang College of Business or the business school of our partner institutions. The fourth member will be from outside of the business school.
- The student will present an oral defense of their dissertation in front of the members of the dissertation committee and in a public forum. Any members of the KIMEP faculty will be eligible to attend. Invitations will be sent to the KIMEP faculty at large.

Specializations

- Accounting
- Finance
- Management
- Marketing
- Operations Management, and
- Information Systems.

DBA CURRICULUM 2008-2009

Business Foundation and Research Methods (Required for all majors)					
MG6201 Business and Entrepreneurship	MG6202 Research Methods	MG6203 Advanced Research Methods	FN6202 Econometrics		12
Business Core Courses (Required for all majors)					
MG6204 Management Theory	MK6201 Marketing Theory	FN6201 Theory of Finance	AC6201 Accounting Theory and Practice	OP6201 Information Systems and Business Process	15
Courses for the Major					
Major Course	Major Course	Special Topics in Majors	Directed Study in Major (Capstone course)		12
Elective Courses for Minor					
Students choose a minimum of two courses from courses offered for a minor track					6
Dissertation					
Students must register for a minimum of 12 credit hours for the dissertation					12
a minimum of 57 credit hours to complete the coursework and dissertation					57
Other Requirements					
1. Comprehensive Exams in Major and Minor fields					
2. Two Curriculum Research Papers					
3. Satisfaction of a doctoral residency requirement (min 48 credit hours at KIMEP, max 6 years to complete the program)					
4. Formal defense of the candidate's dissertation					



Major	Required Courses	
Management	MG6205 Organizational Behavior	MG6206 Strategic Management
Marketing	MK6202 Strategic Marketing	MK6203 Theories in Consumer Behavior
Finance	FN6203 Corporate Finance	FN6204 Financial Markets and Institutions
Accounting	AC6203 Studies in Strategic Management Accounting	AC6203 Comparative International Accounting Standards
Information Systems	IS6202 Management Information Systems	IS6203 System Analysis and Design
Operations Management	OP6203 Operation Management and Strategy	OP6204 Supply Chain Strategy and Practice

DESCRIPTION OF DBA REQUIRED BUSINESS FOUNDATION AND RESEARCH METHODS COURSES

MG6201 Business and Entrepreneurship

3 Credits

Prerequisite: No prerequisite

The purpose of this course is to prepare DBA students for basic business management skills and introductory quantitative methods. It emphasizes entrepreneurship skills to understand business basics from local and international perspectives. Topics covered include capital budgeting tools, project evaluation, market structures, management principles, behavioral theories, knowledge management, human resource management, organizational structures, consumer behavior, distribution channels, product pricing, market segmentations, technology management, franchising, data analysis, statistical research among others.

MG6202 Research Methods

3 Credits

Prerequisite: Adequate business statistics knowledge

This course focuses on management problem solving, planning and evaluation tools. Main themes of this course are role of business re-

search, acquiring research skills in both qualitative and quantitative aspects of analysis. Students will be exposed to survey instrument design, questionnaire design, sampling methods, data collection and research design, basic inference analysis, research ethics, exploratory research, qualitative analysis, measurement and scaling of data attributes as well as business applications and interpretation of statistical techniques.

MG6203 Advanced Research Methods

3 Credits

Prerequisite: MG6202

This course develops conceptual frameworks in research methodologies and emphasizes business applications of modern software in research design. Topics covered include analysis in survey and experimental data, multivariate statistics, multiple regression applications and model building, experimental design, model diagnostic analysis, factor analysis, path analysis, discriminant analysis, cluster analysis, structural equation modeling, multi-dimensional scaling and conjoint analysis among others.

**FN6202 Econometrics**

3 Credits

Prerequisite: Adequate Business Statistics Knowledge

This course is designed to build a solid background in econometric theory and its applications to economic and business problems. It provides the necessary background to perform empirical studies by focusing on conceptual skills in basic and multiple linear regression models, stationary and non-stationary time series analysis, panel data analysis, and policy evaluations with advanced software applications.

DESCRIPTION OF DBA REQUIRED CORE COURSES

MG6204 Management Theory

3 Credits

Prerequisite: DBA Council's permission

The objectives of this course are to (1) investigate seminal works and theories which have shaped modern management theory and research, (2) explore the likely impact of these works on corporate decision making, operations, and results including research in these areas, and 3) generate excitement about testing the frontiers of knowledge. The student will study theory formulation, elements of theory and models, and a series of modern theories and models in management from a macro perspective. The intent will be to understand how these works were meant to and have shaped the generalist point of view in management theory and practice in both a national and global context. The course is designed to assist students to think conceptually about how to understand, synthesize, and frame issues and problems facing business enterprises within an ethical framework. In addition, the course will allow students to develop expertise in communicating new ideas to their peers in a manner which will both encourage further interchange of knowledge and lead to acceptance of those ideas. Finally, students will have the opportunity to apply these skills to conceptual issues confronting their own disciplines.

MK6201 Marketing Theory

3 Credits

Prerequisite: DBA Council's permission

The objective of this course is to familiarize students with the history and evolution of marketing thought. The course will review the literature regarding the definition of marketing, marketing as a science, and major theoretical perspectives in marketing. Special emphasis will be placed on theoretical paradigms and perspectives in marketing such as systems theory, the behavioral theory of the firm, resource dependent theory, and social exchange theory that have influenced marketing as a discipline. Philosophy of science including scientific inquiry and the nature of scientific explanation, theories of truth, and distinctions between science and non-science will be discussed as it pertains to theory development.

FN6201 Theory of Finance

3 Credits

Prerequisites: DBA Council's permission

The course engages intensive study and critical examination of modern finance theory, emphasizing the integration of firm investment and financing decisions under certainty and uncertainty, as well as, under perfect and imperfect capital markets. Major topics may include, but are not limited to, asset pricing and valuation, capital budgeting and real options, capital structure and dividend policies, capital market efficiency, information asymmetry and agency theory, term structure of interest rates, option valuation, international parity relationships, etc. Empirical studies that have bearing on modern finance theories are also explored.

AC6201 Accounting Theory and Practice

3 Credits

Prerequisite: DBA Council's permission

This course examines the process of measuring, recording and reporting financial information required of contemporary business. Aspects of financial accounting examined include valuation, income measurement and the construction and interpretation of financial



reports. Accounting theory, in terms of the basic assumptions, definitions, principles and concepts that underpin practice, will be interwoven throughout the course.

OP6201 Quantitative Analysis

3 Credits

Prerequisite: Adequate business statistics knowledge

This core course focuses on understanding levels for structuring, managing, and improving a firm's recurring business processes and information systems. Processes within firms, as well as between firms are explored and an in-depth study of theory and algorithms related to the information systems requirements of a company are discussed. In particular, for the operation area, the fundamental principles underlying state-of-the-art practices, such as Quick Response, Just-in-time, and Time-Based Competition, are studied so that students learn to critically evaluate these and other operational improvement programs. For information systems area, the students are introduced to the issues and techniques involved in handling large volumes of data and extracting Information Knowledge Intelligence from that data by covering Data Warehouse Development approach, Multidimensional Data Model, and Data Warehouse Design through examples.

DESCRIPTION OF DBA ACCOUNTING COURSES FOR MAJOR AND MINOR

AC6202 Studies in Strategic Management Accounting

3 Credits

Prerequisite: AC6201

This course examines advanced topics in contemporary management accounting available to guide strategic decision-making. Topics examined include: Activity Based Costing, Activity Based Management, Target and Life Cycle Costing, Balanced Scorecard, Performance Measurement, Incentive Contracts and Budgeting. Through the course participants will come to understand management accountants

as "value-adding members of management teams, creating information vital for enhancing operational excellence, and for formulating and implementing new strategies" (Kaplan, 1998).

AC6203 Comparative International Accounting Standards

3 Credits

Prerequisite: AC6201

This course examines the progress, tensions and problems associated with the ongoing process of harmonizing accounting standards and functions within enterprises and between countries. It examines, for example, work of the International Accounting Standards Board (IASB), which promotes the adoption of comparable accounting practices and transparency needed by investors and creditors to make decisions that optimize resource allocation and enhance economic growth.

AC6204 Special Topics in Accounting

3 Credits

Prerequisite: AC6202

This course provides participants with the opportunity to make an intensive and critical examination of a topic or topics arising from recent empirical and theoretical literature in Accounting. The topic or topics chosen for study will vary depending on the interests of the students and course instructor. *Special Topics may be taken more than once for credit.*

AC6205 Directed study in Accounting

3 Credits

Prerequisite: AC6202 or AC6203

Individual work related to the needs of DBA students may be arranged both during regular sessions and during the intersession periods.



DESCRIPTION OF DBA FINANCE COURSES FOR MAJOR AND MINOR

FN6203 Corporate Finance

3 Credits

Prerequisites: FN6201

The course focuses on intensive review and study of theories and practices of corporate financial policies and strategies. Areas of study include complex capital budgeting under certainty and uncertainty, valuation of projects and firms, capital structure and cost of capital, dividend policy and stock repurchases, corporate risk management, mergers, acquisitions and corporate restructuring, working capital management, corporate governance and control, agency conflicts, information asymmetry, etc. Case study may be utilized to examine, analyze, and integrate corporation decision-making. Also, theoretical and empirical literature on corporate finance issues will be reviewed.

FN6204 Financial Markets and Institutions

3 Credits

Prerequisites: FN6201

The course focuses on intensive review and study of the financial environment, including securities, markets, and institutions. Emphasis is on interest rate determinants, fixed income, equity and derivative securities, and the operations and management of all types of financial intermediaries. Theoretical and empirical literature on models and behavior of financial intermediaries, structure and regulation, interest rate theories, financial markets, and the impact of macroeconomic policies and procedures on financial markets and institutions are explored. Regulatory structure over capital markets and institutions, market developmental issues, market microstructure issues, creation of capital market infrastructure, and impact of globalization and technological development are also discussed.

FN6205 Special Topics in Finance

3 Credits

Prerequisites: FN6201

This course focuses on intensive study and critical examination of special topics, contemporary or emerging as an interest in finance. These special topics may include but are not limited to international finance, financial derivatives, risk management, financial engineering, real estate finance, etc. *Special Topics may be taken more than once for credit.*

FN6206 Directed Study in Finance

3 Credits

Prerequisite: FN6201

Individual work related to the needs of DBA students may be arranged both during regular sessions and during the inter-session periods.

DESCRIPTION OF DBA MANAGEMENT COURSES FOR MAJOR AND MINOR

MG6205 Organizational Behavior

3 Credits

Prerequisite: DBA Council's permission

Organizational Behavior is a field of study that is primarily concerned with understanding individual and group behavior in work organizations. As a result, it can include such diverse topics as the motivation to work, emotions in organizations, and career planning issues. At the heart of OB are people: their aspirations, expectations, interactions, inclinations, and behavior in work situations. Traditionally organizational behavior was mainly influenced by psychology, but in the last decade the discipline has been influenced by communication studies, sociology, and anthropology. Consequently the field is both varied and intellectually stimulating. The organizational behavior course is designed to explore in depth the core body of literature that constitutes organizational behavior and to investigate the central debates, methodological issues, ethical concerns, and other contemporary concerns within the field at an advanced level. In addition, participants are expected to be able to



apply these theories to the design, assessment, reengineering, and adaptation of systems and processes that will ensure the maximum organizational, group, individual, and technological performance.

MG6206 Strategic Management

3 Credits

Prerequisite: MG6204, MG6205

Students will explore current academic research in management strategy and change management. This course examines the standard model of Vision, Mission, Strategies (or Policies), Tactics (or Procedures), Implementation, Measuring Results, and Control. Students will explore complex, strategic decision problems, and in the selection and application of appropriate techniques for reaching realistic decisions within an ethical framework in e-commerce and bricks and mortar commerce in both the for-profit and the not-for-profit realms and in the local, national, and global environments. Complex, judgmental problems are considered for a variety of organization types, business and non-business respecting the organization's operating policies and procedures; and the organization, administrative, and operational problems of both national and multinational companies.

MG6207 Special Topics in Management

3 Credits

Prerequisite: Instructor's permission

Intensive study and critical examination of recent empirical and theoretical literature in management. Topics of studies will vary depending on the interests of the students and course instructor. *Special Topics may be taken more than once for credit.*

MG6208 Directed Studies in Management

3 Credits

Prerequisite: Instructor's permission

Directed studies are readings courses in which the professor will direct non-classroom independent study by students. The topic will be dependent upon the professor's area of exper-

tise. Readings will be in areas not offered in lecture or seminar courses and it is anticipated that they will deal with subjects at the leading edge of current management thought. The responsible faculty will meet regularly with students to assess their progress. It is anticipated that publishable research papers may be the output of these courses, fitting directly with the overall course requirements for curriculum research papers.

DESCRIPTION OF DBA MARKETING COURSES FOR MAJOR AND MINOR

MK6202 Strategic Marketing

3 Credits

Prerequisite: MK6201

This seminar course builds on previous courses in marketing theory development, organizational behavior theory, innovation theory, and research to examine substantive areas in marketing. It examines the development of marketing strategies that can be adapted to the changing needs of consumers, to the strategies of competitors, and to the globalization of commerce. Other topic areas include: segmentation, strategy, advertising, promotion, pricing, product development and management, distribution channels, sales force, relationship marketing, new product introduction, marketing across sectors, and retailing. In this course, strategic management concepts as they relate to for-profit, not-for-profit and professional organizations will be examined to enhance the student's ability to analyze an industry and develop relevant ethical marketing strategies. As such, this course is designed to offer exposure to the substantive issues that marketing theoreticians are grappling with and an opportunity to delve more deeply into one or more areas of special interest.

MK6203 Theories in Consumer Behavior

3 Credits

Prerequisite: MK6201

This seminar course provides an in-depth study of the nature and determinants of the



behavior of organizations in relation to their marketing activities. This course will emphasize the cognitive processing perspectives of decision making within ethical marketing both locally and internationally. Students will also gain experience in comprehensively surveying the literature in subject areas such as memory, attitudes, perceptions, preferences, and buyer/seller behavior. The seminars will focus on practical, professional decision-making incorporating the challenges faced by marketers who must balance the needs of customers, suppliers, shareholders, employees, and other stakeholders. The course requires the student to synthesize and integrate theory and practice and to apply them toward the development of innovative and creative solutions for specific marketing situations found within an organization's environment both locally and in the global environment.

MK6204 Special Topics in Marketing

3 Credits

Prerequisite: Instructor's permission

Intensive study and critical examination of recent empirical and theoretical literature in Marketing. Topics of studies will vary depending on the interests of the students and course instructor. *Special Topics may be taken more than once for credit.*

MK6205 Directed Studies in Marketing

3 Credits

Prerequisite: Instructor's permission

Directed studies are readings courses in which the professor will direct non-classroom independent study by students. The topic will be dependent upon the professor's area of expertise. Readings will be in areas not offered in lecture or seminar courses and it is anticipated that they will deal with subjects at the leading edge of current marketing thought. The responsible faculty will meet regularly with students to assess their progress. It is anticipated that publishable research may be the output of these courses, fitting directly with the overall course requirements for curriculum research papers.

DESCRIPTION OF DBA OPERATIONS MANAGEMENT COURSES FOR MAJOR AND MINOR

OP6203 Operations Management and Strategy

3 Credits

Prerequisite: OP6201

It examines how to manage all the operations and activities in the firm irrespective of department, and thus is particularly useful to students who want the larger view of running the entire enterprise. The course covers decision-making methodology and how to make decisions that propel the processes of the firm forward. In particular, for operational success the firm needs: Procedures to promote better decisions and reduce errors, Processes that are highly efficient, Flexibility and responsiveness to the customer, Innovation that beats the competition, Better trained and motivated employees, Superior management, Excellence in information technology. This course will present key concepts necessary for achieving strategic objectives, but will do so on a general level related to senior management.

OP6204 Supply Chain Strategy and Practice

3 Credits

Prerequisite: OP6203

Supply chains are networks of organizations that supply and transform materials, and distribute final products to consumers. If designed and managed properly, these networks are a crucial source of competitive advantage for both manufacturing and service enterprises. Students will learn how to examine and improve the flow of materials and information through this network of suppliers, manufacturers, distributors, and retailers in order to help firms get the right product to the right customer in the right amount and at the right time. Key topics covered in this course include the role of coordination within and across firms, the impact of incentives, and the use of information technology. Special emphasis is given to understanding how the business con-



text shapes managerial decisions regarding the strategic design and management of the supply chain. This course is intended for students interested in general management or careers in consulting, operations, or marketing.

OP6205 Special Topics in Operations Management

3 Credits

Prerequisite: OP6203

The Course includes new methods of decision making that are designed to provide better results through the state-of-the-art modern operations management concepts including Processes management, New product and software development, the use of game theory, strategy and operations, Simulation and its application in business. Taking a process view, the course develops the business models and evaluates the business strategy. It includes the modeling business concepts and scenario analysis. *Special Topics may be taken more than once for credit.*

OP6206 Directed Study in OM

3 Credits

Prerequisite: Instructor's permission

The course is for the students who are studying a specific advanced subject area in Operations Management. Students must submit a proposal outlining and detailing the study area, along with the faculty/ supervisor's consent, and to the Operations Management doctoral program coordinator. The specific content of this course varies depending on the interest of the student as outlined in proposal.

DESCRIPTION OF DBA INFORMATION SYSTEM COURSES FOR MAJOR AND MINOR

IS6202 Management Information Systems

3 Credits

Prerequisite: IS6201

This course provides a broad overview of the key managerial issues relating to development and usage and components of information sys-

tems in an organization.

The course will cover electronic business frameworks, Internet and the WWW. Advertisement and promotions on the web. Service industries online. Emerging payment methods and micro-payments. Public policy and legal issues. Infrastructure for electronic business. Economics of electronic business. Telecommunications infrastructure, and Internet technology, Client-server architecture of Internet applications, standard Internet services, HTTP, markup languages, dynamic Web content, Internet access and services: measuring and pricing the Internet, Digital economy, Security of e-commerce: Cryptography and security of Internet information flows, host security, intranets and extranets, Electronic payment systems Trust and assurance in e-commerce, continuous online auditing, online financial reporting.

IS6203 System Analysis and Design

3 Credits

Prerequisite: IS6202

Much of the content will be focused on current research areas in information strategy such as the information and organizational economics, information technology, firm performance, search cost and pricing, information and incentives, coordination costs and the boundary of the firm, and the economics of information goods (including pricing and intellectual property protection). In addition, promising empirical approaches such as the use of intelligent agents for data collection or click stream data analysis will be discussed.

IS6204 Special Topics in Information Systems

3 Credits

Prerequisite: IS6202

The module of the course will include Integer Programming, Graph Theory, Advanced Nonlinear Programming, and Information technology. The course reviews key areas including supply chain management, customer relationship management, ERP and the successful application of IT. These capabilities are re-creating strategy. *Special Topics may be taken more than once for credit.*



IS6205 Directed Study in Information Systems

3 Credits

Prerequisite: Instructor's permission

This course is for students intending to study a specific advanced subject area in Computer Information Management. Students must submit a proposal outlining and detailing the study area, along with the faculty supervisor's consent, to the Operations and Information Management doctoral program coordinator. The specific content of this course varies depending on student's interest.

DBA PROGRAM ACADEMIC PROCEDURES, GUIDELINES, AND PROCESSES

Independent Study Policy

An Independent Study is a course in which the instructor will direct student(s) in a non-classroom environment to replace a regular (traditional) course when the regular course cannot be offered by the program for the current semester due to various reasons. The purpose of offering such a course is to help DBA students to complete the course requirements in time. Any course in the DBA curriculum can be taken as an Independent Study at any study-time period if there is consent from the instructor (multiple instructors in a case of team-teaching) who offers that course and approval from the DBA Council. The specific guideline, which regulates the taking of a particular independent study course, may be customized to each class. However, this specific guideline should be made within the general guidelines specified below, and pre-approved by the DBA Council.

An Independent Study course can be offered during any study-time period within an academic semester as long as the minimum contact hours requirement (45 hours) is satisfied and/or equivalent workload for the student are satisfied and the DBA Council approves it.

A student enrolled in the Independent Study course should pay necessary fees as applied for a regular course, and complete all the necessary administrative procedures at the Registrar's office and fill out an "Approval for Independent Study" form at the DBA Director's office. At the end of the study-time period the student should submit the completed assignments and all other relevant works to the DBA Council for a record. A DBA student may take a maximum of two Independent Study courses (6 credit hours) to substitute the regular courses in the DBA curriculum.

Registration

KIMEP has Fall, Spring, and Summer semesters. Each semester, a student must register for all courses and retakes through the on-line registration system within the registration period indicated in the academic calendar. Upon being accepted to the Institution as a DBA student, the student has one calendar year to register for a class upon the date of admission. If a student fails to register after the expiration of one-calendar year, he/she will be administratively withdrawn by the Office of the Registrar.

Late Registration

Students may not register for any courses after the Add/Drop period. Students may appeal to the Associate Vice President of Student Affairs if they strongly believe that their cases are extraordinary. If late registration is permitted, there is a KZT 3,300 late registration fee for each course.

Enrollment

KIMEP seeks to enroll students who have demonstrated the potential to succeed and have shown evidence of their capability to contribute to the community. The criteria for admission to DBA program include such qualities as academic standing, knowledge of English, work experience, and achievements combined with leadership, creativity and extracurricular activities.



KIMEP Statement of Admission Practice

KIMEP is committed to a policy of equal opportunity for admission to all qualified individuals. KIMEP and the Admission Committee do not discriminate against 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.

Admission to DBA program is considered by the Admission Committee upon recommendation of the DBA Council.

The Institute has created clear and transparent procedures of applying for individuals with different academic history and needs: Kazakhstan and international applicants, transfer students and non-degree students. For specific requirements for admission as well as admission rules, regulations and guidelines and entrance examinations applicants should refer "Admission" of DBA Student Handbook. These criteria may be updated regularly.

KIMEP usually has two admission intakes before the academic year begins. All admission decisions are finalized by June 15 for the fall semester and November 15 for the spring semester. Late admission can be considered by DBA Council for special circumstances only.

Attendance Policy

DBA students are expected to attend classes regularly. The course instructor is responsible for adjusting this policy to fit the particular course, and for appropriate monitoring. Whenever possible, the student should inform the instructor before (or as soon as possible) after missing a class. Should a student accumulate an unreasonable number of absences, the instructor should report this to the DBA Director. An excessive number of absences can result in withdrawal from the course or program.

Grading System

KIMEP has adopted a letter grading system A, B, C, D, F, etc. For transcript purposes only, a Grade Point Average will be calculated and displayed on the transcript in accordance with the point system detailed below.

DBA Grading Policy

While KIMEP strives to ensure the fairness and accuracy of all grades awarded to students, the individual instructor has the final determination of a student's grade unless the student audits the course or is withdrawn from the course.

DBA Grading System		
Quality	Grade Comments	Points
A+	Highest grade	4.33
A	Excellent	4.00
A-	Good	3.67
B+	Passing	3.33
B	Passing or Failing *	3.00
B-	Passing or Failing *	2.67
C +	Failing	2.33
C	Failing	2.00
C-	Failing	1.67
D +	Failing	1.33
D	Failing	1.00
D-	Failing	0.67
F	Failing	0.00
I	Incomplete	NA
W	Withdrawn	NA
AU	Audit	NA
P	Pass	NA
IR	Incomplete to retake	NA
AW	Administrative Withdraw	NA

* Grade of "B" and "B-" for DBA students can be considered as either passing or failing, depending on whether or not the courses are required for student's major as well as the number of grades of "B" and "B-" a student has received. Grades for all major courses should be "B+" or above to be passing grades. A DBA student is allowed to have a maximum of two grades less than passing but above "C+" (i.e. B and B-). Grades of "C+" and below and less than passing grade beyond the maxi-



mum allowed as well as “Incomplete” are allowed to repeat only once. More than one retake should acquire an approval from the Council.

Grade Point Average (GPA)

- The Office of the Registrar calculates a student’s GPA based on a credit-hour system;
- The numerical designation of a grade is multiplied by the number of credits the course is assigned;
- The total value is referred to as a “Credit-Hour Value” (CHV);
- All Credit-Hour
- DBA students should maintain Values are added on a student’s transcript;
- The Credit-Hour Value is divided by the total number of credits a student has completed to determine an overall GPA; a minimum GPA of 3.33 out of 4.33 scale.

Withdrawal Policy

If a student wishes to withdraw from the program, s/he must:

- Fill in the relevant form obtainable from the Office of the Registrar
- Clear up all debts and obligations.
- A \$25 administrative fee is payable upon withdrawal.
- If a student withdraws from KIMEP, it terminates the relationship between the student and the Institution. The student must reapply for admission to KIMEP if he/she desires to return.

EXECUTIVE MASTER OF BUSINESS ADMINISTRATION (EXMBA)

STATEMENT OF PURPOSE

The purpose of the Executive MBA program (ExMBA) is to provide business enterprises and government agencies with strategic competitive advantages by building on the existing capacities of the next generation of senior managers and executives to allow them to become effective leaders. The program will also enable working professionals to gain a comprehensive understanding of business and earn a Master of Business Administration degree without interrupting their career.

BACKGROUND

The program is targeted towards high-potential, middle and senior managers. The program, based on the North American model, is designed to equip participants with the skill-sets to broaden their strategic and global perspectives of business, and to develop a wider range of leadership and management skills. Participants will develop the strategic thinking necessary in today’s new world of business to gain increased understanding of the total organization and achieve and maintain a competitive advantage.

The program offers a flexible learning model that allows for active continuous full-time employment while simultaneously achieving the Executive MBA. Meetings are generally held Friday afternoons and Saturdays with the degree requirements being completed in approximately 21 months.

The program emphasizes a balanced relationship between theory and practical applications and focuses on today’s key issues such as vision, leadership, entrepreneurship, strategic decision-making, global perspective and organizational efficiency from both a local and global perspective.

The fixed 45-credit curriculum will incorporate lectures, group discussions, case studies and



work-related projects. The directed individual study allows candidates to pursue a more in depth analysis of a chosen industry sector or discipline.

The program is delivered by distinguished members of KIMEP's faculty supplemented by expert adjuncts from business and government in Kazakhstan and visiting scholars from overseas.

ADMISSION AND STUDY POLICIES

Admission Criteria

KIMEP seeks to admit students who have demonstrated the potential to succeed in business and government and have shown evidence of their managerial and leadership capability at the supervisory, tactical and strategic levels. Criteria for admission include such qualities as demonstrated management and leadership performance, competency in English, work/real life business experience and achievements combined with leadership and creativity. Specifically, the following criteria shall be applied:

- At least a bachelor's degree from a recognized university
- Evidence of experience in a supervisory/leadership position within business or government
- Demonstrated proficiency in English
- Letter(s) of Reference
- Stated commitment to the program

DEGREE REQUIREMENTS

(1) Credit Requirements:

A total of 45 credits are required to obtain the degree. Breakdown is as follows:

- Coursework (13 courses, each with 3 credit: $3 \times 13 = 39$ Credits)
- A work of original research (thesis) in reported form: 'Directed Individual Study' (6 Credits)

(2) Other Requirements:

Successful demonstration of applied knowledge will be assessed by a variety of evaluation mechanisms as prescribed by the specific course instructor. This may include any of the following (as well as other relevant assignments):

- Mid-term and Final Examinations
- Individual Projects (Written and Oral Presentation)
- Team Projects (Written and Oral Presentations)

3. Transfer Credit:

The transfer of course work from other institutions of equivalent or higher standing can be considered. No transfer of credit for life or business experience will be observed.

- A maximum of 9 credit hours of graduate work may be transferred from an equivalent program.
- The Executive MBA Committee will consider course credit on a case-by-case basis.
- Credit transfer does not affect the tuition fee for the program. Candidates are required to pay the full tuition cost in effect at the time of enrollment regardless of credit transfer.

(4) Course Work

Initially, a set or fixed curriculum of 13 courses (39 credits) and the 'Directed Individual Study' (6 credits) will constitute the Executive MBA. As the program engages with area businesses the curriculum may be expanded to offer a core, required curriculum, with electives allowing for some specialization.

(5) Time to Complete the Executive MBA degree

Only Full-Time students will be admitted

- The program is delivered such that students are expected to complete all degree requirements within a 21-month period.



- The maximum duration of the program is 36 months. Under exceptional circumstances the Executive MBA Committee may extend this period.

(6) Suspension Of Studies

The program recognizes that unforeseen circumstances may result in a student being unable to attend one or more courses. In such cases, the student may request a temporary suspension of their studies. This does not mean a withdrawal from the program itself. Requests to suspend studies must be made in writing to the Executive MBA Program Director.

Courses missed during the period of suspension may be taken by joining another Executive MBA cohort. In the event that the course is not offered by the Executive MBA Program, or if the student is unable to attend the course that is offered, the student may be required to take a similar course (approved by the Executive MBA Program) in KIMEP's regular MBA program. Alternatively, the student may make a special request to the Executive MBA Program Director to complete the course requirement via self-study. Normally, a maximum of one self-study course will be permitted in the program. At the discretion of the program additional requests may be considered in exceptional circumstances.

In the cases of courses taken by joining another Executive MBA cohort, or taken with the regular MBA program, there will be no additional charge to the student provided the request for suspension of studies was received prior to the start of the course. In the case of self-study the student will be required to pay half the (Executive MBA) full credit value for the course.

A suspension of studies does not alter the time allowed to complete the Executive MBA degree. It is the student's responsibility to complete the degree requirements with the time articulated in the 'Degree Requirements' section of the 'Program Overview' and / or KIMEP catalogue.

(6) Grade Of Incomplete

Any instructor may assign a grade of "I" (Incomplete) to any student who has failed to fulfill any course requirements.

1. The grade "I" will be changed by the instructor to a letter grade (A, B, C, etc.) at a time agreed by the instructor and Executive MBA program director. Work required to complete the course is at the discretion of the instructor. The student may be required to attend part of the same course (with another cohort) or complete some assignment/coursework. In the former case, the student is not obliged to register for the course and pay tuition.
2. If a student fails to complete all requirements as assigned by the instructor within the timeframe prescribed, the "I" will automatically convert in to an F.
3. It is the responsibility of the student to contact the instructor and determine what work needs to be completed to convert the "I" into a standard grade.
4. The student may retake the course awarded an "I". However, if the student selects this option the student is responsible for paying full tuition for the course.
5. If an instructor who has assigned a grade of "I" to a student has left the Institute during the time allotted, then the program director is responsible for assigning a faculty member to convert the grade of "I" to a letter grade.
6. The grade of "I" is assigned 0 credits.

(7) Retaking of Courses

Students retaking courses for reasons other than those described above will be required to pay a tuition fee based on the per-credit fee in effect for the Executive MBA class that he/she joins. The tuition fee will be calculated as 'total credits in the program / full tuition fee for the program' * 'credit value of the course'.



TUITION AND REFUND POLICIES

Tuition

(1) Fees*:

There is one fee for the program, referred to as the 'Tuition Fee'. This fee includes:

- Tuition
- Textbooks and reference materials
- Meals and refreshments during class sessions

* Please contact the program office for current fee amounts.

(2) Payment Options:

There are two payment options for the Executive MBA Tuition Fee.

Option 1: Full Tuition Payment Upon Enrollment

Candidates pay for the full program prior to commencement in the program. In the case of advance payment, candidates are provided a 10% discount on the total tuition fee (in effect at the time of enrollment).

Option 2: Four Installment Payment Plan

Payment for the program is made in four installments, each equal to 25% of the total tuition fee and each spaced a quarter of the program's 14 course duration apart.

First installment deadline: First day of first course

Second installment deadline: Midpoint of fourth course (First day of second meeting)

Third installment deadline: First day of eighth course

Fourth installment deadline: Midpoint of eleventh course (First day of second meeting)

There is no discount on the tuition fee under this payment plan. Note that candidates are free to pay in two installments of 50% of full fee on first and third installment deadlines articulated above.

Refund

The refund available to students is dependent on the payment option chosen by the student. In each case the student forfeits claim to 25% of the full tuition fee at the start of each quarter. Forfeited amount is cumulative resulting in no refund available after the start of the fourth quarter of the program.

(1) Refund Policy for Full Tuition Payment Upon Enrollment

A full refund of tuition fee paid is available up to, and including, the day prior to the first class meeting. Partial refunds follow the schedule below:

Refund Amount	Available Until
(Discounted Tuition) – (25% * Full Tuition)	Midpoint of fourth course (First day of second meeting)
(Discounted Tuition) – (50% * Full Tuition)	First day of eighth course
(Discounted Tuition) – (75% * Full Tuition)	Midpoint of eleventh course (First day of second meeting)

(2) Refund Policy for Four Installment Payment Plan

Candidates forfeit refund of quarterly tuition fee payment upon commencement of each quarter. Payment for any quarter that has not commenced is fully refunded.

THE LEARNING MODEL (CURRICULUM STRUCTURE)

The Executive MBA is offered via a venue that is consistent with area business and government needs. Class meetings are scheduled on alternate weekends in intensive sessions. In the future, a customized meeting schedule may be developed to accommodate the specific needs of prospective candidates. In either model, the requisite 45-hours of contact time with student and faculty per each 3-credit course will be achieved. The student will supplement their course meetings with KIMEP's Distance Learning platform allowing off-campus interchange with faculty and fellow students.

The schedule or order of course delivery is at the discretion of the Executive MBA Committee. While the program curriculum is fixed, the order that courses are delivered may vary from cohort to cohort.

Executive MBA Program Courses

Prerequisites to all Executive MBA courses shall be determined at the discretion of the Executive MBA Committee. In general, of business or government management or leadership experience is sufficient, however, if a particular skill-set or background is missing, a pre-requisite course can be required. The program balances the business skills and knowledge needed to act in a leadership capacity in a small to large organization:

Foundation

- EBA5270 Applied Statistics for Managers
- EBA5205 Fundamentals of Accounting and Finance

Finance

- EBA5215 Corporate Finance
- EBA5217 Investments, Capital Markets and Financial Institutions

Accounting

- EBA5220 Managerial Accounting

Economics

- EBA5230 Managerial Economics

Marketing

- EBA5241 Marketing Research and Strategy

Management

- EBA5250 International Business Management
- EBA5251 Strategic Management and Business Policy
- EBA5252 Organizational Development

Operations Management/Information Systems

- EBA5271 Information Systems: Managing Data and Knowledge Management
- EBA5272 Operations Management: Concepts and Applications

Law

- EBA5280 Business Law

Specialization

- EBA5291 Directed Individual Study

DESCRIPTION OF EXMBA COURSES

EBA5205 Fundamentals of Accounting and Finance

3 Credits

Prerequisites: None

This course surveys the basic concepts and tools of Accounting and Finance:

- Accounting: This course focuses on establishing understanding of the underlying principles making it possible to account for business/financial transactions in numeric sense. Students will become familiar with financial statements, and will learn how not only to construct but also to interpret different financial statements. Importance of financial reporting and analyses will be emphasized both during the lecture and through practical case studies.
- Finance: The course provides an overview of main concepts and issues of the modern financial systems including financial markets and financial institutions. Theoretical grounds for such concepts as time value of money, bond and stock valuation, net present value and investments valuation will be discussed along with the emphasis on practical skills of problem solving by students. This course will lay background for the future advanced courses in Finance.

**EBA5215 Corporate Finance***3 Credits**Prerequisites: EBA5205*

This course examines in detail financing and investment decisions, and their interrelatedness. The overall goal is to obtain a comprehensive and in-depth perspective of the area of Financial Management. Special emphasis is given to the integration of the concepts of financial management into a total systems approach to business decision-making. Major topics include financial analysis and planning, valuation, capital budgeting, capital structure, dividend policy, working capital management, mergers and acquisition, hybrid financing, bankruptcy, multinational financial management, and risk management.

EBA5220 Investments, Capital Markets and Financial Institutions*3 Credits**Prerequisites: EBA5205*

This course focuses on intensive review and study of the investment process in a globalized financial environment. The investment process involves identifying objectives and constraints, formulating and implementing strategies, and monitoring and updating the portfolio as needed. Major topics include investment alternatives, securities markets and trading mechanisms, risk and return analysis, modern investment theory, valuation, analysis and management of bonds, common stocks and derivative securities, and investment performance evaluation. The course also deals with operations and management of different types of financial intermediaries. Regulatory structure over capital markets and institutions, market developmental issues, market microstructure issues, creation of capital market infrastructure, and impacts of globalization and technological developments are also discussed.

EBA5220 Managerial Accounting*3 Credits**Prerequisites: None*

This course emphasizes the application and usefulness of financial information for internal decision-making, planning and control

purposes. Through the development of a solid understanding of the underlying principles of management accounting and their application and relevance to business situations, students achieve what is increasingly perceived as a core competence required for all managers. Topics include cost behavior understanding and modeling, operating budgeting process, balanced scorecard and activity based costing methodology.

EBA5230 Managerial Economics*3 Credits**Prerequisites: None*

The course examines market behavior and focuses on actions of real consumers. The course analyzes how market behavior impacts on production, competition, monopolies and oligopolies. The principles of macroeconomics and microeconomics are reviewed. The course provides students with the ability to understand and utilize economic information relevant to management decision-making in domestic and multinational companies based in Kazakhstan.

EBA5241 Marketing Research and Strategy*3 Credits**Prerequisites: None*

In this course, students learn to develop and implement effective marketing strategies: from environmental analysis to penetration and competition in markets. They learn to apply analytical perspective and marketing concepts to such areas as product offering, communications programs, distribution channels and pricing.

EBA5250 International Business Management*3 Credits**Prerequisites: None*

The course introduces the student to the “real world” of international business and covers the theory and practice of international business since the political transformations in the world in the 1980s/1990s. The areas covered are globalization, country factors, global trade and investment, global monetary system, re-



gional economic integration (Americas, Europe, Asia Pacific and others), strategy and organization, joint ventures and strategic alliances, international business operations such as export and import management, global manufacturing, global marketing, global human resource management, international accounting and financial management and their implications for business. Case studies of international, multinational and global enterprises and practical managerial applications in Kazakhstan and neighbor CIS countries are part of the course.

EBA5251 Strategic Management and Business Policy

3 Credits

Prerequisites: None

This course covers the decisions and actions by top management for the objective of formulating and implementing short and long-term plans that determine organizational performance, the role of top management in decision-making in establishing the firm's mission, strategic analysis of alternative actions, and evaluation of external and internal environmental conditions, industry characteristics, and organizational capabilities in determining the strategy of the firm for the 21st century are explored. Control systems are also covered with emphasis on new management practices. The course integrates the different business disciplines for the purpose of developing the student's strategic decision-making skills. The focus is on (complex) case studies, strategic thinking, project management, the use of quality to improve performance and assignments related to the development of top management.

EBA5252 Organizational Development

3 Credits

Prerequisites: None

This course examines management and leadership tasks associated with the effective design of an organization to achieve strategic objectives. Emphasis is placed on creating alignment among people, culture, structure and reward systems of an organization to as-

sure high performance. The course considers international best practice in management and HR techniques and compares with practices prevalent in Kazakhstan today. This course also examines the role of the leader in the organization and facilitates the development of fundamental leadership skills such as self-awareness, strategic thinking, creating a motivating environment, empowerment and delegation, managing change, and team processing in modern organizations. The course will also explore the emergence of corporate ethics in the business/work environment, its impact on the role of the leader and how it can be applied in Central Asia.

EBA5270 Applied Statistics for Managers

3 Credits

Prerequisites: None

This course develops the ability of managers to understand and apply statistical methods to the real world of business. Probability and statistics topics include elementary probability theory, graphical descriptions of data, random variables, hypothesis testing, sampling distributions, regression and correlation analysis, sampling surveys, statistical modeling, time series, decision analysis and managerial applications.

EBA5271 Information Systems: Managing Data and Knowledge Management

3 Credits

Prerequisites: None

This course explores issues associated with Information Technologies (IT) in managing a business. Tools and techniques that enable the management of businesses within a corporate setting are covered. The course will enable students to design and develop relevant databases for the company in both an international and local context. In particular, the role IT plays in developing business systems is emphasized. Systems concepts utilized in developing business models, data storage, data handling, data quality, data integrity and data validation concepts are discussed to illustrate how to develop



and manage a relational database. Methods and issues in managing data security, data quality, master and transaction file management are also covered. The course then explores data mining operations and techniques for knowledge management with appropriate software tools. Finally, applications in computer information systems design that address database management, data quality, data handling, data mining and inference for knowledge management are also covered.

EBA5272 Operations Management: Concepts and Applications

3 Credits

Prerequisites: None

The course focuses on managing resources in service and production operations environments for globalization and outsourcing for competitive advantage from a strategic viewpoint. The course will illustrate how the value chain and lean synchronization improves SCM design. The course builds a solid foundation in designing SCM networks, process design, capacity assessment and operations network configuration in SCM. The role of location and distribution networks, customer handling, order fulfillment and service quality design in SCM are identified. Participants will understand the applications of strategic forecasting, inventory flow, MRP, vendor selection and evaluation, purchasing and subcontracting, contract preparations, management of integrated project planning and financial analysis for global strategy formulation.

EBA5280 Business Law

3 Credits

Prerequisites: None

This course covers the legal and regulatory environment in which corporations and managers function. Day-to-day decision-making is considered within the context of corporate governance, pertinent laws, governmental policy and social forces upon business strategies. The focus is on the analysis of the legal system and specific topics within the system such as contracts, governmental regulations, agency relationships, torts, corporate and other types of business entities, and related issues. The student should identify the rights, privileges and social responsibilities of business enterprises within the legal environment in which they operate and understand the relationship between legal professionals and the enterprise and the legal parameters within which informed business decisions should be made.

EBA5291 Directed Individual Study

6 Credits

Prerequisites: Completion of all Other Courses or EMBA Committee's Approval

Under the supervision of his/her academic adviser or full-time faculty, the student completes an individual research project in an area of interest, which may include domestic or international business applicable to Kazakhstan and/or CIS countries. The research proposal should be submitted to the EMBA faculty / adviser specializing in the area of interest. The research work may also include theoretical and practical aspects, conclusions and recommendations.

COLLEGE OF SOCIAL SCIENCES

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Internship Program:
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krepak@kimep.kz

ADMINISTRATION

Hal Foster, Ph.D.
Interim Dean of College of Social Sciences

Abu Islam, Ph.D.
Chair, Department of Economics

Golam Mostafa, Ph.D.
Chair, Department of Political Science

Aigerim Ibrayeva, MPA, M. Phil.
Chair, Department of Public Administration

Brian Farley, Ph.D.
Chair, Department of Journalism and Mass
Communication

Alex Danilovich, Ph.D.
Director of Research Services

Azhar Baisakalova, C.Sc., Ph.D.
Budget Director

Petr Krepak, Degree in Law
Director of College Academic Internship Program

Saule Bulebayeva, Diploma
Coordinator of College Advising Center

Dinara Nurmanova, MPA
College Manager

Aigul Bekzhanova, Diploma
Assistant to the Dean



DEPARTMENT OF PUBLIC ADMINISTRATION

DEPARTMENT OF ECONOMICS

DEPARTMENT OF POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION



Statement of Purpose

The College of Social Sciences aims to search, impart and bring knowledge of diversified human social experience and human behavior through its discipline to Central Asia. Life is complex and not all the situations individuals face can be understood easily. That is why we prepare our students and graduates to think analytically and critically about past and present human social experience at the individual, group, national and global level. That is why we seek to concern our students with the values and basic principles needed to solve complicated tasks. Our students prepare for a wide variety of career opportunities in business, government, social services and education.

Because the College seeks to promote understanding about society, its structure, its relationship to the state, and the means by which information is disseminated throughout society, we hope to accomplish some of the following:

- Encourage the development of independent, highly qualified critical thinkers and policy-makers for a new Kazakhstan
- Train the future leaders of the public sector and news media, and those engaged in international relations
- Conduct more research projects, engage more specialists in cooperative research work, and apply results to the real world
- Develop tools of democratic government, good laws and fair law enforcement

The College consists of four progressive dynamically developing departments: Journalism and Mass Communication, Economics, Public Administration, and Political Science as well as the College Internship Program. The last gives the opportunity to combine theory and practice in real-world situations.

Ultimately, our goal is to aid in the building of civil society in Kazakhstan and, through our graduates who move beyond it, Central Asia and the world. We hope to have a significant role in promoting societal and political liberalization throughout the region, helping to raise not just the material, but the cultural standard of living here.

College Council

The College Council is the collective academic policy-making body of the affiliated departments. All academic matters including programs of studies, academic rules and regulations, admissions, scholarships, disciplinary measures, graduation requirements, etc are discussed and approved by Council. Development of courses, curricula, syllabi, and introduction of new academic programs are the responsibility of the individual department. The department will then forward the matter to the Council. The Council will study individual proposals through working committees. Reports of the committees will be submitted to the Council for final approval. The Dean will decide which matter should be sent to the Vice President, Academic Affairs for further action.

Composition

Hal Foster, Ph.D., Interim Dean of College of Social Sciences

Public Administration

Aigerim Ibrayeva, MPA, M.Phil.
Chair

Azhar Baisakalova, Ph.D.
Elected faculty

Political Science

Golam Mostafa, Ph.D.
Chair

Jiger Janabel, Ph.D.
Elected faculty

Economics

Abu Islam, Ph.D.
Chair

Hedayet Chowdhury, Ph.D.
Elected faculty

Journalism and Mass Communication

Brian Farley, Ph.D.
Chair

Hal Foster, Ph.D.
Elected faculty

Students

1 student representative from graduate programs

1 student representative from undergraduate programs



COLLEGE REQUIRED COURSES (total - 12 credits)

ECON1103	Introduction to Microeconomics
BAIJ2605	Mass Media in Society
PS1511	Introduction to Political Science
PA1513	Introduction to Public Administration

ECON1103 Introduction to Microeconomics

3 Credits

Prerequisites: None

The purpose of this course is to provide the students with a basic understanding of how markets work. At the end of the course, it is expected that students should be able to:

- (i) understand and explain the basic problems as far as the micro economics is concerned;
- (ii) demonstrate knowledge of basic micro-economic terms, concepts and models;
- (iii) correctly apply microeconomic terms and concepts when discussing economic issues;
- (iv) apply microeconomic theory to solve basic economic problems and analyze current economic issues;
- (v) appreciate the contributions, as well as the limitations of microeconomics in solving current economic problems.

BAIJ2605 Mass Media and Society

3 Credits

Prerequisites: None

This course surveys how media and mass communication impact society and its economic and political development. It is designed to acquaint students with theory and research in the mass communication field. It examines the relationship between the individuals and the media and explores the role of and impact of media in progressively larger social systems.

PS1511 Introduction to Political Science

3 Credits

Prerequisites: None

This is a basic survey course of the major concepts and theory in Political Science designed to provide students with a basic foundation in this field of study. The course will focus on theoretical as well as practical applications of Political Science.

PA1513 Introduction to Public Administration

3 Credits

Prerequisites: None

This course will acquaint students with various terms, theories, concepts and models used in the field of Public Administration. After finishing this course students will have a clear understanding about the processes and mechanisms of public decision-making and implementation.

DEPARTMENT OF PUBLIC ADMINISTRATION



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Statement of Purpose

We deliver international-standard education and research in public policy, administration, and management relevant to our region. To accomplish this mission the department offers a Bachelor of Science degree in Public Policy and Administration, in Public Management, in Financial Management, in Natural Resource Management and a Master of Science degree in Public Administration. DPA's faculty, staff, and students seek to understand and improve economic, environmental, and social conditions through our teaching, research, and public service.

ADMINISTRATION:

Aigerim Ibrayeva, MPA, MPhil
Chair

Francis Amagoh, Ph.D.
Associate Chair

Natalia Danilovich, Ph.D.
Director of Graduate Program

Dennis Soltys, Ph.D.
Director of Undergraduate Program

Saule Barmambekova, Diploma
Executive Assistant to the Chair

Yuriy Tsoy, Diploma
Administrative Assistant to the Chair



Statement of Purpose

We deliver international-standard education and research in public policy, administration, and management relevant to our region. To accomplish this mission the department offers a Bachelor of Science degree in Public Policy and Administration, in Public Management, in Financial Management, in Natural Resource Management and a Master of Science degree in Public Administration. DPA's faculty, staff, and students seek to understand and improve economic, environmental, and social conditions through our teaching, research, and public service.

UNDERGRADUATE PROGRAM

BACHELOR OF SOCIAL SCIENCES (BSS)

Statement of Purpose

The mission of the BSS in Public Administration at KIMEP is to prepare professionals in the public, non-profit and private sectors through an intellectual and practical interdisciplinary approach. The structure of the program allows students to receive both theoretical and practical applications needed for the successful management of modern organizations, and aims to prepare prospective managers with skills that enable them to adapt to changes within and demands of different sectors.

Major

As is common in Western institutions, undergraduate students need to select a major. The Major is the primary focus of study of the student. Each student is required to complete a total of thirty-six credit hours in their major field.

The Department of Public Administration offers the following four majors/career tracks to students: BSS in Public Policy and Administration, BSS in Public Management, BSS in Financial Management, and BSS in Natural Resource Management. Students must com-

plete an Internship in Public Administration (PA4550) for 3 credit hours OR take Senior Research Project (PA4556) for 3 credit hours in order to complete the requirements for BSS in Public Administration

MAJOR IN PUBLIC POLICY AND ADMINISTRATION

The Public Policy and Administration career track is designed for students interested in policy issues, politics, public administration, and related areas. It gives students the foundational skills and knowledge needed for understanding the policy process, and provides students with the analytical skills and training necessary for careers in government agencies, business, consulting, and non-profit organizations.

For students in the Department of Public Administration the following courses must be fulfilled to complete the major:

PPA3542	Public Policy Analysis
PMG3533 OR PMG3536	Organization Theory and Design for Public Organizations OR Organization Behavior for Public Organizations
FMG3531	Public Finance
NMG3541	Natural Resource Management

21 credit hours of PPA electives and 3 hours of PA, PMG, FMG, NMG electives.

For students outside the Department of Public Administration the following courses must be fulfilled to complete the major:

PA1513 Introduction to Public Administration
PPA3542 Public Policy Analysis
PMG3533 OR PMG3536 Organization Theory and Design for Public Organizations OR Organization Behavior for Public Organizations
FMG3531 Public Finance

21 credit hours of PPA electives and 3 hours of PA, PPA, PMG, FMG, NMG electives



MAJOR IN PUBLIC MANAGEMENT

The Public Management career track prepares students for careers in managerial positions at all levels of government and in nonprofit agencies. The course work will provide a general introduction to the management field, key issues, problems, and contemporary concepts and techniques, as well as specific skills associated with different aspects of management.

For students in the Department of Public Administration the following courses must be fulfilled to complete the major:

PPA3542	Public Policy Analysis
PMG3533 OR PMG3536	Organization Theory and Design for Public Organizations OR Organization Behavior for Public Organizations
FMG3531	Public Finance
NMG3541	Natural Resource Management

21 credit hours of PMG electives and 3 hours of PA, PPA, PMG, FMG, NMG electives.

For students outside the Department of Public Administration the following courses must be fulfilled to complete the major:

PA1513 Introduction to Public Administration
PPA3542 Public Policy Analysis
PMG3533 OR PMG3536 Organization Theory and Design for Public Organizations OR Organization Behavior for Public Organizations
FMG3531 Public Finance

21 credit hours of PMG electives and 3 hours of PA, PPA, PMG, FMG, NMG electives

MAJOR IN FINANCIAL MANAGEMENT

The Financial Management career track provides an opportunity to acquire more of the knowledge and skills that are required to make policy and manage effectively in public and

management organizations. It is designed to prepare students to pursue careers as financial analysts in the public, nonprofit, and private sectors. The coursework in this track will have an analytical, problem solving orientation, and focus on effective management of programs and resources.

For students in the Department of Public Administration the following courses must be fulfilled to complete the major:

PPA3542	Public Policy Analysis
PMG3533 OR PMG3536	Organization Theory and Design for Public Organizations OR Organization Behavior for Public Organizations
FMG3531	Public Finance
NMG3541	Natural Resource Management

21 credit hours of PPA electives and 3 hours of PA, PMG, FMG, NMG electives.

For students outside the Department of Public Administration the following courses must be fulfilled to complete the major:

PA1513 Introduction to Public Administration
PPA3542 Public Policy Analysis
PMG3533 OR PMG3536 Organization Theory and Design for Public Organizations OR Organization Behavior for Public Organizations
FMG3531 Public Finance

21 credit hours of PPA electives and 3 hours of PA, PPA, PMG, FMG, NMG electives

MAJOR IN NATURAL RESOURCE MANAGEMENT

The Natural Resource Management career track will provide policymakers and managers with basic concepts required for managing the natural resources and environmental systems. The students will be introduced to concepts in environmental studies, as well as law and the fundamentals of project assessment that are essential for understanding current approach-



es to resource management.

For students in the Department of Public Administration the following courses must be fulfilled to complete the major:

PPA3542	Public Policy Analysis
PMG3533 OR PMG3536	Organization Theory and Design for Public Organizations OR Organization Behavior for Public Organizations
FMG3531	Public Finance
NMG3541	Natural Resource Management

21 credit hours of NMG electives and 3 hours of PA, PPA, PMG, FMG, NMG electives.

For students outside the Department of Public Administration the following courses must be fulfilled to complete the major:

PA1513 Introduction to Public Administration
PPA3542 Public Policy Analysis
FMG3531 Public Finance
NMG3541 Natural Resource Management

21 credit hours of NMG electives and 3 hours of PA, PPA, PMG, FMG, NMG electives

Double major (optional field)

All undergraduate students in the Department of Public Administration may choose a second major within the department or from another department if offered. All students who wish to double major must fill out the appropriate forms at the Office of the Registrar and obtain permission from the Chair of the Department.

Minor (optional field)

A minor is a field of concentration that a student selects to study outside of their major field.

The students in the Department of Public Administration may choose to take a minor from other Departments, if those Departments offer

such programs. In order to register for a minor a student must obtain the approval of the Departmental Chair. All advanced students must take all lower-level courses required by the minor field. All courses taken as program electives do not count towards a minor degree except for those program required courses that are designated as compulsory by the appropriate department. No student may receive a major and a minor in the same field.

Please note that a minor field is an option and not a requirement. The Department of Public Administration offers minor fields in Public Policy and Administration, Public Management, Financial Management, Natural Resource Management, and Health Policy and Administration for students from other Departments. In order to receive a minor in Public Administration a student must complete a total of 18 credit hours in the following course sequences:

Public Policy and Administration (PAPP):

PA1513 Introduction to Public Administration
PPA3542 Public Policy Analysis
Plus 12 credits of PPA electives

Public Management

PA1513 Introduction to Public Administration
PMG3533 OR PMG3536 Organization Theory and Design for Public Organizations OR Organization Behavior for Public Organizations
Plus 12 credits of PMG electives

Financial Management

PA1513 Introduction to Public Administration
FMG3531 Public Finance
Plus 12 credits of FMG electives

Natural Resource Management

PA1513 Introduction to Public Administration
NMG3541 Natural Resource Management
Plus 12 credits of NMG electives



Health Policy and Administration

A minor field in the Health Policy and Administration (HPA) minor will prepare qualified and motivated men and women for high-level careers that span the entire spectrum of health administration and policy analysis. The program's graduates will become complete professionals by acquiring the necessary skills of contemporary management and policy analysis, by gaining the knowledge to use skills effectively, and by developing the values that are essential for addressing the humanistic goals of health care and public health. Students completing a minor field in HPA can work in health care delivery, government, industry, consulting or non-government organizations in the areas of risk assessment and management, health and safety, risk communication and policy analysis.

For students within the Department

HPA3541 Health Policymaking
Plus 15 credits of HPA electives:

For students outside the Department

PA1513 Introduction to Public Administration
PPA3542 Public Policy Analysis
HPA3541 Health Policymaking
Plus 9 credits of HPA electives

Department of Public Administration Undergraduate curriculum for 2008-2009

Major Required (MR) 12 credits

PPA3542 Public Policy Analysis
PMG3533 OR PMG3536 Organization Theory and Design for Public Organizations
OR Organization Behavior for Public Organizations
FMG3531 Public Finance
NMG3541 Natural Resource Management

Major Electives (ME): 24 credits

The major electives are courses that a student will take in his/her Major only (PA, PPA, FMG, PMG, or NMG). They must be 3000 or 4000 level classes. The department makes no distinctions among major classes at the 3000 or 4000 level therefore all count toward graduation requirements.

Program Required (PR): 9 credits

PA2502 Methods of Social Research
STAT2101 Introduction to Statistical Analysis
PA1514 Introduction to Sociology

For BSS students the course "Introduction to Sociology" would count as "Program Required", while for BAE, BAIJ and BSC students it must count as a GER Elective.

Program electives (PE): 6 credits

The PE must be a course offered by either the Department of Public Administration or department of Political Science.

College required (CR): 12 credits

PA1513 Introduction to Public Administration

ECON1103G Introduction to Microeconomics
BAIJ2605 Mass Media and Society
PS1511 Introduction to Political Science

Kimep free electives (KE): 15 credits

General Education: 48 credits

Required courses – 24 credits
Discipline courses – 21
Electives – 3 credits

Total number of credits required for graduation: 129 credits



Break – Down of Credit System BSS undergraduate students

Major Required (MR)	12
Major Electives (ME)	24
Program Required (PR)	12
Program Electives (PE)	6
College Required (CR)	12
General Education Requirements (GER)	48
KIMEP free Electives	15
Total Required for Graduation	129

Course Offerings

Course Prefixes:

PA = Public Administration

PPA = Public Policy and Administration

PMG = Public Management

FMG = Financial Management

NMG = Natural Resource Management

HPA= Health Policy and Administration

Double Coding of Courses Prefixes

Some courses may have more than one prefix (for example: PA/PS). These courses may appear in either the Major field of the student or the Cognate. Of course, these subjects may also be placed in the elective area.

COURSE DESCRIPTIONS

General education courses

GEOG1501 Introduction to Geography

3 Credits

Prerequisites: None

This course provides an introduction to the principles, concepts, and methods of the wide-ranging discipline of geography. A systematic spatial examination of the human and physical environment is provided, as well as an analysis of human-environment relationships. Topics include patterns and processes of landforms, climate, population, economic activity, culture, urbanization, and natural resources.

SC1504 Introduction to Environment Studies

3 Credits

Prerequisites: None

This course provides an introductory study of the systems, processes, and elements of the Earth's natural environment. Multidisciplinary in nature, this course will survey our planet's atmosphere, hydrosphere, landforms, and flora and fauna. Global ecosystems, climatic conditions, human impact on the natural environment, and environmental disasters will also be covered.

Public Administration Courses Program Required Courses

PA2502 Methods of Social Research

3 Credits

Prerequisites: None

This is a basic foundation course designed to instruct students in methodological concepts of academic work. The course will provide students with an understanding of how researchers must operate at different stages in their projects simultaneously, how to understand academic problems, and how to manage the complexity this process entails.

PA1514 Introduction to Sociology

3 Credits

Prerequisites: None

The course covers issues of social institutions and explores the relationship between the individual and society. Special emphasis is given to building sociological perspectives and the understanding of sociology as an academic discipline and human condition (endeavor).

STAT2101 Introduction to Statistical Analysis

3 Credits

Prerequisites: None

The course focuses on practical applications and interpretations of results of statistical



analysis. It introduces basic terms and concepts underlying statistical and quantitative reasoning, including introduction to probability. The course is divided into four sections: data analysis, applied probability, data collection and inferential statistics. Topics include elements of sample surveys, experimental design and observational studies, descriptive and summary statistics for both measured and counted variables, and statistical inference including estimation and tests of hypotheses as applied to one- and two-sample problems, regression with one or more predictors, correlation, and analysis of variance. Applications to quantitative data analysis in economics, social sciences and business, and statistical thinking instead of mathematical manipulation are emphasized. Different techniques of sampling, choosing sample size and the evaluation of results are demonstrated in application to real life problems. Computer implementation is emphasized in this course.

Courses required for all PA majors

PA1513 Introduction to Public Administration

3 Credits

Prerequisites: None

This course will acquaint students with various terms, theories, concepts and models used in the field of Public Administration. After finishing this course students will have a clear understanding about the processes and mechanisms of public decision-making and implementation.

PPA3542 Public Policy Analysis

3 Credits

Prerequisites: PA1513

This course presents a multi-disciplinary, multi-theoretical approach to understanding public policies in different areas such as health care, education, social welfare, crime, defence, environment, economic and tax policy. The course will focus on a systematic analysis of public policy alternatives, factors, and pro-

cesses involved in policy development, and examine the questions about the content of governmental decisions, the factors that cause different policy-outputs, and the consequences of various governmental decisions.

PMG 3533 Organization Theory and Design for Public Organizations

3 credits

Prerequisites: PA1513

This course is meant for students of public administration. This course focuses on the classical and modern aspects of organizations and the role of managers as leaders and facilitators of change. It is aimed to provide students with a theoretical concept and knowledge relevant to organizational design and management issues as well as opportunities to apply this theoretical concept and knowledge to future organizational settings. This course deals with various perspectives on organizations including structural frame, human resource frame, political frame and symbolic frame.

PMG3536 Organizational Behavior for Public Organizations

3 credits

Prerequisites: PA1513

This course is meant for students of public administration. This course will introduce students to the major concepts of organization theory and behavior. The course examines various theories developed in an attempt to explain and predict employee behavior in an organizational context. The primary focus of organization behavior is leadership and decision making skills in intercultural environment, power, job satisfaction, and motivation. The overall objective of this course is the development of skills and knowledge that will allow students to contribute in the managing of effective behavior in organizations.

FMG3531 Public Finance*3 Credits**Prerequisites: PA1513, ECON1101*

This course will examine economics of the public sector. It emphasizes government budget influences on distribution, resource allocation, stability, growth, expenditure, budgeting, and public choice. It will also study public goods, externalities, and social insurance. Students will use models to analyze real-world problems and programs.

NMG3541 Natural Resource Management*3 Credits**Prerequisites: PA1513*

This course is intended to provide students with critical frameworks for understanding problems in natural resource decision-making and use. An interdisciplinary approach to managing natural resources will be developed that will allow students to assess and utilize the types of information, expertise, and value-judgments that need to be considered in reaching a decision. Historical and current examples of resource use will be employed in order to reinforce the learning process. Essay topics of the students' choice may be Kazakh or international.

Public Policy and Administration career track**Required courses****PPA3540 Governance and Development***3 Credits**Prerequisites: PA1513 Introduction to Public Administration*

Radical global transformations are underway in industrial structure, business activities, production system, and a new development ideology. To adapt these diverse changes, developing countries must reconstruct development policies. Development policies need a new vi-

sion of governance to harmonize global movements and diverse socioeconomic activities. The course is primarily aimed at introducing the students to the theoretical foundations of development and governance by acquainting them with the key schools of thoughts, debates, approaches, and issues. The focus is on bridging theoretical discourses with practical examples and learning. At the end of the course, the students are expected to develop a broad based understanding of the key concepts, contexts, issues, and challenges surrounding the theoretical and practical discourses of development and governance both globally and nationally.

PPA3542 Public Policy Analysis*3 Credits**Prerequisites: PA1513*

This course presents a multi-disciplinary, multi-theoretical approach to understanding public policies in different areas such as health care, education, social welfare, crime, defence, environment, economic and tax policy. The course will focus on a systematic analysis of public policy alternatives, factors, and processes involved in policy development, and examine the questions about the content of governmental decisions, the factors that cause different policy-outputs, and the consequences of various governmental decisions.

Elective courses**PPA3546 Comparative Educational Policy and Systems Design***3 Credits**Prerequisites: PPA3542*

The purpose of this course is to enable public policy and teacher candidates to think critically about education as a social institution. The course may be useful for public policy designers, teachers, educational administrators, workers in international institutions, workers in science and industrial policy, consultants in vocational and human resource development or retraining, and for social reformers. The course focuses on Western Europe and North America, the CIS and Eastern Europe, and Central Asia.



PPA3543 Urban Development

3 Credits

Prerequisites: PA1513

This course provides an overview of politics and policy-making for large cities and metropolitan areas. It dwells upon such issues as governmental strategies of reform; land-use planning and regulation; management and social impact of growth; transportation and the environment; citizen participation and development of local democratic institutions.

PPA3547 Social Policy in Transition Countries

3 Credits

Prerequisites: PPA3542

The goal of the course is to provide students with an understanding of social issues involved in the transition from a centrally planned to a market economy. The course equips students with skills in analysing the process of social policy formation and in evaluating current social policy conditions in transition economies, and gives them knowledge of the steps needed to move from an authoritarian to a civil society

PPA3548 Health Care Policy

3 Credits

Prerequisites: PPA3542

This course is designed to instil an understanding of major health care policymaking and related issues. The course emphasizes history/background; physical, social, and economic environment; the policy process; and the political marketplace of contemporary Kazakhstan health care policies.

PPA4540 Quantitative Data Analysis

3 Credits

Prerequisites: STAT2101

The course is aimed at undergraduate and graduate students who have only basic backgrounds in statistics. The course focuses on the application, interpretation and critical evaluation of statistics as tools for data analyses commonly used in policy sciences. It pays particular attention to the fundamentals of probability

and inferential statistics and subsequently linear regression and correlation, which provide a general framework for a good number of specialized data analysis techniques. A secondary objective of the course is to introduce students to the utility of Microsoft Excel and SPSS. This course provides basic quantitative data analysis skills extremely useful in the career track. The course will cover the following topics: a review of the principles of descriptive statistics and statistical inference, graphical techniques for both presenting and analysing data, a discussion of the model that underlies the analysis of variance and regression, a study of the assumptions underlying statistical procedures, an exploration of the difference between correlation and causation, factor analysis, and nonparametric tests. The course will emphasize a problem-solution approach and the application of the course techniques and computer work.

PPA4541 Gender and Public Policy

3 Credits

Prerequisites: PPA3542

The course looks at the negative and positive effects of public policy on gender relations in the family and the labor market. The reasons for gender differences in economic outcomes are discussed. Policies to promote gender equity are considered. The first part of the course focuses on the labor market and the gender wage gap. The second part of the course examines the family, with a particular focus on intra-household resource allocation. The final part of the course considers macro-economic issues. The course takes a comparative perspective on gender inequality in the labor market, drawing insights from developed, transitional, and developing countries.

PPA4542 Current Issues in Public Policy and Administration

3 Credits

Prerequisites: PPA3542

This course provides a scholarly perspective on public policy and administration that covers major theories associated with the field



and the political, social, and economic context within which they are developed. The course will make a strong connection between the students' professional development and a body of knowledge based on major theories and concepts of public policy and administration.

Public Management career track

Elective courses

PMG3524 Leadership and Management

3 Credits

Prerequisites: None

The course's main objective is to help students develop personal leadership skills necessary in a challenging and fast-changing environment. Course combines both theoretical foundations and practical exercises on self-management, managing and building relationship with other people, and essentials of managing organizations.

PMG3522 Decision Making

3 Credits

Prerequisites: PA1513

This course presents decision-making as a crucial part of strategic management. The course is intended to explain that decision-making is a complex process that involves understanding of constituent components. These components are presented in a logical sequence to students, together with analytical tools for decision-making. Decision-making pervades the entire administrative organization and planning process.

PMG3523 Human Resource Management

3 Credits

Prerequisites: PA1513

The purpose of this course is to provide students with an understanding of the principles and functions of human resources management and of personnel administration. It also reviews how organizations do or can deal with human resource management issues. Studying the ways that HRM issues are handled can help

students who will be tomorrow's managers be better prepared to create policies and procedures that will ensure effective use of human resources in organizations.

PMG4520 Program Evaluation

3 Credits

Prerequisites: PA1513

The course is organized to provide students with an overview of the tools and techniques used to measure the activities, characteristics, effectiveness and efficiency of programs targeted towards specific populations. The primary objective of program evaluation is to provide feedback to decision-makers and other stakeholders, in order to determine whether a particular program is achieving desired outcomes at a reasonable cost. Students will be exposed to evaluation strategies and issues related to evaluation design. Students will develop and conduct a professional project evaluation of existing national and international projects in Almaty, including initiatives undertaken by different international organizations (UNICEF, UNESCO, USAID), foundations (SOROS Foundation), and local NGOs. Project evaluations will be conducted in groups of 3-4 students. Students will be accompanied and supervised throughout all stages of the evaluation process. No previous experience with evaluation research and empirical or qualitative data analysis is required.

PMG4521 Current Issues in Public Management

3 Credits

Prerequisites: PMG3521

This course discusses government reform and modernization efforts around the world. It will deal with the most common areas in need of reform and innovation such as civil service, regulation, service delivery, and the fight against corruption. It will look at innovations that involve the use of information technology, performance management, and competition to improve the effectiveness and efficiency of government. Many of the concepts now in play in public sector management come from the private sector. How they apply and should be



used in a governmental context is an important part of this course.

PA4550 Internship in Public Administration

3 Credits

Prerequisites: PA1513

The internship is designed to provide the student with an experiential learning opportunity by placing the individual in the office of a public official, corporation, or a nonprofit organization on a part-time, volunteer basis. Students are asked to examine and analyze the functions, processes, and outputs of the public or private sector organizations of their placement. A research report of moderate length is required by the end of the semester. Internship can be replaced with Senior Research Project.

PA4556 Senior Research Project

3 Credits

Prerequisites: Senior level standing

This is a 3-credit course offered as an alternative to the Internship in Public Administration. The course may be done within any career track or major area, but must cover some topic in Kazakhstan public administration or public policy, or a topic concerning the operation of a private business or NGO in Kazakhstan. The main purpose of the course is for the student to apply concepts of public and private organization design and functioning; and to do so in some depth, culminating in a research paper of 20 pages of text. The student will go through the supervised steps of selecting, justifying, and focusing a topic and will use evidence and methods of research appropriate to his/her project. The course is conducted under the supervision a faculty member chosen in agreement by the student and PA Department. It ends with the student's oral presentation of the project before a committee of PA faculty.

PMG4551 Strategic Public Management

3 Credits

Prerequisites: PMG3521

The course introduces various approaches and tools for the design, implementation and

evaluation of an organization's strategy. The course also helps to develop a critical analysis of strategic management, its importance and limits in the rapidly changing environment and its impact in the context of different actors involved in public sector.

PMG4552 Public Sector Leadership

3 Credits

Prerequisites: PMG3521

This course objectives are to understand the purpose of public sector leadership, its challenges, paradoxes and potentials. This course focuses on the examination of various models of leadership in early and traditional Public Administration as well as New Public Management. The course also addresses issues related to public sector leadership in times of stability, change, or crises.

PMG4553 Local Government

3 Credits

Prerequisites: PA1513

The course is designed to provide students with an understanding of the political, institutional, and legal framework of local government activities. Students will be introduced to the concept of power decentralization. The focus will be on the process of decentralization in Kazakhstan, with regard to particular problems and constraints that local governments encounter.

PMG4554 Public Management and Governance

3 Credits

Prerequisites: PMG3521

The focus of this course is to introduce the concept of governance as it relates to public, nonprofit voluntary and private sectors. The course critically examines the nature of the relationship between different actors involved in these sectors and how they foster economic, social and democratic development. The course is based on comparative examination of Kazakhstan voluntary nonprofit and business sectors with experience of other countries of the region and the world.



Financial Management career track

Elective courses

FMG2511 Introduction to Financial Management

3 Credits

Prerequisites: PA1513, ECON1103G

The course is intended to introduce the terminology and concepts of finance such as assets and liabilities, retained earnings, cash flow, time value of money, liquidity, budget, etc. Students will be able to read and understand financial statements. Also students will be introduced to the fundamental questions of financial management such as how to reduce financial risks.

FMG3532 Government and Business

3 Credits

Prerequisites: ECON1103 Introduction to Microeconomics

The course focuses on the role of the government for supporting and enhancing private entrepreneurship. This includes identifying the industries in which the government production of goods and services is necessary and industries in which government is not normally involved, and why. Topics also include ways and forms of government regulation of private business, antitrust policy and promotion of competition. Students will do case studies illustrating the rationale for government intervention in different sectors of the economy and will discuss the public policy toward development of private business.

FMG3533 Financial Management in Public Sector

3 Credits

Prerequisites: ECON1103G

In this course students will study theory and practice of corporate finance. Analysis of financial statements, pro forma statements, cost of capital, risk and return, and capital budgeting will be studied. Also, attention will be paid

to socioeconomic aspects of financial management. Case studies may be employed when applicable.

FMG3534 Taxation and Spending in Selected Countries

3 Credits

Prerequisites: ECON1103G

This course will study both the theories of taxation and how various taxation concepts and approaches are used in different countries around the world. Some topics will focus on alternative ways of generating revenue, and how successful government is in doing this. Other topics will examine government spending programs in the areas such as social insurance, education, and health care. Students will study the success and difficulties in implementation of different tax structures in different countries including the United States, Canada, Kazakhstan and others

FMG4531 Investment Management

3 Credits

Prerequisites: ECON1103G, STAT 2101

Theory and practice of investment decisions of individuals and fund managers. Topics include capital market theory and the efficient market hypothesis literature. Standard institutional and investment analysis topics and international investment topics are also covered.

FMG4532 Current Topics in Financial Management

3 Credits

Prerequisites: ECON1103G

Examination of finance topics currently being discussed in the media, and development of advanced analytical skills in those topic areas. Topics will change depending upon the business environment. The following topics form the basis of the course: lease vs. buy (borrow); leveraged buyouts; merger analysis; capital budgeting; capital structure decisions.



PA4550 Internship in Public Administration

3 Credits

Prerequisites: PA1513

The internship is designed to provide the student with an experiential learning opportunity by placing the individual in the office of a public official, corporation, or a nonprofit organization on a part-time, volunteer basis. Students are asked to examine and analyze the functions, processes, and outputs of the public or private sector organizations of their placement. A research report of moderate length is required by the end of the semester. Internship can be replaced with Senior Research Project.

Natural Resource Management career track

Elective courses

NMG3542 Environmental Policy, Planning and Evaluation

3 Credits

Prerequisites: PA1513

This course will cover selected issues in environmental policy, using North American, European, and Central Asian examples. It will examine the concept of policy and what it means for governments to have and implement policies, both nationally and internationally. The sequential steps in the development of environmental policy will be discussed, as will methods of planning and evaluation. Students may write case-study essays on topics of their choice.

NMG3543 Environmental Problem Solving

3 Credits

Prerequisites: PA1513

Environmental problems, whether local or global in scale, are an expression of complex relationships between human beings and natural environmental systems. Quite often human progress, in the form of economic de-

velopment, urbanization, technological developments, or population growth, comes at the expense of environmental quality and sustainability. As most of the world's environmental problems are characterized by a certain historical, social, political, economic, and ecological complexity, policy initiatives aimed at solving such problems are both complex and difficult. This course will provide a detailed history and analysis of many of the world's most pressing environmental problems, as well as a detailed analysis of potential policy solutions.

NMG3546 Energy in a Changing World

3 credits

Prerequisites: PANRM3541 or with instructor's permission

This course will provide an interdisciplinary understanding of energy by examining the economic, technical, political, and environmental opportunities and impacts of energy systems. You will acquire the tools to make the scientific and financial calculations necessary for energy planning. This course will enable you to evaluate current energy policies and future energy possibilities.

NMG4541 Oil and Gas Policy

3 Credits

Prerequisites: PA1513

The course will examine the role of oil and gas in politics, including the types of regimes in which oil figures prominently, and will examine the ways in which government policies affect economic growth in these industries. The course will pay special attention to the role of OPEC in world affairs, and to the growing influence of newly emerged oil powers, including the Caspian Sea region and Republic of Kazakhstan

NMG4542 Current Issues in Natural Resource Management

3 Credits

Prerequisites: NMG3541

This course introduces students to different



aspects of natural resource management such as politics, economics, intergovernmental and international relations, and the role of industry and non-governmental sectors. It also considers influence of regional, international organizations and agreements on management of natural resources on state, and regional, local levels. The specific topics of the course may include water resources, fisheries, forestry, soil management, etc.

NMG4543 Natural Resource Use and Ecological Stability

3 Credits

Prerequisites: NMG3541

The course develops the microeconomics-based environmental policy paradigm and uses the paradigm to evaluate the efficiency of current environmental regulations. The course also explores the incentive issues associated with the design of international environmental agreements and develops techniques for valuing environmental resources.

PA4550 Internship in Public Administration

3 Credits

Prerequisites: PA1513

The internship is designed to provide the student with an experiential learning opportunity by placing the individual in the office of a public official, corporation, or a nonprofit organization on a part-time, volunteer basis. Students are asked to examine and analyze the functions, processes, and outputs of the public or private sector organizations of their placement. A research report of moderate length is required by the end of the semester. Internship can be replaced with Senior Research Project.

NMG4544 Environmental Management

3 Credits

Prerequisites: PA1513

The course presents an introduction and review of the factors influencing the quantity, quality and distribution of resources within

the environment, uses of the environment and relation to human population size and demographics, effects of natural and human disturbances on the environment and economic and political considerations for environmental management.

Health Policy and Administration career track

Required courses

HPA3541 Health Policymaking

3 Credits

Prerequisites: PA1513

This course emphasizes the structure and operation of health care policies. It provides a comprehensive model of the process of policymaking in the United States. Public policy making is a very complicated process of highly interrelated activities. Students also take a national (Kazakhstani) health-related public policy and trace the organizations, activities and relationships in creating it.

Elective courses

HPA3542 Health Care Administration

3 Credits

Prerequisites: PA1513

This Course offers theoretical and practical knowledge in regards to the historical development, structural organization, and financing of contemporary health care systems. It introduces students to the economic factors and issues facing conventional and integrative health care systems today and reviews program design and implementation, health services administration, and financing among various types of health care delivery systems. It includes a discussion of diverse management styles, and the influence of power and politics on health care organization and delivery. Students will learn the principles by applying them in class via real world examples, and class projects will allow students to explore an area of health care administration in depth relevant to the career goals or interests of the individual student.



HPA3543 Leadership and Direction in the Administration of Health Services

3 Credits

Prerequisites: HPA3541

This course will provide an introduction to the basic principles of leadership and direction of those who are interested in supervision and management of health programs. We will identify, describe and discuss the theoretical concepts of leadership in health organizations and analyze and propose solutions for selected organization/management problems and cases in health organizations.

HPA3544 Global Health: International Health Care Systems

3 Credits

Prerequisites: HPA3541

Global Health: International Health Care Systems provides an overview of current issues in health policy and implementation of health programs in low-and middle-income countries. The course focuses primarily on activities related to health; social and economic development funded and/or implemented by ministries of health; multilateral organization; and bilateral and non-governmental organizations. The main topic covered by the course is: what are the options open to a ministry of health, an international health organization, or a non-governmental organization that wants to improve health status in a country where the funding available for health is extremely limited?

HPA3545 Public Policy Issues in Women's Health

3 Credits

Prerequisites: HPA3541

This course explores current public health policy issues in women's health, providing students with the skills necessary to analyze women's health issues from a policy perspective.

Current policy issues will be identified and an-

alyzed for a wide variety of women's health issues. Biological, socio-cultural, psychological, historical, and political processes that shape and define women's health and healthcare experiences will be explored.

HPA3546 Politics and Policies in an Aging Population

3 Credits

Prerequisites: HPA3541

This course will explore the impact of an aging population on social institutions and explore the potential utility of different approaches in responding to the social welfare demands of an increasingly ethnically and racially diverse population. Upon successfully completing this course, the student will be familiar with the process of policy formation; will be able to identify key players and interest groups; evaluate different forms of providing health care, income, housing, and social services to a rapidly growing older population; and contrast political ideologies regarding state and private responsibility for populations of all ages who need care and assistance, with special emphasis on the chronically ill, the frail, and persons with disabilities.

HPA4531 The Social Roots of Health and Disease

3 Credits

Prerequisites: HPA3541

This course helps prepare students to become leaders in international health, and guides them in their efforts to improve the health conditions of those overburdened by poverty, marginalization and social injustice. By the end of the course, students will have gained an understanding of how social forces become embodied as pathologies and how specific political, economic and historic processes influence the distribution of disease among different populations.

This course will cover old scourges as well as new and reemerging infectious diseases, environmental policies, social injustices, violence, and social unrest.



HPA4532 Epidemiology and Policy

3 Credits

Prerequisites: HPA3541

This course will provide an understanding of the basic methods and tools used by epidemiologists to study the health of populations. We will define basic terms used in epidemiology, describe demographic and epidemiologic transitions of the 20th century, and define and apply the concepts of cause and prevention. The course will also present an introduction and overview of the basic paradigm for use of epidemiologic evidence in a policy context. Participants will gain an understanding of the central role of epidemiology in formulation of public health policy and of processes used to synthesize evidence for this purpose.

HPA4533 Environmental Health and Safety Management

3 Credits

Prerequisites: HPA3541

This course will provide you with the fundamental skills needed to develop, implement, and manage a comprehensive occupational safety and health program. It will present an overview of environmental, health and safety management, and will provide students with an introduction to management systems for EHS operations. The course explores the motivations and strategies for environmental, health and safety management, identifies EHS management components, and presents the fundamentals of developing EHS visions and policies. Environmental health policy provides broad, multidisciplinary training in environmental health issues, including occupational health, risk assessment and risk management, and decision-making and policy analysis. Individuals, interested in the policy process and environmental health, are encouraged to take this course.

HPA4534 Economics of Health Management and Policy

3 Credits

Prerequisites: HPA3541

This course introduces the application of economics to decisions regarding the amount, organization, and distribution of health care services in the United States. The goals of the course are to provide an economics perspective for management decision-making, to provide a theoretical groundwork for the study of finance, accounting, marketing, and planning, in order to enable you as future health care managers to play positive roles in the reform of health care. The idea is to understand what recent economic theories can contribute to healthcare management, and also to understand what evidence can be gleaned from real examples and data.

Credit Transfer/Waiver Policy

The Department of Public Administration is committed to allowing students flexible options in choosing their programs and courses. Thus, the Department will allow the waiver of up to 24 credits from undergraduate coursework from the BSS program to the MPA Program. It will also allow the transfer of up to 24 credits from such relevant coursework taken outside KIMEP from recognized institutions to the MPA Program. This should allow most BSS students to complete an MPA degree from KIMEP within one academic year. KIMEP students from other undergraduate programs who have taken the appropriate BSS courses can also be eligible for waiver of credit and finish the MPA Program sooner. However, previous coursework submitted for application for a transfer or waiver of credit will be evaluated on a case-by-case basis to determine MPA graduation requirements. Credits can be transferred or waived not only for elective courses but also for required courses. Out of a total of 60 credits, required courses occupy 42 credits. A student, if the coursework qualifies, may be able to get 30 out of 42 of these credits waived or transferred. However, waivers and



transfers of credit will NOT be permitted in the case of the Thesis Option (PA5221) or Creative Component Seminar (PA5222). Every course submitted for a transfer or waiver of credit must have an overall grade point average of at least B- (2.67 must have a grade of at least B (3.0 on the KIMEP grade on the KIMEP grade point average scale). point average scale). Furthermore, applicants to the program master of public Administration (MPA).

GRADUATE PROGRAM

MASTER OF PUBLIC ADMINISTRATION (MPA)

Statement of Purpose

The mission of the Master of Public Administration program at KIMEP is to prepare students for careers and leadership roles in the public, private, and nonprofit organizations and to nurture their commitment to ethical public service in a diverse society. To achieve our mission, the MPA program provides an intellectual, collaborative and engaged learning environment in which students learn to act as facilitators in defining and pursuing the public interest. Key ideas and concepts are presented within the historical, political, social, cultural and economic contexts of public administration. The Master in Public Administration (MPA) program started in 1994 shortly after the inception of KIMEP. Since then, over 250 MPA's have graduated, contributing skills, knowledge and abilities to public, non-profit service at the national as well as the international level. We are currently working to internationalize the student body to bring people together to share ideas from across the world, and particularly China and South Asia, as well as former Soviet republics. The program:

- Advances excellence in public and non-governmental policymaking and management through strengthening leadership capacity, analytical skills, ethics, accountability, diversity, and responsiveness of current and future leaders of public service, and of community

and non-government organizations

- Prepares professional policymakers and managers whose skills enable them to adapt to changes caused by economic transition and development, and to meet new demands on organizations at the local and international levels.
- Is a two-year full-time postgraduate program taught in English, but may be completed in one-year for those with significant and relevant previous study.

It is suitable for people who wish to make a career (or second career) in government, public service and development management, bilateral and multilateral institutions, nongovernment organizations and government relations for private sector organizations.

The Master of Public Administration degree requires 60 credits of coursework for students new to the field or 30 credits for students with significant experience in public management and/or KIMEP graduates. This includes 12 credits of foundation courses, 24 credits of major required courses, and 24 credits of concentration courses and electives.

The courses taught for MPA students are conducted in a number of ways: as advanced lecture course; as seminars in which faculty and students present critical studies of selected problems within the subject field; as independent study or reading courses; or as research projects conducted under faculty supervision. It is important to note that all graduate courses are offered during evening time to ensure that our students keep their full-time jobs at KIMEP or outside of KIMEP.

Graduate studies imply developing scientific curiosity and acquiring special skills to be able to do the research. Nurturing research culture among MPA students is one of our very first priorities. Under the guidance of a Department of Public Administration faculty member, all MPA students are expected to write a thesis (9 credits). A thesis should make a genuine contribution to the understanding and analysis of public policy issues, management and administration in Kazakhstan.

To make our graduate program even more at-

tractive and competitive we offer on-line courses such as “Macroeconomics,” “Microeconomics,” and “Health Administration and Policy,” which is the beginning of a long-distance MPA Program. This program will combine long-distance and traditional teaching. For example, students who choose this blended delivery model have to come to the university to take entrance exams, and attend intensive (modules) courses, where they will meet instructor, receive assignments, and become acquainted with KIMEP’s rules and regulations such as grading policy, cheating and plagiarism policy, tuition policy and so on. At the end of the term, students will come again to attend intensive courses (quick review of topics covered in the course) and to pass exams.

Graduate Curriculum for the 2008-2009 (MPA Program)

Foundation courses: 12 credits

Basic Disciplines are courses that students lacking a sufficient background (including all who are admitted from outside KIMEP) must take as the basis for further study in the MPA program. The grades will be included in the student’s GPA.

Course code	Title of the course	Credits
PA5114	Essentials of Public Administration	3
PA5111	Seminar in Political Science	3
PA5115	Microeconomic Theory and Policy	3
PA5116	Macroeconomic Theory and Policy	3

Required Component (RC), Specialization Disciplines (SD), and Elective Component (EC)

Course Code	Title of the course	Credits
PA5122	Administrative Ethics (RC)	3
PA5213	Local Government (RC)	3
PA5212	Project Appraisal and Management (RC)	3
PA5121	Quantitative Methods and Statistics (RC)	3
PA5214	Fiscal Governance (RC)	3
PA5124	Managing People and Organizations (RC)	3
PA5211	Public Management (RC)	3
PA5215	Readings in Public Administration (RC)	3
PA3XXX/ 4XXX/ 5XXX	PA Elective (SD)	3
PA3XXX/ 4XXX/ 5XXX	PA Elective (SD)	3
	KIMEP Elective (EC)	3
	KIMEP Elective (EC)	3
	KIMEP Elective (EC)	3
Thesis		
PA5221	Thesis I (R): Research Methods	3
PA5221.1	Thesis II (R): Thesis Proposal	3
PA5221.2	Thesis III (R): Thesis Defense	3

The specialization disciplines (SD) are courses taken by students in a given specialization in the Department of Public Administration. They must be 3000, 4000, 5000, level classes. The department makes no distinctions among major classes at the 3000, 4000, or 5000 level, therefore all count towards graduation requirements. All MPA students must write a Thesis of 9 credit hours in order to complete the program.

KIMEP Free Electives (EC): 9 credits.

Total number of credits required for graduation: 48 credits Plus 12 credits of foundation courses



Major courses: Required (RC) and Elective (EC)

The major elective courses are courses that a student will take in his or her major only (PA). They must be 3000, 4000, 5000, level classes. The department makes no distinctions among major classes at the 3000, 4000, or 5000 level, therefore all count towards graduation requirements.

Break-down of Credit System for graduate students

Course Type	Number of credits
Major Required (RC)	24
Thesis	9
Major Electives (SD)	6
KIMEP Free Electives (KE)	9
Total Required for Graduation	48

Concentrations

To create an academic and intellectual climate that respects diversity of student educational and research interests, the MPA program offers three concentration options (specializations). These concentrations are the following: Public Policy, Public Management, Financial Management. Having a concentration is not required. It is optional. Those students who desire official recognition of accomplishment in one of the above listed fields must submit a Master's Thesis. The thesis will determine for which concentration one will receive recognition. Those who complete an exceptionally good thesis will be awarded not only the MPA degree with a concentration, but also with Honors. Students who are interested in taking a concentration should consult with their advisers before registering for courses. Students are strongly encouraged to take at least two major elective courses from the chosen concentration.

COURSE DESCRIPTIONS

Foundation Courses

PA5111 Seminar in Political Science

3 Credits

Prerequisites: None

This is a general introductory course on Political Science for MPA students. This course will acquaint the student with various terms, concepts, theories, and methodologies used in political science. The course will focus on different types of ideologies, forms of government, division of power, political systems, processes and institutions. There will be considerable discussion of government and politics in Kazakhstan. A few topics on international relations have also been included in order to acquaint students with the modern world system.

PA5114 Essentials of Public Administration

3 Credits

Prerequisites: None

This is an introductory course for all MPA students. The main goal of this course is to present students with a basic and yet comprehensive understanding of the field of public administration. Students will be acquainted with various terms, definitions, theories, concepts and models used in the field. It also covers aspects of public management, such as, strategic management, performance management, and organizational behavior. At the end of the course, students should have a clear understanding about the process and mechanism of public decision-making and implementation.

PA5115 Microeconomic Theory and Policy

3 Credits

Prerequisites: None

This course will teach you how to use microeconomic theory to address practical problems in the policy world. The first part of the course



will use traditional economic tools to analyze the fundamental issues of the market system, with the emphasis on government policies regarding redistribution of income, maintaining competition, taxation, provision of public goods, and anti-trust policy. After briefly reviewing the main results in general equilibrium and welfare economics, we will critically assess the market mechanism and identify the circumstances under which it leads to inefficient outcomes. Part two of the course will study other developments in microeconomic theory and explore rationales for public policy in areas such as health care, investment in schooling, wage contracts, collective bargaining, and immigration.

PA5116 Macroeconomic Theory and Policy

3 Credits

Prerequisites: None

This course will teach students the basic tools of macroeconomics and how to apply them to real-world economic policy. During this course students will (a) understand how to evaluate macroeconomic conditions such as unemployment, inflation, and growth (b) understand how monetary policy and fiscal policy can be used to influence short-run and long-run macroeconomic conditions (c) understand how to interpret and analyze macroeconomic events. The course will cover a broad range of topics in macroeconomic policy. Examples of issues to be discussed include the role of fiscal and monetary policies in stabilizing the economy, the relationship between inflation and unemployment, the role of government policy in promoting long-term economic growth, monetary and fiscal policies in an open economy, budget deficits, stabilization policies and economic reforms.

The course will be structured around the tools (models) of macroeconomics, using graphs and occasionally equations. However, motivations for these tools, and examples of their use will always be taken from current and recent real-world macroeconomic events and conditions.

Required Courses

PA5113 Research Methods

3 Credits

Prerequisites: None

This is an introductory course in social science research methodology. It is designed to introduce the student to basic concepts and problems encountered in social scientific investigation, including types of data and measurement, sampling, probability, and research design. Structuring research is about the planning of scientific inquiry, designing a strategy for finding out something. Ultimately, scientific inquiry comes down to making observations and interpreting what you have observed. However, before you can observe and analyze you need a plan. You need to determine what you are going to observe and analyze: why and how. That's what research design is all about. This course will also emphasize the importance and limitations of theory and methodology in social science research as well as the purposes of applied research, program evaluation, policy analysis, and research ethics.

PA5121 Quantitative Methods and Statistics

3 Credits

Prerequisites: None

The course focuses on the application, interpretation and critical evaluation of statistics as tools for data analysis, not on derivations and proofs. It pays particular attention to descriptive statistics and statistical inference; graphical techniques for both presenting and analyzing data; a discussion of the model that underlies the analysis of variance and regression; a study of the assumptions underlying statistical procedures; an exploration of the difference between correlation and causation; an understanding of time series and cross-sectional data. The course emphasizes the use of a problem solution approach and the application of the techniques and computer work.



DEPARTMENT OF PUBLIC ADMINISTRATION

**PA5214 Fiscal Governance***3 Credits**Prerequisites: PA5114, PA5115, PA5116*

The study of the budget cycle, legislative control of the budget and the politics of the budgetary process; market failure and the role of government; fiscal and monetary policies; types of public budget formats; program design, planning, and evaluation; cash management, risk management, and pension funds.

PA5215 Readings in Public Administration*3 Credits**Prerequisites: PA5114*

A program of directed readings under the supervision of a faculty member, focusing on progress, functions, theories, practices, and systems of public administration, or on special areas which benefit the academic program of the student, and which cannot be pursued in any other way. Faculty advisor approval required.

Electives and Options

Public Administration (ME) Elective Courses are those courses that are not required and are offered by the Department of Public Administration. These include graduate courses coded at the 5000 level and undergraduate courses coded at the 3000 and 4000 levels.

KIMEP Elective Courses are those courses that are not required and are not offered by the Department of Public Administration. These do not include undergraduate courses coded at the 3000 and 4000 levels.

Along with the electives, there are two options for students in their final semester. They must choose one. One of these is the Creative Component Seminar and the other is the Thesis Option which are described below. Students who wish to get recognition for a concentration must choose the thesis option. Concentrations are also discussed below.

PA5230 Internship in Public Administration*3 Credits**Prerequisites: PA5114*

The internship is designed to provide the student with an experiential learning opportunity by placing the individual in the office of a public official or a nonprofit organization on a part-time, volunteer basis. Students are expected to examine and analyze the functions, processes and outputs of organizations in the public sector.

PA5112 Administrative Law*3 Credits**Prerequisites: None*

This course examines public power from a legal perspective. Topics examined include: the growth of government, and proliferation of regulatory laws, administrative powers and duties, the administrative structure, and legal control of the exercise of public power.

PA5123 Development Administration*3 Credits**Prerequisites: PA5114*

The course examines the theories of administrative development with an-depth analysis of conditions and stages of development emphasizing the role of administration. Focus on development management consisting of planning, implementation, evaluation and control. It also covers the roles of government, institutions, non-governmental organizations and community-based organizations.

PA5216 Fiscal Management*3 Credits**Prerequisites: PA5214*

An examination of the processes involved in financing governments. The course includes public budgeting issues at the state and local level, particularly revenue sources and collection, debt administration and allocation of resources.



The course also covers issues that affect state and local finance, such as deficits and surpluses, and intergovernmental fiscal relationships; economic indicators and their impacts on the economy; use of macroeconomic policies to address social problems.

PA5217 Public Policy of Kazakhstan

3 Credits

Prerequisites: PA5114

This course begins with a background discussion of what it means for a country to have public policies. Reference here is to the political, economic, and social origin of public policies; strategic executive direction; legislative oversight; responsiveness to societal wants or environmental challenges; and participation of professional and civic policy communities. The course then proceeds to a brief analytical inventory of Kazakhstan's public service institutions, tracing since national independence to the present their juridical frames of reference, size, specialization and qualitative characteristics, growth, capacity, and maintenance. Roughly the second half of the course is taken up with specific policy issues. Students have the opportunity to work in pairs or small groups on substantive case studies and to lead class discussions on mainstream public policy topics such as WTO accession; Dutch disease; development of light and heavy industry; agriculture; small business; science policy; education and vocational training; immigration, employment, and labor; nationalities and culture; information, broadcasting, and media; social welfare and health; ecology; transportation; housing; or other topics, depending on students' interests and agreement with the instructor.

PA5221 Thesis Option I

3 Credits

Prerequisites: PA5113, PA5121

Some students will have an opportunity to start writing a thesis upon completion of five core courses. Under the guidance of a DPA faculty member, students choosing to write a Master's Thesis are expected to submit a proposal by the end of the second semester. A proposal

should make a genuine contribution to the understanding and analysis of public policy issues, management, and administration in Kazakhstan. The criteria for the selection of students for the research option are the following:

- Individual performance in the Research Methods course
- High overall Grade Point Average (GPA)
- Interest in undertaking research

PA5221 Thesis Option I: Research Methods

3 Credits

Prerequisites: None

This is an introductory course in social science research methodology and the first step in writing a Master's Thesis. It is designed to introduce the student to basic concepts and problems encountered in social scientific investigation, including types of data and measurement, sampling, probability, and research design. Structuring research is about the planning of scientific inquiry, designing a strategy for finding out something. Ultimately, scientific inquiry comes down to making observations and interpreting what you have observed. However, before you can observe and analyze you need a plan. You need to determine what you are going to observe and analyze: why and how. That's what research design is all about. This course will also emphasize the importance and limitations of theory and methodology in social science research as well as the purposes of applied research, program evaluation, policy analysis, and research ethics. By the end of the first semester, you will design an original research project that will hopefully turn into your Master's thesis.

PA5221.1 Thesis Option II: Thesis Proposal

3 Credits

Prerequisites: PA 5221, PA 5121

Under the guidance of a DPA faculty member, all students are expected to submit a proposal before the end of the second semester. A



proposal should make a genuine contribution to the understanding and analysis of public policy issues, management, and administration in Kazakhstan. All students shall have “Thesis Proposal Defense” in front of three members of a student’s Master Thesis Committee constituted by the Graduate Program Director. The Thesis Committee consists of a thesis supervisor and two full-time faculty members. One member of the Committee may be a full-time faculty member from another department, when the discipline represented is relevant to the student’s thesis. Once the proposal has been approved, permission to Enroll in Thesis Option III Form may then be issued by the Graduate Director.

PA5221.2 Thesis Option III: Thesis Defense

3 Credits

Prerequisites: PA5221, PA 5221.1, PA 5121

Before a student may enroll for Thesis Option III a successful thesis proposal defense must be held, during which the thesis proposal is discussed by the student and all committee members. The final revised draft of the completed thesis should be submitted to the Thesis Committee Chair (thesis supervisor) at least four weeks prior to graduation. Students are expected to carefully consider the comments of their Thesis Committee. The Committee Chair (the supervisor) has final responsibility for thesis approval. The supervisor, in consultation with the student, shall set a date for the oral defense of the thesis before the Master’s Thesis Committee.

PA5223 Health Administration and Policy

3 Credits

Prerequisites: PA5114

This course emphasizes the structure and operation of health care policies. It provides a comprehensive model of the process of policymaking with emphasis on the United States. Public health policymaking is a very complicated process of highly interrelated activities. Students take a national health-related public policy and trace the organizations,

activities, and relationships in creating it. They also determine an area of interest within the public policy domain and explore the intricacies of this area.

PA5224 Policy and Politics of Health

3 Credits

Prerequisites: PA5223

Critical analysis of economic, sociological and political factors that affect health care. This course examines U.S. health policies that impact on access, quality, costs, delivery systems, professional practices, and reform. The course addresses the organization of healthcare and its politics.

Course objectives are to: utilize sociological theories about inequality and social class in relationship to issues of access to health services and health status; critique basic economic theory and health care market forces which shape the health care industry, and cost containment policies at the national, state, and local levels; utilize the sociology of knowledge and the division of labor to understand professional dominance and current economic and political conflicts within health care about quality and the regulation of health professionals; critique political science theories and interest group politics in relation to public policy and health reform debates; and utilize political economy theory in analyzing the current politics of the health system and health reform.

PA5225 Public Health Policy Issues in Women’s Health

3 Credits

Prerequisites: PA5223

This course will explore current public policy issues in women’s health, providing students with the skills necessary to analyze women’s health issues from a policy perspective. In addition, the course will provide an overview of gender differences in morbidity and mortality across the lifespan, theories of explanations for these differences, and issues related to gender and biomedical research.



PA5226 Politics and Policies in an Aging Population

3 Credits

Prerequisites: PA5223

There is widespread concern among policy makers about the growing number of older people in our society and the rising cost of providing medical care and support services to those who need them. This course will explore both the impact of an aging population on social institutions and the potential utility of different approaches to responding to the social welfare demands of an ethnically diverse population. The course will examine population processes shaping the age structure of society, addressing recent changes in social institutions like the family. To understand the needs of older adults and potential social policy responses to them, we will survey state-of-the-art studies, reports, and government documents pertaining to demographic aspects of aging, intergenerational relationships, and income transfers. We will also investigate the organization and financing of health care for elderly persons. The objective throughout the course is to assess alternative models for providing income, housing, health care, and social services to a rapidly growing older population. Toward this end, we will consider the process of policy formation, identify key players and interest groups, and contrast political ideologies regarding state and private responsibility for populations of all ages who need care and assistance, with special emphasis on the chronically ill, the frail, and persons with disabilities.

PA5227 The Foundation of Public Health Ethics

3 Credits

Prerequisites: PA5301

The course provides an introduction to ethical theory in public health. It provides a foundation for further study in public health ethics. Topics covered in the course include: the essence of public health and the evolution of ethical thinking in the field, the philosophical foundations of ethics, the intersection of politics and ethics, a framework for categorizing ethical issues in public health, professional ethics, and research ethics. Each session will include practical application of the theory to public health.

PA5531 Seminar in Public Finance

3 Credits

Prerequisites: PA5115 Microeconomic Theory and Policy (or equivalent)

This is a seminar type of a course that focuses on extensive analysis of government programs using the concepts and theories of public finance. Students will study how efficiently government programs address market failures, what alternatives to government programs are available, and how successfully programs are designed and funded. Other topics include the study of the size and the scope of government, redistribution programs, and government taxation policies.

DEPARTMENT OF ECONOMICS

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Statement of Purpose

The Department seeks to produce quality research and to provide premium training. The latter enables graduate and undergraduate economics majors to make fundamental contributions in the public and private sectors as well as in academia. Our coursework prepares students for careers across the spectra of business, finance, government and public policy, and law. The department also offers accessible, introductory courses for non-majors and non-KIMEP students.



ADMINISTRATION

Abu Islam, Ph.D.
Chair

Leon Taylor, Ph.D.
Director of Graduate Studies

Director of Undergraduate Studies (Vacant)

Sabira Kozhamkulova, Diploma
Executive Assistant to the Chair

Roza Mukasheva, Diploma
Assistant to the Chair

UNDERGRADUATE PROGRAM

BACHELOR OF ARTS IN ECONOMICS (BAE)

Statement of Purpose

The BAE program aims to produce future decision makers for the public and private sectors through intensive training of selected students with academic achievements and integrity. By emphasizing analysis of social systems, the curriculum prepares students for careers in economics, law, finance, business and public policy.

The program offers two specializations. **Business Economics** prepares students for business and finance. It makes possible a concentration in financial economics. Career opportunities for financial economists include financial analyst, risk-performance analyst, investment banker, investment broker, and financial consultant. **Public Policy Economics** prepares students to work with international economics agencies, government agencies, parliaments, and research organizations advising policymakers. Students are invited to consider double majors within the College of Social Sciences. BAE students should consider a minor in public administration, political science, or journalism and mass communication. Majors in those departments should read the requirements for a minor in economics, below.

Students who want more flexibility in their coursework may choose to graduate with a BAE without specialization.

Undergraduate BAE Curriculum

Course type	Number of Credits
General Education Requirements (GER)	24
General Education Disciplines (GED)	21
General Education Electives (GEE)	3
College Required (CR)	12
Major Required (MR)	33*
Major Electives (ME)	21*
KIMEP Free Electives (KE)	15
Total Required for Graduation	129

Major Required (MR) for BAE students:

Course code	Title of the course	33 credits*
ECON1102	Introduction to Macroeconomics	3
ECON1103	Introduction to Microeconomics**	3
ECON1183	Introduction to Statistics	3
ECON2181	Intermediate Microeconomics I	3
ECON2381	Mathematical Economics	3
ECON2182	Intermediate Macroeconomics I	3
ECON3104	Research Methods and Methodology	3
ECON3184	Econometrics	3
ECON3189	Economy of Kazakhstan	3
ECON3888	Internship in Economics for BAE	3
Math1104	Quantitative methods for Economics	3

The total Major Required (MR) credits are 33. However, if any of the above courses appears on a student's list of General Education courses, the BAE Major Electives (ME) must be increased by the total of these GE course credit hours. For example, Introduction to Statistics is a MR course. If a student takes it as a GE course, then three more hours must be taken as a major elective (ME). Instead of 21, 24 credit hours must be taken. **Introduction to Microeconomics is a College Level Required Course. BAE students cannot claim twice the credits for it. So they will have to take another course from the list of Economics Electives to make the total 33 credits for Core Courses.

BAE students who earn "A" in ECON1101 "Introduction to Economics" may substitute ECON1101 for Econ1102 or Econ1103. They may take any additional elective, increasing the total of required Major Elective credit hours. Also, FN2106 may substitute for ECON1103 and FN2105 may substitute for ECON1102.



Major Economic Electives (ME): At least 21 credits

Students must earn at least 21 credits from economics electives to graduate with a major in economics. If any courses on the MR list are also GE courses, the required ME credit hours increase correspondingly. Students may graduate with or without a specialization. For a specialization, students must complete 15 credit hours from the economic electives listed below for that specialization. The remaining 6 credits may come from any 3xxx- or 4xxxx-level economic electives.

KIMEP Free Electives (KE): 15 credits

College Required Courses for CSS students (CR): 12 credits

Course Code	Title of the course	Credits
BAIJ2605	Mass Media and Society	3
ECON1103	Introduction to Microeconomics	3
PA1513	Introduction to Public Administration	3
PS1511	Introduction to Political Science	3

General Education Requirements (GER): 24 credits

* *General Education Disciplines (GED) requirements: 21 credits*

** *General Education Electives (GEE) requirements: 3 credits*

* *BAE students must take up to 21 credits in GED.*

** *Students may take further courses in GED or in English to fulfill their 48 GE requirements.*

Total number of credits required for graduation in Economics: 129 credits

The lowest acceptable grade for an economics course is "D-," unless the course description indicates otherwise.

Double major and minor options

Students from other departments may obtain a major or a minor in economics in addition to a major in their own department. To complete a major in economics, students from other departments must successfully complete 54 credits in economics, including MR (33 credits) and ME (21 credits) courses. The 33 MR credits may include the credits earned from General Education courses. In that case, the required ME credits (21 credits) must be increased correspondingly. To complete a minor in economics, a student must take any 18 credit hours (6 courses) from the list of MR and ME courses in economics. These 18 hours are in addition to required CSS or GE courses such as Introduction to Microeconomics, Methods of Mathematics for Business or Social Sciences and any statistics course (or the equivalents of these in the Bang School of Business).

Major electives (ME) for Public Policy specialization (BAE requires at least 21 credit hours. The number of ME required credits increases if some courses in the MR are also GE courses.)

ECON3111 International Finance
 ECON3112 International Trade
 ECON3122 Labor Economics
 ECON3121 Public Economics I
 ECON3123 Public Economics II
 ECON3125 Monetary Economics
 ECON3127 Urban and Regional Economics and Policy
 ECON3128 Health Economics
 ECON3129 Transportation Economics
 ECON3152 Industrial Organization
 ECON3155 Money and Banking
 ECON3161 Natural Resource Economics
 ECON3163 Agricultural Economics Policy
 ECON3165 Environmental Economics
 ECON3166 Environmental Policy
 ECON3169 Economics of Less Developed Countries
 ECON3170 Introduction to Economic Growth
 ECON3185 Applied Macroeconomics *
 ECON3186 Applied Microeconomics *
 ECON3193 Project Evaluation
 ECON3194 Dynamic Economic Analysis*



ECON3232 Commercial Banks Financial Management

ECON3350 Financial Economics I

ECON4157 Game Theory and Applications*

ECON4185 Applied Econometrics*

MATH1102 Calculus*

** It is highly recommended that students going to graduate school (or higher study) in economics include these courses among their Public Policy Economics Specialization.*

Major electives (ME) for Business Economics specialization (BAE requires at least 21 credit hours. The number of ME required credits increases if courses in the MR are also GE courses.)

ECON3111 International Finance

ECON3112 International Trade

ECON3151 Managerial Economics

ECON3152 Industrial Organization

ECON3153 Law and Economics

ECON3154 Government and Business

ECON3155 Money and Banking

ECON3350 Financial Economics I

ECON3353 Financial Economics II

ECON3354 Financial Economics III

ECON3232 Commercial Banks Financial Management

ECON3351 Foreign Exchange Markets

ECON3352 Financial Institutions

ECON3359 Investment in Emerging Markets

ECON3360 Introduction to Financial Planning

ECON3185 Applied Macroeconomics *

ECON3186 Applied Microeconomics *

MATH1102 Calculus*

ECON4157 Game Theory and Applications*

** It is highly recommended that students going to graduate school in economics include these courses in their Business Economics specialization.*

*** If a MR course is also on your GE list of courses, you must take 24 or more credit hours to complete the Major Requirement module.*

Complete List of Economics Electives

ECON1104 Numerical Methods in Economic Analysis

ECON2101 World Economy

ECON2102 Political Economy

ECON3111 International Finance

ECON3112 International Trade

ECON3121 Public Economics I

ECON3122 Labor Economics

ECON3123 Public Economics II

ECON3125 Monetary Economics

ECON3126 Institutional Economics

ECON3127 Urban and Regional Economics and Policy

ECON3128 Health Economics

ECON3129 Transportation Economics

ECON3151 Managerial Economics

ECON3152 Industrial Organization

ECON3153 Law and Economics

ECON3154 Government and Business

ECON3155 Money and Banking

ECON3161 Natural Resource Economics

ECON3162 Energy Economics

ECON3163 Agricultural Economics Policy

ECON3165 Environmental Economics

ECON3166 Environmental Policy

ECON3169 Economics of Less Developed Countries

ECON3170 Introduction to Economic Growth

ECON3181 Economic History

ECON3182 History of Economic Thought

ECON3183 Comparative Economic Systems

ECON3193 Project Evaluation

ECON3232 Commercial Banks Financial Management

ECON3350 Introduction to Financial Economics

ECON3352 Financial Institutions

ECON3350 Financial Economics I

ECON3353 Financial Economics II

ECON3354 Financial Economics III

ECON3360 Introduction to Financial Planning

ECON3185 Applied Macroeconomics *

ECON3186 Applied Microeconomics *

ECON4157 Game Theory and Applications*

ECON4193 Dynamic Economic Analysis*

ECON4198 Optimization in Economics*

ECON4185 Applied Econometrics*

MATH1102 Calculus*

** It is highly recommended that students going to graduate school in economics include these courses in their Public Policy Economics specialization or Business Economics specialization.*



Credit Transfer Policy

A prospective student of economics may submit a written request to transfer credit to the Director of the BAE Program. The request must be supported by the syllabus of the course, a transcript, and by an official translation of both documents in English. The Director uses this information, and any other pertinent data available, to decide whether to transfer credit. To transfer credit for courses more advanced than those of the first year, the student must submit (in addition to the above documents) a written recommendation from the instructor who teaches the course in the Economics Department at KIMEP.

If the semester in which the relevant course is taught has not started, then the decision of whether to grant credit to transfer the course must be made within 2 weeks of the student's filing the request, but not fewer than three days after the end of the registration period. If the semester has started, then the decision must be made within 3 days. The student is responsible for any delays in adding or dropping courses.

In case of a refusal to transfer credit, the student may appeal to the Chair of the Economics Department. The Chair will create an ad hoc Credit Transfer Committee. Neither the Director of the MAE program nor the Director of the BAE program may chair the committee. The Committee must decide within 3 days of the filing of the appeal. The Committee's decisions cannot be appealed.

A non-economics student follows the same procedure as outlined above, but he submits his materials to his Dean.

COURSE DESCRIPTIONS

MATH1100 Precalculus

0 Credits

Prerequisites: None

This non-credit course is recommended only for students with a weak background in elementary mathematics. Students who have

failed Mathematical Methods for Business and Social Sciences (MATH1101) or Calculus (MATH1102) must take MATH1100 before repeating the failed course. The purpose of the course is preparation for such required courses as MATH1101 and MATH1102. The course covers important topics of basic algebra and introduces calculus. The instructor tries to bridge the gap for the student between mathematical preparation that is typical of a secondary school and that of the university

MATH1101 Methods of Mathematics for Business and SS

3 Credits

Prerequisites: None

The course develops the basic concepts of mathematical analysis used in economics and business with emphasis on differentiation and integration of single real-variable functions and matrix algebra. The approach to these concepts is intuitive and visual. The formal proofs are given only when they help in understanding concepts. Applications to economics, business and social science as well as computational realizations are studied.

MATH1102 Calculus

3 Credits

Prerequisites: MATH1101

This course provides the students with methods of multivariate integral and differential calculus, including partial differentiation and its applications, vector calculus, and nonlinear optimization, both constrained and unconstrained. The students who successfully complete the course will be acquainted with necessary concepts, and they will develop skills to apply their knowledge in business, economic analyses, and academic research.

Math1104 Quantitative Methods for Economics

3 Credits

Prerequisites: None

The course provides necessary concepts of one and multivariable calculus as well as the theory of matrices needed for mathematical economics, econometrics and financial mathematics. The course emphasizes intuition and



conceptualization, avoiding difficult proofs. The course applies these concepts to economics, business, and other social sciences.

ECON1101 Introduction to Economics

3 Credits

Prerequisites: None

The course develops economic concepts and illustrates them with applications from Kazakhstan and elsewhere. The course surveys both microeconomics and macroeconomics. “Micro” addresses how markets coordinate the choices of firms and individuals. “Macro” concerns the national and world economy. Macroeconomic topics include the measurement of national economic activity (Gross Domestic Product, or GDP), economic growth, the business cycle, unemployment, inflation, international trade, and the economic role of government. This course helps the student to reach General Education objectives in critical thinking and writing.

ECON1102 Introduction to Macroeconomics

3 Credits

Prerequisites: None

This course provides basic understanding of a typical market-based economy from society’s point of view. It includes national income analysis; the traditional theory of income and employment; economic fluctuations; the economic role of the government; government expenditures and taxation; money and banking; economic growth; and international economics.

ECON1103 Introduction to Microeconomics

3 Credits

Prerequisites: None

This course provides students with a basic understanding of how markets work. At the end of the course, students should be able to: understand and explain the basic problems in micro economics; demonstrate knowledge of basic microeconomic terms, concepts and models; correctly apply microeconomic terms and concepts when discussing economic is-

suess; and appreciate the contributions, as well as the limits, of microeconomics in solving current economic problems.

ECON1104 Numerical Methods in Economic Analysis

3 Credits

Prerequisites: ECON1103

The course covers the basic tools of numerical analysis in economics, including matrix theory; linear algebra; methods of solving systems of linear equations with emphasis on economic applications; and computational aspects.

ECON1183 Introduction to Statistics

3 Credits

Prerequisites: MATH1104

This course introduces the basic concepts of study design, data collection, data analysis and statistical inference. Topics include an overview of observational and experimental study designs; graphical and numerical descriptive statistics; probability distributions for simple experiments and for random variables; sampling distributions, confidence intervals, and hypothesis testing for the mean and proportion in the case of one sample. The emphasis is on developing statistical reasoning skills and concepts; computational skill is secondary. Students are taught the use of statistical software to handle the computations.

ECON2101 World Economy

3 Credits

Prerequisites: ECON1103

The purpose of this course is to enable students to understand the world economy. Students will examine classical trade theory and learn the arguments that favor free trade. The course will also introduce the arguments challenging the free-trade paradigm, including “new trade theory, as well as contentions drawn from economic geography, location theory and other fields. The course may also consider the environment, poverty, demographics, and technological progress, depending on the preferences of the instructor and of the students. The students will learn to analyze current economic events and global economic institutions, using the economic theory developed earlier.

**ECON2102 Political Economy***3 Credits**Prerequisites: ECON1102 or ECON1101*

Political economy explains how economic interests shape society and how society -- political institutions in particular -- protects group economic interests. The course begins with the traditional approach to political economy, which uses the concept of class interests to explain the structure of capitalist society. The course also examines the post-structuralist approach, which tries to incorporate a variety of determinants of economic outcomes by analyzing the behavior of economic agents and the evolution of political institutions in a historical milieu. Students will learn to recognize the nature of class interests in capitalist and non-capitalist societies, interpret social changes in the context of political economy theories, and relate the content of the course to their own experiences.

ECON2181 Intermediate Microeconomics I*3 Credits**Prerequisites: ECON1103, MATH1104*

This course falls between Principles of Microeconomics and Advanced Microeconomics. Topics include consumer theory, firm production and costs, decision-making under perfect competition, imperfect competition, monopoly, and oligopoly. Students can diagnose and solve microeconomic problems using the economic concepts and tools acquired in this course.

ECON2182 Intermediate Macroeconomics I*3 Credits**Prerequisites: ECON1102, MATH1104*

This course provides the theoretical background to analyze macroeconomic phenomena. Several competing theories will be introduced to discuss controversial issues of employment, inflation and government policies. Traditionally, Keynesian and Classical theories are debated in depth in this course. Theories like the Real Business Cycle Model also will be included.

ECON2183 Mathematical Economics*3 Credits**Prerequisites: ECON1103 and MATH1104*

This introductory course applies mathematical tools to optimization decisions in economics. Matrix algebra and calculus (differentiation and integration) will be briefly reviewed. The economic intuition behind various mathematical assumptions is explained. Particular emphasis is given to the unconstrained and constrained optimization techniques applied to the consumer theory, production theory (profit maximization and cost minimization), and to general equilibrium analysis. Linear modeling and linear programming are also covered.

ECON3111 International Finance*3 Credits**Prerequisites: ECON2182*

This course provides a deeper knowledge of the determination of foreign exchange rates and of international macro policy adjustment. This course consists of three parts: Foreign Exchange Rates, Open Economy Macroeconomics, and Real Exchange Rates. The basic models of spot exchange rates, forward exchange rates, and interest rate interactions are also developed. Topics include purchasing power parity as well as uncovered and covered interest rate parity. Economic policy in the context of open economy macroeconomic models, such as the Mundell-Fleming model, and the monetary approach to exchange rates are discussed; so is the balance of payments. Other issues, such as the optimum currency areas and issues of currency substitution, are also discussed.

ECON3112 International Trade*3 Credits**Prerequisites: ECON2181*

This course discusses the determinants of trade and then examines how trade affects the distribution of real income. It presents the model of comparative advantage; the Heckscher-Ohlin model; trade barriers and their impact on social welfare; the political economy of trade barriers and their implications; and, finally, the evolution of trade organizations. At the end of the course, students should be able to evaluate



the usefulness and limits of the trade theories; they should be familiar with the terms of trade, tariffs, and other barriers to trade; they should understand the international trade policy of the developed and less developed nations; and they should understand the role of the World Trade Organization.

ECON3121 Public Economics I

3 Credits

Prerequisites: ECON2181

This class emphasizes government expenditure policy. Topics include the theory of externalities and public goods, welfare economics and income distribution, political economy and voting mechanisms, and the design and evaluation of social insurance programs.

ECON3122 Labor Economics

3 Credits

Prerequisites: ECON2181

This course develops theoretical models for the labor market, presents related empirical research, and discusses policy applications. Topics include labor supply, labor demand, market equilibrium, compensating wage differences, investment in human capital, and cyclical unemployment. In addition, labor unions, minimum wage laws, compensation policies and productivity, wage indexation, and discrimination and equal opportunity laws may be discussed.

ECON3123 Public Economics II

3 Credits

Prerequisites: ECON2181, ECON1102

This course introduces theories of taxation as the primary means of financing government spending. Equity, efficiency and administrative efficiency are the three main criteria of taxation. These criteria are applied to the tax system in Kazakhstan. The objective of the course is for students to better understand and debate tax issues. Other topics include tax-avoidance and tax-evasion, taxation of savings, common problems of tax administration in transition economies, and tax systems based on consumption versus those based on income.

ECON3125 Monetary Economics

3 Credits

Prerequisites: ECON2182

This course develops the basic analytical tools used in monetary regulations, such as money supply aggregates as well as the demand and supply of money. After developing several theories of macroeconomics, the course will analyze the effectiveness of monetary policy in various economic situations. Inflation theories will be also covered.

ECON3126 Institutional Economics

3 Credits

Prerequisites: ECON1103

Institutions include both general social rules (social conventions, norms and legal rules), and organizational forms that arise and function within the framework of general rules (such as firms). All economic activity is embedded in the framework of institutions both formal and informal. The discussion will begin with a brief historical overview. The course will discuss the emergence and change of social conventions and norms; property rights; common law and judicial decision-making; government and political decision-making; markets and firms; and links between institutional economics and other social science disciplines.

ECON3127 Urban and Regional Economics and Policy

3 Credits

Prerequisites: ECON1103

The course will examine the nature and structure of urban economies; location theory; economic analysis in an urban framework; principles of urban economic development; housing, transportation, poverty and unemployment; and municipal finance. It may consider forecasting of economic activity using census and socioeconomic data.

ECON3128 Health Economics

3 Credits

Prerequisites: ECON1103

This course studies the economic structure of the healthcare industry as well as healthcare problems in Central Asia. The course empha-



sizes the delivery and pricing of healthcare as well as alternative public policies dealing with cost and distribution problems. It focuses on topics of current policy interest as well as topics for which applied economic theory is well developed. The course provides a general discussion of the appropriate economic theory to apply to a particular situation, and it critically reviews relevant health economics literature.

ECON3129 Transportation Economics

3 Credits

Prerequisites: ECON2181

This course analyzes the organizational structures, operational characteristics, and managerial policies of railroads, motor carriers, domestic barge lines, airlines and pipelines. The course emphasizes rates, services and public regulation.

ECON 3151 Managerial Economics

3 Credits

Prerequisites: ECON1103, ECON1183

This course applies microeconomic theory to decision-making in business. It uses case studies extensively. Course topics include optimization techniques, estimation of demand functions, business forecasting, linear programming, oligopoly and strategic behavior, pricing techniques, risk analysis, capital budgeting, and anti-monopoly laws.

ECON3152 Industrial Organization

3 Credits

Prerequisites: ECON2181

The study of Industrial Organization is important for understanding corporate behavior. The course focuses on an empirical and theoretical examination of the structure, conduct and performance of firms and industries. Major topics include the theory of the firm; profit maximizing and growth maximizing models; price and output determination under different market structures; measures of market structure and market performance; production and cost functions; productivity growth, technical efficiency and technical change.

ECON3153 Law and Economics

3 Credits

Prerequisites: ECON1103

This course introduces students to law making and enforcement from an economic perspective. Areas of law amenable to this treatment include contracts, torts, and property law. Topics may include rationality; motivation; moral judgment and responsibility; fairness and justice; self-control; informal social control via norms and education; formal social control via laws; and issues of identity and intergroup conflict.

ECON3154 Government and Business

3 Credits

Prerequisites: ECON2181

This course surveys theoretical treatments of oligopoly, natural monopolies, mergers, vertical restraints, and price discrimination; and social welfare tradeoffs associated with public regulation of electrical, natural gas, cable TV and telecommunications firms. The course analyzes real and monetary factors in the national and international economic environment; the supply of and demand for money; interest rates; stabilization problems; and the effects of government policies on businesses and individuals.

ECON3155 Money and Banking

3 Credits

Prerequisites: ECON1102

The course begins with a review of the functions of money and of the structure of banking. It proceeds with monetary theory as a guide to changing the money supply and the interest rates. Much of the course concerns bank regulation. To understand the functioning of banks and, more generally, of financial institutions, one must first comprehend such phenomena as market equilibrium, interest, inflation and exchange rates. Specific banking issues will be interwoven into digressions concerning macroeconomics, microeconomics and international trade. The last part of the course is about duration and convexity, which help immunize bank balance sheets against unexpected changes in interest rates.

**ECON3161 Natural Resource Economics***3 Credits**Prerequisites: ECON1103*

This course addresses theoretical and policy issues related to the exploitation of renewable and non-renewable natural resources, such as land, water, forests, fisheries, minerals and mining. The dynamic dimension in economic modeling of mining and forestry is addressed. In particular, the efficient extraction and depletion path of natural resources (under various market structures and government control) is discussed along with the management of natural resources. Present value and cost benefit analysis are also covered. The issue of sustainability is addressed with particular reference to natural resource scarcity.

ECON3162 Energy Economics*3 Credits**Prerequisites: ECON1103*

This course applies economic models to markets for oil, gas, coal, electricity, and renewable energy resources. Topics include supply and demand, market structure, transportation models, game theory, futures markets, environmental issues, energy policy, energy regulation, input/output models, energy conservation and dynamic optimization. The course emphasizes the development of appropriate models and their application to current energy issues. We will also analyze pricing policies of OPEC and other oil exporting countries, taxation policies, and the deregulation of world energy markets.

ECON3163 Agricultural Economic Policy*3 Credits**Prerequisites: ECON2181*

This course involves primarily microeconomic study of rural institutions and operations. The course focuses on economic decisions and issues related to agricultural, food and natural resource firms, markets and institutions. Topics include the livestock cycle, peculiarities of elasticity's of demand, and supply response in the short, medium and long run, historical land ownership relationships in the former USSR, and current topics including land as collateral, world commodities markets, futures prices, agribusiness ties to agriculture, World Trade Organization, and comparative food policies for the poor. Reading consists of handouts and e-journals and books at

the KIMEP library. There will be guest speakers from Kazakhstan agribusiness and international agencies. Students do papers primarily on Kazakhstan.

ECON3165 Environmental Economics*3 Credits**Prerequisites: ECON1103*

Environmental problems will be traced to the fundamental economic problem of scarcity. Although everyone would prefer a world of pristine air and water, abundant old-growth forests, and free-flowing rivers, we make trade-offs for other goods and services that we want. Determining the most reasonable trade-offs is where the study of Environmental Economics is important. Economic reasoning will be used to examine the causes of environmental problems, the consequences of these problems, and the measures for dealing with them.

ECON3166 Environmental Policy*3 Credits**Prerequisites: ECON1103*

This course will provide a guide to the basics of environmental policy, the application of the tools of economics to the environment and economics of sustainable growth and development. This course is designed to provide students with the economic and policy implications of environmental issues.

ECON3169 Economics of Less Developed Countries*3 Credits**Prerequisites: ECON1103, ECON1102*

This course studies the economic transformation of less developed countries. The major trends in per capita income, inequality, poverty, and population are examined. The course will discuss the analysis of unevenness in development and the possibility that benefits of growth may not accrue equally.

ECON3170 Introduction to Economic Growth*3 Credits**Prerequisites: ECON2181 and ECON2182*

In this course, we present the fundamental insights of old and new growth theories. The topics



included are: basic Solow Model, Romer Model, and Simple Endogenous Growth model and some other models of economic growth.

ECON3181 Economic History

3 Credits

Prerequisites: None

This course introduces broad themes in economic history by exploring a small number of topics in depth. Particular emphasis is placed on the development of economic and political institutions. The following topics may be examined: Slavery, Transition from Feudalism to Capitalism in Europe; Emergence of a Wage-Labor Force; Development of Money; Southern Regional Economy; and The Rise of the Large-Scale Firm.

ECON3182 History of Economic Thought

3 Credits

Prerequisites: None

This course introduces the development of economic philosophy from the ancient world to the present. The course explains the relationships between the development of a theory and the prevailing historical and economic conditions, and develops a better understanding of how modern economic theories were developed.

ECON3183 Comparative Economic Systems

3 Credits

Prerequisites: None

This course will explore differences between economic institutions, policy, and performance in countries around the world; provide information on the methods used to make economic comparisons across countries; and encourage analysis and discussion of major developments in the world economy, including the introduction of a single currency in Europe, the economic and social transitions of the former Communist countries, and integration into the WTO.

ECON3184 Econometric Methods

3 Credits

Prerequisites: ECON1183

This is an introduction to the statistical regression techniques widely used by researchers in Economics and Business Finance. Basic proce-

dures for estimation and hypothesis testing are given. Single and multiple regression, time-series, and cross sectional data analyses are covered in this course.

ECON3185 Applied Macroeconomics

3 Credits

Prerequisites: ECON2182

This is a follow up course of Intermediate Macroeconomics I. The Topics included in this course are: Detailed discussions of money, inflation and employment as well as economic growth and technological change.

ECON3186 Applied Microeconomics

3 Credits

Prerequisites: ECON2181

This is a follow up course of intermediate microeconomics I. The Topics included in this course are: general equilibrium theory, strategic firm behavior, decision making under uncertainty, public goods, information technology, asymmetric information and externalities. Elementary tools of mathematics are employed in the exposition of most topics.

ECON3189 Economy of Kazakhstan

3 Credits

Prerequisites: ECON1103, ECON1102

This course starts with an introduction to the economic history and geography of Kazakhstan and its neighboring countries. This course covers pre-Soviet economic developments and Kazakhstan within the Soviet system. The post-1991 developments in Kazakhstan and other successor states of the Soviet Union: macroeconomic stabilization and economics restructuring are discussed. The course examines Kazakhstan's resources, sectoral composition, and international comparative advantage.

ECON3193 Project Evaluation

3 Credits

Prerequisites: MATH1101 and ECON1103

In this course, students will be introduced with the tools used in planning and evaluation of projects. The relevant topics are: the theory of cost-



benefit analysis, its application, strengths and limitations, as well as, the course will cover various other competing approaches/techniques/models of project planning and evaluation. Taking this course will help students to make feasibility study, monitoring and evaluation of economic projects.

ECON3232 Commercial Banks Financial Management

3 Credits

Prerequisites: ECON1102

The course covers the most important topics concerning financial management of commercial banks. The course begins with organizational issues and finishes with the analysis of assets and liabilities. The course aims to give students an understanding of how commercial banks work.

ECON3350 Financial Economics I

3 Credits

Prerequisites: ECON2181

This course introduces modern theories in financial economics. It applies economic analysis and the modern theory of finance to decisions of investors and firms. Topics include the selection of a portfolio that may comprise bonds and other securities; option pricing; and basic theories of efficient markets. Students will learn how to evaluate such corporate financial decisions as capital budgeting, working capital management, mergers and acquisitions, bankruptcy and corporate reorganization.

ECON3351/5351 Foreign Exchange Markets

3 Credits

Prerequisites: ECON2182 for ECON3351

The course aims to provide the students with the understanding of the global foreign exchange markets. The emphasis will be on the practical side of currency dealing as the course should equip students with the toolkit sufficient for the positions of either foreign exchange dealer or foreign exchange market analyst. Margin trading game with Internet demo accounts is a part of the course that will allow the students to learn the ropes of foreign exchange trading. The

course is divided into three main sections: Fundamental Analysis of Foreign Exchange, Technical Analysis of FX Markets and Principles of Currency Dealing in Kazakhstan Banks.

ECON3353 Financial Economics II

3 Credits

Prerequisites: Econ2181, ECON3350, or consent of the instructor.

The course will focus on financial investments. Coverage will include securities markets and how they work; stock price behavior; and market efficiency and the relationship of market efficiency to technical analysis and market anomalies. The structure of financial derivatives will be discussed, focusing on options, including the Black Scholes option pricing model, forwards, futures and swaps as methods of hedging. The topic of mutual funds will be studied along with other topics such as arbitrage pricing theory and multifactor models of risk and return.

ECON3352 Financial Institutions

3 Credits

Prerequisites: ECON2182

This course introduces the basic concepts relating to the operation of the financial system. Among others, this course discusses the fundamentals of interest rates, bond pricing and interest rate risk; study the commercial banks regulatory environment; survey important non-bank financial intermediaries--savings and loan associations, mutual savings banks, credit unions, insurance companies, pension funds, investment banks, finance companies, venture capitalists, and investment funds. The course aims to provide students with an overview of the main financial institutions in the developed economies.

ECON 3354 Financial Economics III

3 Credits

Prerequisites: ECON2181, ECON3350 or consent of the instructor.

This course provides a market-oriented framework for analyzing the major types of financial decisions made by corporations. Discounted cashflow techniques are introduced and applied to the capital budgeting problem (the choice



among alternative investment projects) and financial asset valuation. Security markets are discussed with portfolio theory along with issues of capital market efficiency are introduced. The effects of capital structure, including new issues of securities, debt and dividend policy on the value of the firm are analyzed. Topics of relevance of different financial institutions to the financing of firms, the takeover process, corporate restructurings and financial distress are also discussed.

ECON3359/5359 Investment in Emerging Markets

3 Credits

Prerequisites: ECON2182 and ECON 3155

Investment in Emerging Markets is an applied course involving a wide array of issues. These include the peculiarities of emerging capital markets, especially in the CIS. Other topics include investment in emerging fixed income markets, pension funds, securities markets, and foreign direct investment. Theoretical benefits of international investment are examined empirically. Macroeconomic stability, capital flows, and exchange rate options and are analyzed against a historic background, including the currency crises of Asia and Latin America. Undergraduate students investigate one of these topics in detail and make a paper proposal, which they present in a seminar setting. Graduate students are required to do an extensive paper.

ECON3360 Introduction to Financial Planning

3 Credits

Prerequisites: None

This course surveys the application of economic analysis to budgeting, focusing on such questions as the time value of money. It may survey such issues as personal income tax planning, risk management and insurance, investment planning, retirement planning and estate planning.

ECON3888 Internship in Economics for BAE

3 Credits

Prerequisites: Minimum GPA 3.0 and 90 credits completed, permission of academic advisor, and permission of the employer.

This course fulfills the required internship for undergraduate students majoring in Economics. Under the supervision of a faculty advisor, students will gain field experience with a for-profit or not-for-profit organization. Related readings, a daily journal, and a final report are required.. (Student thesis may substitute for this requirement.)

ECON3889 Research Project

3 Credits

Prerequisites: Minimum GPA 3.3 and 60 credits completed.

Research projects include an in depth study of the economy of Kazakhstan or CIS countries or in any other areas in the field of economics and business. Proposals must show a clear promise of higher level work and be approved by a faculty sponsor and either the chair or undergraduate program director. The course title for the transcript will be "Research Project". Completed projects will be announced and presented to interested students and faculty. This course can be taken in lieu of Internship in Economics

ECON4157 Game Theory and Applications

3 Credits

Prerequisites: ECON2181

This course analyzes economic decisions that depend upon other agents. For example, a member of OPEC may decide whether or not to secretly sell more oil than it had formally agreed to do, contingent upon expectations of the penalties that might be imposed by other members. The course examines simultaneous-move and sequential games; dominant strategies, Nash solutions, mixed strategies and other equilibriums; cooperative and noncooperative games; and the impact of incomplete or imperfect information. The course will apply the theory to business and politics.

**ECON4181 Special Topics in Economics***3 Credits**Prerequisites: Minimum GPA 3.4 and 90 credits completed*

This is a study of current topics of economic interest that are not normally covered in the curriculum. Students should discuss their special interests for this course with the Department Chair.

ECON4182 Senior Seminar in Economics*3 Credits**Prerequisites: Minimum GPA 3.4 and 90 credits completed*

This is a seminar in applied economics, which focuses on selected current economic problems.

ECON4183 Honors Thesis*6 Credits**Prerequisites: Minimum GPA 3.4 and 90 credits completed*

Honors thesis projects include any advanced independent endeavor in the student's major field of study. Proposals (attached to the Independent Study Contract) must show a clear promise of honors level work and be approved by a faculty sponsor. The course title for the transcript will be "Honors Thesis". Completed projects will be announced and presented to interested students and faculty (See the guideline of Honors Thesis)

ECON4185 Applied Econometrics*3 Credits**Prerequisites: ECON3184*

Introduction to applied econometric methods with emphasis on the use of the regression model for empirical research.

Real-world examples are used extensively to illustrate key concepts. Hands-on computer exercises are an integral part of the course.

ECON4193 Dynamic Economic Analysis*3 Credits**Prerequisites: ECON2183*

This course mathematically analyzes economic decisions that must account for future consequences – for example, the efficient allocation of an exhaustible resource, such as oil, over time. Students will explore basic techniques in the calculus of variations, optimal control, and dynamic programming. The course will provide abundant applications to business and public policy. The capstone of the course is a paper in which the student will design and explain her own dynamic model.

ECON4198 Optimization in Economics*3 Credits**Prerequisites: ECON2183, and ECON3184*

The course is designed to enable students to obtain a rigorous mathematical background to optimization techniques used in economics and finance. It revises mathematical tools for optimization from economic viewpoint including interpretation of necessary and sufficient conditions, dual optimization problems, and uncertainty/dynamic aspects of most economic problems, in particular the main models and statements of microeconomic theory. The level of quantitative content is high enough to require strong inclination for mathematics.

**The Guidelines for
ECON4183 Honors Thesis****Introduction**

The economics department offers an opportunity for students to do independent research in consultation with a faculty advisor. Students interested in doing an Honors Thesis must set up an appointment with a faculty member who may specialize in the student's potential topic.

What are the eligibility requirements?

In order to register in ECON 4183 Honors Thesis, students must have a 3.4 cumulative grade point average after completing 90 credits; have a grade of B+ or higher in applied econometrics

and econometric methods courses; submit an Honors Thesis Proposal that states comprehensively the thesis topic and plans; and obtain a written acceptance from the faculty advisor.

Writing the honors thesis

The thesis should analyze an economic problem. It should follow the structure of a journal article: An introduction, an explanation of the methodology used, an evaluation of the data, and conclusions.

The paper should be at least 30 – 40 pages long, with supporting data, graphs and appendices. It should present quantitative work as well as theory.

Students should follow: The Chicago Manual Style: The Essential Guide for Writers, Editors, and Publishers (14th Edition) (September 1993, University of Chicago Press: ISBN: 0226103897).

Grading of the Honors Thesis

The thesis is graded on a traditional plus/minus grading scale (e.g., A, A-, B+). The lowest acceptable grade is “B-.” Six credits will be awarded.

The faculty advisor will determine the final grade based on the quality of the thesis and on feedback from two faculty members.

The following criteria will be applied:

- Is the argument of the thesis sound?
- Do valid evidence and examples support the argument of the thesis?
- Is the essay well organized? Are the parts arranged in a clear sequence?
- Is the essay well researched?
- Is the thesis well presented?
- Are there mistakes in usage or spelling?

Typical BAE Curriculum					
Year	Semester		Course code	Course name	Credits
Year 1	Semester 1	1	ENG110X	Academic Listening	3
		2	ENG110X	Academic Speaking	3
		3	CIT1712	Introduction to Computers	3
		4	KAZ130X II	Kazakh Language - I	3
		5	GER-D	GER Disciplines	3
					15
Year 1	Semester 2	1	ENG120X	Academic Listening	3
		2	ENG121X	Academic Reading and Writing	3
		3	HIST1501	History of Kazakhstan	3
		4	KAZ130X II	Kazakh Language - II	3
		5	GER-D	GER Disciplines	3
					15
Year 2	Semester 3	1	MATH1104	Quantitative Methods for Economics	3
		2	ECON1103	Introduction to Microeconomics	3
		3	ECON1102	Introduction to Macroeconomics	3
		4	CRE	College Required Elective	3
		5	GER-D	GER Disciplines	3
					15
Year 2	Semester 4	1	ECON2181	Intermediate Microeconomics	3
		2	ECON2182	Intermediate Macroeconomics	3
		3	ECON1183	Introduction to Statistics	3
		4	MATH1102	KIMEP Wide Elective	3
		5	GER-D	GER Disciplines	3
					15
Year 3	Semester 5	1	ECON3186	Economics Elective	3
		2	ECON3185	Economics Elective	3
		3	ECON3189	Economy of Kazakhstan	3
		4	ECON1104	Stat. methods in Economic Analysis	3
		5	GER-D	GER Disciplines	3
					15



Year 3	Semester 6	1	ECON2183	Mathematical Economics	3
		2	ECON3184	Econometric Methods	3
		3	GER-E	GER Electives	3
		4	Kimep Elective	KIMEP Wide Elective	3
		5	CRE	College Required Elective	3
		6	GER-D	GER Disciplines	3
					18
Year 4	Semester 7	1	ECON4185	Economics Electives	3
		2	ECON3112	Economics Electives	3
		3	CRE	College Required Elective	3
		4	ELECTIVE	Economics Electives	3
		5	ELECTIVE	Economics Electives	3
		6	ECON3104	Research Methods and Methodology	3
					18
Year 4	Semester 8	1	ECON3111	Economics Electives	3
		2	ELECTIVE	Economics Electives	3
		3	ELECTIVE	Economics Electives	3
		4	ELECTIVE	Economics Electives	3
		5	Kimep Elective	KIMEP Wide Elective	3
		6	GER-D	GER Disciplines	3
					18

MASTER OF ARTS IN ECONOMICS (MA)

Graduate Program

Statement of Purpose

The MA program primarily prepares future decision makers for the Central Asian economy, which comprises five developing national economies still in the throes of transition to markets. Because of their regional importance, financial economics, public policy economics, and international economics are strengths of the program. The program emphasizes rigor in regional economic applications. It takes a select group of mature individuals through intensive and rigorous coursework that develops analytical skills and economic intuition. The curriculum is flexible, but it does not compromise the quality of education. Students receive a graduate education that is comparable to that of a typical accredited university in North America.

Though the program is small, its 46 regular offerings are diverse. Small classes, averaging fewer than 20 students in core courses and fewer than 10 in electives, afford more faculty attention to the student than most larger programs can provide.

This quantitative program is designed for students with undergraduate degrees. After com-

pleting the core courses in Microeconomics, Macroeconomics, Econometrics and Quantitative Methods in Economics, students may specialize in

- Financial Economics
- Public Policy Economics
- International Economics

Opportunities and Achievements

A graduate with a M.A. in economics has the skills to pursue many career opportunities: economic/financial advisor, banker, consultant, manager, entrepreneur, government official, professor, econometrician, etc. Graduates with talent and motivation are well prepared for doctoral studies in economics abroad. KIMEP graduates have studied at the London School of Economics and Political Science, at the University of Reading in Great Britain, and in the United States in Colorado, Delaware, Iowa State, Kentucky, Massachusetts, and Illinois and many other European Universities.

During the summer, the student may attend classes abroad through KIMEP exchange programs. Several of our students were invited to international conferences to present papers prepared in KIMEP courses. Many scholarships are awarded every year by the SOROS Founda-

tion; they help pay for tuition and accommodations for out-of-Almaty residents. The best second-year students are offered research and tutorial part-time assistantships within our program. Several graduates have been retained as lecturers.

Graduate Curriculum for AY 2008-2009 (MA)

Break-Down of Credits

Course type	Number of credits
Core Courses	20
Major Electives	15*
Thesis	6
KIMEP Free Electives	9**
Total Required for Graduation	50

*Students concentrating on Financial Economics Specialization need 18 credits from its Area of Specialization.

** Students concentrating on Financial Economics Specialization are allowed to take a maximum of 6 KIMEP wide Free Electives

Core Courses: 20 credits

We offer these courses every year

Course code	Title of the course	Credits
ECON5012	Econometrics I	3
ECON5013	Econometrics II	3
ECON5021	Microeconomics I	4
ECON5031	Macroeconomics I	4
ECON5829	Quantitative Methods in Economics	3
ECON5801 or ECON5802	* Research Methods and Methodology or Applied Economics	3
Total		20

* Credits earned from ECON5801 will be treated as a part of Master Thesis.

Students who plan to go on to doctoral study in economics should also take Microeconomics II (ECON5022), Macroeconomics II (ECON5032), Mathematical Economics (ECON5815), and Probability Theory and Statistics (ECON5011).

Major Electives (ME): 15 credits for non Financial Economics Specialization

- During the second year, all students must write and defend a thesis, which counts for 6 credits. The thesis is supervised by a faculty member, reviewed by two reviewers, and defended during a final oral examination in Public at KIMEP.

KIMEP Free Electives: 9 credits for non Financial Economics Specialization

Economics Electives for Specializations (Major Electives)

The specializations are Financial Economics, Public Policy Economics, and International Economics. Students may graduate with or without a specialization. For a specialization, the student must complete 15 credits of the economic electives listed below in the specific area. Only immediate prerequisites are listed; these prerequisites may have other prerequisites.

Major Electives (ME): 15 credits for International Economics Specialization

This specialization addresses both globalization and Kazakhstan as a transition economy. Specialists must take at least 5 of the following 9 courses:

ECON5142 International Trade
 ECON5143 International Finance
 ECON5232 Financial Management in Commercial Banks
 ECON5147 World Commodity Markets
 ECON5178 Foreign Investment in Kazakhstan
 ECON5191 Development Economics
 ECON5198 Regional Economics
 ECON5359 Investment in Emerging Markets
 ECON 5354 Financial Economics



Major Electives (ME): 15 credits for Public Policy Economics Specialization

This specialization addresses the government's role in the economy. Specialists must take at least 5 of the following 23 courses:

ECON5142 International Trade
 ECON5143 International Finance
 ECON5191 Growth and Development Economics
 ECON5226 Industrial Organization
 ECON5232 Financial Management in Commercial Banks
 ECON5334 Monetary Economics
 ECON5261 Public Economics I
 ECON5262 Public Economics II
 ECON5264 Public Choice
 ECON5266 Taxation
 ECON5274 Law and Economics
 ECON5276 Institutional Economics
 ECON5281 Environmental Economics
 ECON5283 Resource Economics
 ECON5284 Environmental Policy
 ECON5286 Agricultural Economics
 ECON5285 Energy Economics
 ECON5290 Health Care Economics
 ECON5294 Transition Economics
 ECON5295 Population Economics
 ECON5296 Labor Economics
 ECON5825 Project Analysis
 ECON 5354 Financial Economics

Major Electives (ME): 18 credits for Financial Economics Specialization

Financial economics is the study of markets for real and financial assets. The practical implications of modern financial theory using economic theory are widely recognized and implemented by investment firms and corporations. Specialists must take at least 6 of the following courses:

ECON5014 Financial Econometrics
 ECON5143 International Finance
 ECON5318 Futures, Options and Other Derivatives
 ECON5351 Foreign Exchange Markets
 ECON5352 Financial Institutions
 ECON5353 Mathematical Theory of Finance

ECON5354 Financial Economics
 ECON5355 Advanced Financial Derivatives
 ECON5356 Commodity Exchanges
 ECON5357 Financial Economic Modeling
 ECON5370 Economics of Risk Management
 ECON5371 Financial Risk Management
 ECON5359 Investment in Emerging Markets
 ECON5824 Economics for Managers
 ECON5825 Project Analysis

List of Economics and Some Non-Economics Electives

ECON5051 Money and Banking
 ECON5081 Macroeconomics for Managers
 ECON5082 Microeconomics for Managers
 ECON5142 International Trade
 ECON5143 International Finance
 ECON5147 World Commodity Markets
 ECON5178 Foreign Investment in Kazakhstan
 ECON5191 Growth and Development Economics
 ECON5198 Regional Economics
 ECON5226 Industrial Organization
 ECON5232 Financial Management in Commercial Banks
 ECON5261 Public Economics I
 ECON5262 Public Economics II
 ECON5264 Public Choice
 ECON5266 Taxation
 ECON5274 Law and Economics
 ECON5276 Institutional Economics
 ECON5281 Environmental Economics
 ECON5283 Resource Economics
 ECON5284 Environmental Policy
 ECON5285 Energy Economics
 ECON5286 Agricultural Economics
 ECON5294 Transition Economics
 ECON5295 Population Economics
 ECON5296 Labor Economics
 ECON5318 Futures, Options and Other Derivatives
 ECON5334 Monetary Economics
 ECON5351 Foreign Exchange Markets
 ECON5352 Financial Institutions
 ECON5353 Mathematical Theory of Finance
 ECON5354 Financial Economics
 ECON5355 Advanced Financial Derivatives
 ECON5356 Commodity Exchanges
 ECON5357 Financial Economic Modeling
 ECON5358 Actuarial Mathematics

Typical Curriculum for M.A. in Economics

Fall		Spring	
Semester 1		Semester 2	
Course Name	Credits	Course Name	Credits
Microeconomics 1	4	Econometrics II	3
Macroeconomics I	4	Elective	3
Quantitative Methods in Economics	3	Elective	3
Econometrics I	3	Elective	3
Subtotal	14	Subtotal	12
Semester 3		Semester 4	
Course Name	Credits	Course Name	Credits
Research Methods and Methodology or Applied Economics	3	Thesis	6
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3		
Subtotal	12	Subtotal	12

ECON5359 Investment in Emerging Markets
 ECON5370 Economics of Risk Management
 ECON5371 Financial Risk Management
 ECON5801 Research Methods and Methodology
 ECON5802 Applied Economics
 ECON5803 History of Economic Thought
 ECON5814 Economic and Business Forecasting
 ECON5816 Optimization in Economics
 ECON5824 Economics for Managers
 ECON5825 Project Analysis
 ECON5828 Information Economics
 ECON5899 Special Seminar in Applied Economics
 AC5201 Financial Accounting for Managers (given by the DBA program)
 CIT3722 C++ (given by the Computer Center)
 FN5202 Advanced Corporate Finance (given by the DBA program)

Pre-MA Courses

Intensive pre-M.A. courses are offered in summer for all new M.A. students who have not taken similar or more advanced courses. The

courses are:

Intermediate Microeconomics
 ECON2181/ECON5181
 Intermediate Macroeconomics
 ECON2182/ECON5182
 Methods of Mathematics ECON5103

The lowest acceptable grade is a B-, unless the course description indicates otherwise.

The student may have Pre-MA courses waived if:

1. He has taken university-level or more advanced courses, such as Mathematical Analysis (Calculus) or Higher Mathematics, in the case of Methods of Mathematics; and Macroeconomics as well as Microeconomics, in the case of Intermediate Microeconomics and Intermediate Macroeconomics;
2. The number of credit hours for each course corresponds to 3 credits in the local system; and
3. The grade is Good or Excellent (not Satisfactory, Unsatisfactory, or Pass/Fail).



To obtain a waiver, the applicant must submit a certified translation in English of his transcript.

The Chair of the Economics Department can make exceptions. In particular, item (2) can be dropped if there is sufficient evidence that the applicant has been doing research in economics.

All courses can be taken in one of the two regular 15-week semesters (fall and spring), while several others are offered again during a 7-week intensive summer semester. Not all courses are offered each academic year (depending on the demand for and availability of faculty), but the prerequisite(s) are strictly observed in granting enrollment. Those who plan to enter the M.A. program can take courses in Intermediate Economics instead of Pre-MA courses.

KIMEP requirements: In addition to these departmental requirements, KIMEP also imposes several English requirements that depend on the test scores of the entering student. All entering masters students who passed KEET scores and other entrance qualifications still must complete four noncredit English courses at the beginning of the MAE program. These courses will cover the same subjects (Academic Speaking, Academic Listening I and II, Academic Reading and Writing) as the courses required of undergraduate students.

KIMEP recommends that the student take the first two courses in the Summer 1 term and the second two in the Summer 2 term. If a student cannot follow this schedule, then he may be able to take the third and fourth courses in the fall, at the same time as core courses in the MAE program.

Finally, the Masters student must also take (preferably in the first year) a special-purpose English course offered by the department. This course will earn credit. Either Applied Economics or Research Methods and Methodology will fulfill this requirement.

Incoming students skilled in English may test out of either the first two or all four of the required non-credit English courses by scoring

well on a diagnostic test of English proficiency. The Testing Center gives this test, developed by the Language Center, before the start of each term in the year (Summer 1, Summer 2, Fall, and Spring). However, no student may test out of the one credit-bearing English course included in the masters program requirements.

Holders of KIMEP bachelors degrees will not receive automatic waivers of the non-credit English courses. They may take the diagnostic test and qualify for waivers like other students.

Students entering the MAE program may submit results of a recognized English proficiency test (e.g., TOEFL or IELTS) in applying for waivers from some or all of the non-credit English courses.

Students who failed KEET may still qualify for provisional entry into the MAE program. Upon completing the provisional program, they may take KIMEP's diagnostic test in a bid for waivers of the non-credit English courses, like regular students.

Credit Transfer Policy

The student may request a credit transfer in writing from the Director of the MA program. The request must be supported with the course syllabus and transcript, as well as with an official translation to English of both documents. The Director decides whether to transfer credit.

If the semester in which the relevant course is taught has not started, then the decision must be made within 2 weeks of the date on which the student filed the request but not later than three days after the end of the registration period. If the semester has started, then the decision must be made in 3 days. The student is responsible for any delays in registering for courses or in adding or dropping them.

In case of a refusal to transfer the credit, the student may appeal to the Chair of Economics Department. The Chair will create an ad hoc Credit Transfer Committee. The committee chair cannot be the same person as the Gradu-



ate or Undergraduate Director. The Committee must decide within 3 days of the date on which the appeal was filed. The Committee's decisions are final.

All courses can be taken in one of the two regular 15-week semesters, while several others are offered again during a 7-week intensive summer semester. Not all courses are offered each academic year (depending on the demand for and availability of faculty), but the prerequisite(s) are strictly observed for granting enrollment. Those who plan to enter the M.A. program can take courses in Intermediate Economics instead of Pre-MA courses.

Independent Study

The primary purpose of independent reading courses is to enable a student to pursue interests that are too specialized to sustain a regular classroom course. There is no limit on the number of such courses that the student may take, but in every case he must first obtain the consent of the instructor.

A secondary purpose of independent reading courses is to enable the student to complete required courses in time for graduation. Any course in this catalog that is not offered in the current semester can be taken as an independent reading course, if the instructor offering the corresponding classroom course consents, and if the Department Chair approves. The opportunity to take such a course may be provided only once to an M.A. student at KIMEP. The necessary fees and the number of credits shall be the same as for the corresponding classroom course.

In any event, independent reading courses emphasize reading and writing. The student must not expect nearly as much contact time with his instructor as he would receive in a classroom course. The student will complete only the necessary assignments given by the instructor instead of attending lectures. However, the course is at least as rigorous as the corresponding classroom course; under no circumstances may the instructor relax the standards of the course, even in the interests of timely graduation. At the beginning of the course, the instructor must submit, for the ap-

proval of the Department Chair, the syllabus, which must require at least as much study time as a normal classroom course (i.e., at least 10 hours of work a week). At the end of the study period, the instructor will submit all the assignments (projects, reports, etc.) written by the student, in addition to the final exam.

Fast-Track Master of Arts in Economics

A KIMEP undergraduate with at least a 3.4 GPA after completing 90 credits, thus qualifying for the Honors Program, may take graduate (5xxx level) economics courses subject to the approval of the academic advisor and of the course instructor. If passed, these courses will count towards both the BAE and the MAE degrees, thereby reducing the total number of credits required for graduation with both degrees.

Upon completing the required 129 credits, the student will qualify for a BAE degree. Of these 129 credits, graduate credits may comprise any number, subject to the stipulations listed in the BAE curriculum. These graduate credits may also count toward the student's MAE degree (as well as toward his BAE degree), subject to the stipulations in the MAE curriculum. To count a credit towards both his undergraduate and graduate degrees, the student must earn at least a B- in the 5xxx course.

In addition, the KIMEP undergraduate who qualifies for honors may count, toward his MAE degree, up to 12 credits earned in undergraduate economics courses numbered 3xxx or above, provided that he earns at least a B+ in each course and provided that he writes a substantial research paper in each course. Research papers written by teams of students cannot be accepted. These courses will count toward the student's electives requirement in the MAE degree. He cannot substitute undergraduate courses for the core courses or for the requirement of a thesis or research project; and he cannot substitute a non-economics course for a requirement of an economics elective.

KIMEP undergraduates who do not qualify for the Honors Program may nonetheless take a



limited number of courses that would count towards both the BAE and the MAE degrees. Of the 50 credits required for the MAE, the undergraduate may take up to 12 credits as undergraduate economics courses numbered 3xxx or above, subject to the stipulations given in the paragraph above.

Similar incentives are available to non-KIMEP undergraduates, subject to the stipulations already given. In addition, they must provide a syllabus, in English, of each upper-level undergraduate economics course for which they wish to claim graduate credit in KIMEP's MAE program, as well as a transcript demonstrating a grade of at least a B+ in that course. They must also provide evidence of a substantial research paper written in the course. Using this information, the Director of the Graduate Program may approve or reject the undergraduate course for graduate credit. The Director may approve, for graduate credit, as many as 12 undergraduate credits earned at an institution other than KIMEP.

JOINT KIMEP-UNIVERSITY OF SAN FRANCISCO PROGRAM IN ECONOMICS

The Joint KIMEP-USF M.A. Program in Economics provides students from Kazakhstan and other Central Asian countries with rigorous studies and training in quantitative and economic analytical skills to pursue career in Financial Economics, Telecommunication Economics, Business Forecasting, and Development Economics.

Furthermore, students would be able to study for one academic year at the USF, in San Francisco, one of the most exciting cities in the world. The USF, founded in 1855, has been ranked by the U.S. News and World Report in the top third of 400 universities in the USA.

The program prepares graduates for work as researchers, policymakers and practitioners. Students can become financial and investment analysts, commodity analysts, market analysts, government policy makers, bankers, investment managers, and both research and teaching economists. In addition, graduates are well prepared to pursue Ph.D. studies in economics at Western universities.

Credit Requirements and Composition

23 credits: 20 hours from core courses in Economics at KIMEP; and 3 hours from Public Economics I, International Trade, International Finance, Mathematical Economics, or Probability Theory and Statistics.

A comprehensive exam in the core subject material after first-year coursework at KIMEP
18 credits from economics courses at the USF

COURSE DESCRIPTIONS

ECON5011 Probability Theory and Statistics

3 Credits

Prerequisites: None

This course covers all topics necessary for Econometrics, Actuarial Finance, Financial Economics, and Derivatives Securities. Those topics include: the notions of a probability space, expected value, distribution function, characteristic function, and various statistics. The basics of stochastic processes are also considered.

ECON5012 Econometrics I

3 Credits

Prerequisites: ECON5011

Econometrics can be considered as the integration of Economics, Mathematics and Statistics for the purpose of estimating economic relationships for making forecasts, and policy decision-making. The course enables students to understand necessary statistical concepts in econometric methods. These are probability and probability distributions; testing of hypotheses; correlation and regression analysis.

ECON5013 Econometrics II

3 Credits

Prerequisites: ECON5012

This course extends Econometrics I. The problem of violations of assumptions of the classical linear regression model will be considered in more detail. In addition, we consider the following topics on single equation estimation:

distributed lag models, causality problems, logit and probit models, and dummy variables. We will also analyze simultaneous equation models and the methods of their estimations. The course will include a brief introduction to time series analysis. The statistical package Eviews will be used.

ECON5021 Microeconomics I

3 Credits

Prerequisites: None

This course will cover consumer and producer theory; welfare measures and comparative statics analysis; and general equilibrium analysis. Students will learn to analyze the economic structure in an environment with perfect information, enforceability, limited market power and no externalities.

ECON5022 Microeconomics II

3 Credits

Prerequisites: ECON5021

This course extends the analysis of the economic equilibrium to the environment with time, uncertainty and asymmetric information in the presence of externalities and of market power.

ECON5031 Macroeconomics I

3 Credits

Prerequisites: None

The main objectives of this course include a rigorous treatment of standard macroeconomic theory. Keynesian Theory will be analyzed through integration of the product and financial markets (i.e., the IS-LM model). The Monetarist and the New Classical (Rational Expectations) Models will be discussed from the choice-theoretic point of view. Other topics include: Stabilization policy with international linkages, the aggregate production function, and economic growth.

ECON5032 Macroeconomics II

3 Credits

Prerequisites: ECON5031

This course is designed to provide a deeper knowledge of macroeconomic issues such as inflation, unemployment, the business cycle, and economic growth. This course will cover modern economic models using mathematics. Upon completing this course, students should be familiar with modern macroeconomic issues and analysis. The course combines theoretical and empirical approaches.

ECON5051 Money and Banking

3 Credits

Prerequisites: ECON5031

This course deals with the influence of monetary and financial variables on the domestic and international economy, the nature and role of financial intermediaries, the structure of banking systems, and their relationships to monetary statistics and variables.

ECON5081 Macroeconomics for Managers

3 Credits

Prerequisites: None

Managers must be aware of how the macroeconomic environment affects business activity and of the economic implications of their decisions. Managers must understand basic macroeconomic principles and theories in order to make informed daily decisions.

ECON5082 Microeconomics for Managers

3 Credits

Prerequisites: None

This course aims to provide students with comprehensive coverage of intermediate microeconomics. The lectures will cover areas such as consumer behavior, theory of the firm; production and cost functions, market structure and game theory. The lectures will emphasize equipping students with tools and techniques for solving practical microeconomic problems.



ECON5103 Methods of Mathematics

Prerequisites: None

(This course is not credited towards the MA degree)

This course is equivalent to MATH1102 Calculus.

ECON5142 International Trade

3 Credits

Prerequisites: ECON5021

This course is designed to cover the basic topics in the theory of international trade including gains from exchange and specialization, factor and goods prices, the theory of tariffs, imperfect competition and trade, distortions in commodity and factor markets, and theories of economic integration. It is part of a two-course sequence in international economics, although it can be taken alone. A basic undergraduate course in international trade would be useful although not necessary. Students are presumed to have had an undergraduate course in intermediate or advanced microeconomic theory. Calculus and basic statistics will be used throughout the course. Topics include: Ricardian theory of comparative cost; the Heckscher-Ohlin model and factor abundance trade; Increasing returns and product differentiation; factor movements; commercial policy -- tariffs, quotas, export subsidies, and infant industry arguments; international oligopoly and strategic trade; and theories of economic integration -- free trade areas and customs unions.

ECON5143 International Finance

3 Credits

Prerequisites: ECON5031

This course deals with topics in international macroeconomics, international financial markets, and in institutional aspects of the international monetary system. It is part of a two-course sequence in international economics, although it can be taken alone. A basic undergraduate course in both international trade and in international finance and money would be useful although not necessary. Students are presumed to have had undergraduate courses

in macroeconomics and microeconomics. Calculus and basic statistics will be used throughout the course. The eclectic nature of the field means that only a limited number of topics can be covered. The course will emphasize alternative theories of the balance of payments, of international asset markets, and of the exchange rate. The final part of the course will deal with contemporary policies in the international monetary system.

ECON5147 World Commodity Markets

3 Credits

Prerequisites: ECON5021

This course is designed to provide wide knowledge of commodities traded in international markets. By completing this course, students should be able to understand the practice of international trade of major raw materials as well as advanced trade methods. The trade of currency, as a major commodity, will be also discussed. Since commodity trade is used to avoid risk from uncertainty, a theory of uncertainty and information will be introduced in the beginning to provide background. A presentation will help the students to have deeper knowledge of the commodity in which they are interested.

ECON5178 Foreign Investment in Kazakhstan

3 Credits

Prerequisites: ECON5031

This class examines the legal framework as well as the political and economic issues related to foreign investments in Kazakhstan. It discusses the regulatory system in Kazakhstan related to foreign investments and to the regulations on foreign capital. Contract law and a foreigner's legal rights are detailed as well. Other topics include a description of laws applying to particular transactions, a summary of issues related to foreign investments, a description of taxes applying to foreign investments and to local companies, and recent developments in foreign investment laws. Setting up in Kazakhstan, labor law, intellectual property, antitrust, capital markets, and privatization transactions are also covered.

ECON5181/ECON2181 Intermediate Microeconomics
ECON5182/ECON2182 Intermediate Microeconomics

Prerequisites: None

(These courses are not credited towards the MA degree)

These pre-M.A. courses are mandatory for new M.A. students who have not taken similar courses. They are equivalent to taking undergraduate Intermediate Microeconomics ECON2181 and Intermediate Macroeconomics ECON2182.

ECON5190 Health Economics

3 Credits

Prerequisites: ECON5021

The course analyzes health care provision as a public and private good. Health insurance as well as social costs and benefits of health care provision are discussed. International experience in providing health care is analyzed, as are externalities in consumption and provision of health care. Additional topics may include implications of intellectual property rights, international trade in health care services, globalization and technological impact on economics of health care.

ECON5191 Growth and Development Economics

3 Credits

Prerequisites: ECON5031

This course will cover case studies of development; theories of growth and economic development; institutions and laws promoting development; project appraisal; trade policies; and economic development in selected regions. This course usually consists of seminars.

ECON5198 Regional Economics

3 Credits

Prerequisites: ECON5021

The course will focus on industrial location, hierarchical structure of regions, migration of people, and growth and decline of regions. The course will cover economic theories of the nature and function of cities with emphasis on

classical location theory. The theory of urban and regional planning in a market economy will be also considered. The course will examine selected problems, e.g.: Housing, land-use and transportation; urban economic history; regional development; and fiscal federalism.

ECON5226 Industrial Organization

3 Credits

Prerequisites: ECON5022

The study of industrial organization is important for understanding industrial economics and corporate behavior. It is also essential for students aiming to serve the industrial sector of the economy. The course focuses on an empirical and theoretical examination of the structure, conduct, and performance of firms and industries at the micro and macro level. What determines the market structure and how is it measured? How do firms in an industry behave or perform in a given market structure? The course emphasizes production and cost functions; productivity growth; technical change and technical efficiency; corporate investment; dividend policy; and financing behavior. Major topics include the theory of the firm; profit maximizing and growth maximizing models; price and output determination under different market structures; and measures of market structure and market performance.

ECON5232 Financial Management in Commercial Banks

3 Credits

Prerequisites: None

The course covers the most important topics concerning financial management of commercial banks, starting with organizational issues and finishing with an analysis of assets and liabilities. The course aims to give students an understanding of how commercial banks work.

ECON5261 Public Economics I

3 Credits

Prerequisites: ECON5021

This course examines the role of the public sector in the economy. It analyzes the behav-



ior of the public sector and the incidence of its attempts to fulfill allocation, distribution and stabilization functions. It begins by asking the central questions of whether or not markets work, and if not, what is to be done about it. It discusses the market failures -- externalities, public goods, imperfect competition and asymmetric information -- that arise when competitive markets cannot give a socially desirable outcome. Topics may include the provision of public and private goods; collective decision-making; taxation --tax incidence, equity, efficiency, and optimal taxation; theory of and evidence on government expenditure policy; redistribution and welfare policy; social cost-benefit analysis; fiscal aspects of macroeconomic theories; and local government. This would be a good course for students interested in: 1) generally, the economist's view of the appropriate roles for government within markets; 2) specifically, in the analysis and institutional background of government programs and initiatives --in both expenditures and taxation.

ECON5262 Public Economics II

3 Credits

Prerequisites: ECON5261, ECON5031

The course will fully analyze the economics of taxation. It will discuss both the theories and the real-world application of the consumption tax, the value-added tax, the income tax, the gift and estate tax, the excise tax, and the corporation tax. Other topics: the measurement of excess burden; the Harberger general equilibrium model; the tax in an international environment; the tax system in developing countries; and fiscal federalism, which analyzes the allocation of functions among national and sub-national levels of government.

ECON5264 Public Choice

3 Credits

Prerequisites: ECON5261, ECON5021

This study of political behavior uses economic tools. The topics: direct democracy and representative democracy, voting behavior, agenda manipulation, social welfare functions, institutional roles, the logic of collective action and its application in the rise and the decline of nations, corruption, and special interest group politics.

ECON5266 Taxation

3 Credits

Prerequisites: ECON5021

This is an introduction to the study of modern taxation. This course begins with an overview of the need for taxes as the base of a country's fiscal affairs and of its economic development. Topics include a review of many taxes including the individual income and corporate income taxes: the value-added tax; international sales, excise and use taxes under the General Agreement on Tariffs and Trade; and death, inheritance and estate taxes. The course will study the methodology of taxes -- i.e., how a nation collects its taxes. The course will focus on understanding the need to balance fairness and ease of administration.

ECON5274 Law and Economics

3 Credits

Prerequisites: ECON5021

Disputes about law often involve predictions about how people will respond to legal stipulations and institutions.

In recent years, law has been deeply influenced by economics and psychology, which provide behavioral theories to guide predictions. Economics and psychology have also increasingly influenced each other. This development is challenging because the assumptions and methods of economics and psychology differ markedly from each other. Economics is relatively analytical and statistical whereas psychology is more intuitive and experimental. The topics to cover remain flexible and will be adjusted as the class unfolds. Topics include: rationality; motivation; moral judgment and responsibility; fairness and justice; self-control; informal social control via norms and education; formal social control via laws; and issues of identity and intergroup conflict.

ECON5276 Institutional Economics

3 Credits

Prerequisites: ECON5031

Institutions include both general social rules -- social conventions, norms, and legal rules -- and organizational forms that arise and function within the framework of general rules such

as firms. All economic activity is embedded in the framework of institutions, both formal and informal. Institutions constrain and enable economic activity, mold economic organizations, and deeply affect resource allocation, income distribution, and growth. Furthermore, economic interests can generate actions that will affect the formation and change of institutions over time. The discussion will begin with a brief historical overview of attempts to incorporate institutions into economics, and it will then treat in detail the central methodological and theoretical issues, including the analysis of work on methodological individualism and holism, rational choice and rule following, the emergence and change of social conventions and norms, property rights, common law and judicial decision making, government and political decision making, markets, and firms. Finally, links between institutional economics and current work in other social sciences will be discussed.

ECON5281 Environmental Economics

3 Credits

Prerequisites: ECON5021

This course mainly concerns the efficient allocation of environmental services, which the free market normally will not adequately provide. The course analyzes: Externalities in some depth; the effects of uncertainty on the government's choice between price and quantity controls to ensure environmental quality; market power exercised by providers of environmental quality; and nonconvexities in the marginal social damage function. The course elaborates on the design of environmental policy: Pollution taxes, marketable permits, and the command-and-control method. Other topics include: Property rights and the Coase theorem; the measurement of benefits via contingent valuation and travel cost methods; cost/benefit analysis and social preference; and specific examples from Kazakhstan.

ECON5283 Resource Economics

3 Credits

Prerequisites: ECON5021

This course analyzes the allocation of natural resources. It first presents the standard static

competitive equilibrium; then it introduces externalities, dynamics, imperfect competition, taxes, and uncertainty. The analysis distinguishes between exhaustible and renewable resources. Topics include the allocation of specific resources (minerals, oil and gas, water and forests); long run markets; cost/benefit analysis; and present value.

ECON5284 Environmental Policy

3 Credits

Prerequisites: ECON5021

This course seeks to develop student capabilities for analysis and decision-making in environmental economic policy.

The course will also provide a comparative perspective on environmental policies in the U.S. and in Central Asia.

ECON5285 Energy Economics

3 Credits

Prerequisites: ECON5021

This course applies economic models to markets for oil, gas, coal, electricity, and renewable energy resources. Models, modeling techniques, and issues examined include supply and demand, market structure, transportation models, game theory, futures markets, environmental issues, energy policy, energy regulation, input/output models, energy conservation, and dynamic optimization. The course emphasizes the development of appropriate models and their application to current issues in energy markets. It will analyze pricing policies of OPEC and other oil exporting countries, taxation policies, and the deregulation of world energy markets.

ECON5286 Agricultural Economics

3 Credits

Prerequisites: ECON 5021 or permission of the instructor

The course is primarily a microeconomic study of the organization and operation of the rural system. The course focuses on economic decisions and policy issues related to agricultural, food and natural resource firms, markets and institutions. We will apply general principles of managerial economics to agricultural markets



as found in producer/ first handler levels all the way through retail marketing. The course covers government and agricultural policies as well as consumer issues.

ECON5294 Transition Economics

3 Credits

Prerequisites: ECON5031

This seminar course studies the socio-economic transition from communism to capitalism as the most prominent current transformation of one economic system to another. This course consists of: (1) lectures on general themes to impart economic understanding of main traits of this transition (such as macro stabilization, privatization and restructuring); and (2) presentation and discussion of papers by students on selected aspects of economic transition, preferably in Kazakhstan.

ECON5295 Population Economics

3 Credits

Prerequisites: None

This course begins with a discussion of basic demographic methods and then takes up topics in population analysis of interest to economists. Topics include: Malthusian Theory; the economic consequences of population growth; the economics of fertility, mortality and migration; aging and intergenerational transfers. Applications to development, labor, public finance, and other fields of economics may be included.

ECON5296 Labor Economics

3 Credits

Prerequisites: ECON5021

This course develops theoretical models of the labor market, presents related empirical research, and discusses policy applications. Topics include labor supply, labor demand, market equilibrium and compensating wage differences, investment in human capital, and cyclical unemployment. Additional topics may include labor unions, minimum wage laws, compensation policies and productivity, wage indexation, and discrimination and equal-opportunity laws.

ECON5318 Futures, Options and Other Derivatives

3 Credits

Prerequisites: ECON5011

This course presents the main financial instruments: future and forward contracts, options, and other derivatives used on world markets as well as the basic principles of trading techniques. . A graphical representation of payoffs makes the initial analysis easier. The next step is to study formulas for valuation of those instruments during their lives. We will analyze how the markets operate and who the players are. After that, we will discuss futures markets and the use of futures for hedging. We will discuss how forward and futures prices are related to the price of the underlying asset. We will use the Balck-Scholes-Merton model of option pricing including the contracts on stock indices as well as foreign currencies and commodities. Swaps and options markets will also be detailed.

ECON5334 Monetary Economics

3 Credits

Prerequisites: ECON5032

This course first covers such basic concepts as the demand for and supply of money. It consists of three parts: Theory of Money, Monetary Macroeconomics, and Monetary Policy. The first part examines the origin and concept of money and the structure of the money market. The second part is an extension of Macroeconomics related to monetary issues. The third part examines the contemporary theories of monetary policy. The course examines Classical, Keynesian and Rational Expectations theories of money as well as Cagan's study of hyperinflation. Then it deals with the contemporary theories of monetary policy, including those addressing the choice between rules and discretion and the choice of monetary regime.

ECON3351/5351 Foreign Exchange Markets

3 Credits

Prerequisites: ECON5031

The course aims to provide the students with understanding of the global foreign exchange

(forex or FX) markets. It will emphasize the practical side of currency dealing by equipping with the toolkit of either the foreign exchange dealer or the forex market analyst. The course includes a margin trading game with Internet demo accounts, which will let students learn the ropes of forex trading. The course covers fundamental analysis of foreign exchange, technical analysis of FX markets, and principles of currency dealing in Kazakhstani banks.

ECON5352 Financial Institutions

3 Credits

Prerequisites: ECON5031

The course introduces basic concepts and vocabulary relating to the operation of the financial system; explores fundamentals of interest rates, bond pricing, bond yields, and interest rate risk; provides in-depth study of commercial banks; examines the regulatory environment affecting banks and other financial institutions; surveys important non-bank financial intermediaries--savings and loan associations, mutual savings banks, credit unions, insurance companies, pension funds, investment banks, finance companies, venture capitalists, and investment funds; and considers the future of the financial system. The course attempts an overview of the main financial institutions in developed economies.

Students who successfully complete the course will be able to demonstrate an awareness of modern financial institutions and will be able to comment on policy issues that affect the economic environment in which the institutions operate.

ECON5353 Mathematical Theory of Finance

3 Credits

Prerequisites: ECON5011, ECON5815

This advanced course studies modern theories used for financial instruments valuation. It is heavily based on the theory of stochastic processes, and it requires a deep understanding of probability theory. One example of the models considered is the famous Black-Scholes Model. Emphasis is on theory, rather than on applications, which distinguishes this course from the Derivative Securities course.

ECON 5354 Financial Economics

3 Credits

Prerequisites: ECON5012, ECON502, or consent of the instructor

This course surveys foundations of modern financial economics. It applies economic analysis and modern theory of finance to investors and firms. Topics related to investors include portfolio theory, Capital Asset Pricing Model, options and futures contracts, including the Black-Scholes option pricing model and bond analysis. Related topics for firms include discounted cash-flow techniques in relation to budgeting problem associated with alternative investment projects, capital structure, including new issues of securities, debt and dividend policy based on the value of the firm. Issues related to mergers and acquisition, financial distress and bankruptcy, and corporate restructure will be discussed. Students will read journal articles to related topic covered.

ECON5355 Advanced Financial Derivatives

3 Credits

Prerequisites: ECON5012 and ECON5318

This course provides an advanced treatment of financial derivatives that goes beyond the course materials discussed in the course Futures, Options and Other Derivatives (Econ 5318). Besides futures and options, this course will discuss volatility smiles, value at risk, credit risk and credit derivatives, exotic options, interest rate derivatives; standard market models, models of the short rate, and HJM and LMM; martingales, measures and Real Options.

ECON5356 Commodity Exchanges

3 Credits

Prerequisites: ECON5051

The course will survey the existing formal exchanges, describe their fundamental organization, and examine variations among them. The role of margin systems, exchange regulation, and trading systems will be explored, as will be the styles of trading of individual participants. The major international exchanges like the Chicago Board of Trade, the New York Com-



modity Exchange, and The London Metals Exchange will be given as cases with comparisons to structures and issues at the two exchanges in Almaty --Afinex and the Agro-Industrial Exchange.

ECON5357 Financial Economic Modeling

3 Credits

Prerequisites: AC1201 of MBA, ECON5318 or ECON5354

There are hundreds of financial instruments on the market. Economists study their behavior, develop theoretical models that can be programmed on the computer, and test the models using data. This course concentrates on the step from the models to their implementation on the computer. It has important applications to portfolio hedging and rebalancing.

ECON5358 Actuarial Mathematics

3 Credits

Prerequisites: ECON5011

Actuarial science initially emerged as a foundation for insurance systems. Later it evolved to a set of models that integrate life contingencies into a risk theory, which has applications in science, engineering, and management of large organizations. This course highlights the main ideas underlying the risk theory and covers individual and collective risk theories as well as short- and long-term insurance, the latter including life insurance and pensions.

ECON3359/5359 Investment in Emerging Markets

3 Credits

Prerequisites: ECON5031 and ECON5051 for ECON5359

This applied course surveys the peculiarities of emerging capital markets, especially in the CIS; investment in emerging markets for fixed-income assets, pension funds, securities markets, and foreign direct investment. Theoretical benefits of international investment are examined empirically. Macroeconomic stability, capital flows, and exchange rate options and are analyzed against a historical background, including the currency crises of Asia

and Latin America. Graduate students must write extensive papers.

ECON5370 Economics of Risk Management

3 Credits

Prerequisites: ECON5354

(may be taken concurrently)

This course focuses on the role of risk management in both private and public sectors. It includes a discussion of why firms and government should hedge financial risks, the individual and social gains of financial risk management, the identification and quantification of financial risks (including value-at-risk measures), and of how derivative securities can be used in financial risk management.

ECON5371 Financial Risk Management

3 Credits

Prerequisites: ECON5370

This course covers ways in which financial institutions, corporations, and fund managers can quantify and manage risks. It covers the calculation and use of value at risk, ways of forecasting volatilities and correlations, the quantification of credit risk, and credit derivatives.

ECON5801/3104 Research Methods and Methodology

3 Credits

Prerequisites: None

A senior faculty member with an excellent research record will teach this course. The methods and methodology of academic research are studied, using samples of work by outstanding economists. Students are urged to develop their own ideas and projects. The course will guide the student through a substantial amount of writing, including a term paper.

ECON5802 Applied Economics

3 Credits

Prerequisites: ECON5021, ECON5031, and ECON5012

This course will guide the student through writing a paper that may apply ideas from ad-



vanced microeconomics and macroeconomics as well as from econometrics. It will discuss game theory and applied topics. If time permits, it may also review philosophical theories of research.

ECON5803 History of Economic Thought

3 Credits

Prerequisites: None

This course traces the evolution of types of economic theory from the 15th century to the present. It places current economic ideas in historical context by surveying the development of economic thought from ancient to modern times. Topics include the Classical school from Smith through Mill; Marxian economics; the Marginalists; Institutional economics; and Keynesian Macroeconomics.

ECON5814 Economic and Business Forecasting

3 Credits

Prerequisites: ECON5012

This course studies quantitative forecasting methodologies to understand their data requirements, computational procedures, limitation of results, and various uses in business and (macro) economic environments. It covers judgmental surveys; time series (the Box-Jenkins approach); and causal (regression simulation) techniques and their combination into least-error and conditional forecasts.

ECON5815 Mathematical Economics

3 Credits

Prerequisites: MATH5103 or equivalent

This course studies mathematical tools required for intermediate economic courses: Notions of convex sets and quasi-convex functions, limits and derivatives, constrained optimization and duality; and techniques of single and multivariable calculus as well as of matrix algebra. It gives rigorous definitions of many basic concepts of economic analysis as well as applications to several less frequently studied economic models (activity analysis and optimal portfolio selection).

ECON5816 Optimization in Economics

3 Credits

Prerequisites: ECON5022, ECON5815

This course presents, with mathematical rigor and economic insight, various optimization techniques used to prove most results in micro-and macroeconomic theory. Topics include generalizations of the Lagrange method, separation of convex sets and concave programming, dynamic programming and the maximum principle, fixed-point theorems, positive quadratic forms, and matrix derivatives.

ECON5824 Economics for Managers

3 Credits

Prerequisites: ECON5021

Courses in microeconomic analysis are reputed to be among the most challenging ones. The reputation is deserved; abstraction and analytical rigor characterize economics. However, economic analysis remains the key to many business decisions. In the course we see how corporate managers and public policy administrators use microeconomics in operations. Real world case studies are extensively used. Topics include optimization techniques, estimating demand functions, business forecasting, production and cost analysis, managing research and development projects, linear programming applications, oligopoly and strategic behavior, pricing techniques and regulation by the government, risk analysis, capital budgeting, and public sector project analysis.

ECON5825 Project Analysis

3 Credits

Prerequisites: ECON 5021

This course explains how to estimate the economic costs and benefits of a project – be it a new dam or a new research program. It will consider how to infer project values directly from market decisions; and how to infer these values indirectly, via the travel cost method, hedonic methods, contingent valuation (i.e., surveys) and other means. The course will also consider the selection of an appropriate rate at which to discount future benefits and costs. Controversial questions, such as the economic



value of a life, will also be explored. The undergraduate course “Project Evaluation” will provide good background for this course.

ECON5828 Information Economics

3 Credits

Prerequisites: ECON5022

This course studies information as an economic object: Its specifics in production and consumption; its economic effects; and individual decisions with or without it. The course analyzes the new information sector of the economy and its consequences for productivity and globalization. It focuses on an analysis of incomplete and asymmetric information in standard topics of microeconomics. (The mathematical sophistication entailed will depend on the proficiency of students.) The course will study, in detail, adverse selection, signaling, and moral hazard paradigms with consequences for contracts and incentives. It will also address the design of various clearing mechanisms to replace the Walrasian equilibrium with complete information, in particular types of auctions. The course culminates with an introduction to experimental economics with examples from labor market, insurance, and industrial organization.

ECON5829 Quantitative Methods for Economics

3 Credits

Prerequisites: ECON5103

or permission of the instructor

This course covers topics necessary for Econometrics, Financial Economics, Actuarial Economics, and intermediate economic courses. Those topics include: probability distribution, statistical inference and linear regression, as well as matrix algebra and techniques of Calculus applied to optimization in economics.

ECON5888 Internship in Economics for MA

3 Credits

Prerequisites: ECON5021, ECON5031, permission of academic advising faculty member, and permission of the employer.

This independent research project, undertaken in a work environment, provides students with data, people, and experience for studying an economic issue. Related readings, a daily journal, and an analytical paper supervised by a faculty member are required. The student must obtain permission before the start of the semester in which he enrolls.

ECON5899 Special Seminar in Applied Economics

3 Credits

Prerequisites: 30 credits and faculty permission

This course is an introduction to applied economic analysis.

It will cover a range of standard micro-and macroeconomic modeling methods, with applications from a range of areas of economics. The course is a series of seminars. It requires the student to read more economic literature and to expend more effort than do most courses. Classroom discussion is emphasized.

ECON5999 Master Thesis

6 Credits

Prerequisites: None

The student will undertake independent research in his major field of study and defend his thesis in an oral examination.

DEPARTMENT OF POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

Office № 108 (Valikhanov building)
Tel: +7 (727) 270-42-79/88
(ext. 3001/3050);
e-mail: psteach@kimep.kz, psdep@kimep.kz

Statement of Purpose

The Department of Political Science and International Relations provides students with a broad liberal arts education modeled on North American standards, prepares highly qualified specialists who can help to improving society, and contribute to making Kazakhstan competitive in the community of nations.

We make the following mission commitments:

To provide students with a liberal arts education.
To prepare students for successful careers in politics, government, NGOs, diplomacy, international organizations and the private sector.

To foster critical and analytical thinking in students and expand their linguistic, technical, research and communication skills.

To analyze the core fields and sub-fields in the discipline through innovative teaching and student/faculty collaboration that allows students to gain political literacy necessary for good citizenship.

To help students understand the concepts, theories and methodologies used in the disciplines so that students can integrate theoretical knowledge and practical experience.

The department offers undergraduate degrees in **Political Science and International Relations** and a graduate degree in **International Relations**. Our programs provide a cutting-edge, well-rounded education, modeled on and delivered according to the highest international standards.



ADMINISTRATION

Golam Mostafa, Ph.D.
Chair

Alex Danilovich, Ph.D.
Director of Undergraduate Program

Richard Rousseau, PhD.
Director of Graduate Program

Aliya Orazbayeva, MA
Executive Assistant to the Department

Margarita Andreyeva, BA
Assistant to the Chair



UNDERGRADUATE PROGRAM

BACHELOR OF SOCIAL SCIENCES in POLITICAL SCIENCE (BSS in PS)

Statement of Purpose

This is a general Political Science undergraduate program designed for the study of politics, political theories, political systems, governments, institutions, electoral politics, interest groups, issues and challenges to democracy and democratization, ethno-religious and cultural identities and conflicts, civil societies, non-government organizations, political culture, political economy, and developmental issues. After completion of the program, students will be familiar with all different aspects and sub-fields in political science and will be well prepared to take positions at various levels in government, private organizations, political parties and institutions, national and international organizations, NGOs and so on.

Major

PS2532 Government and Politics in Central Asia	3
HIST3537 History of Central Asia	3
PS3536 Political Parties and Politics in Kazakhstan	3
PS3532 Democratization and the Politics of Transition	3
PS3533 The Political Economy of Development in Central Asia	3
PS3541 Religious Extremism and Terrorism in Central Asia	3
PS/HIST3544 Selected Topics in Central Asian Politics and History	3
IR4512: Central Asia in Global Politics	3
IR/PS4521 Caspian Petro Politics	3
PS4542 The Politics of Ethnicity and Religion in Central Asia and the Caucasus	3

As is common in Western universities, undergraduate students need to select a major/specialization. The major is the primary focus of study for the student. Each student is required to complete a total of thirty-three credit hours in his/her major field.

In Political Science we offer the following majors/career tracks for students:

1. **Central Asian Politics**
2. **Comparative Politics**

In order to get a Major in Central Asian Politics students will have to take 12 credits of PS Program Required courses and 21 credits of Program Electives from the following list.

In order to get a Major in Comparative Politics students will have to take 12 credits of PS Program Required courses and 21 credits of Program Electives from the following list.

Course	Credit
IR/PS2515 Political Geography	3
PS2532 Government and Politics in Central Asia	3
PS3530 Asian Politics	3
PS3535 Political Culture	3
PS4541 Government and Politics in the Russian Federation	3
PS4538 Democratic Theory	3
IR/PS4535 Government and Politics in Europe	3
PS4532 Third World Politics	3
IR/PS4530 Middle East Politics	3
PS4534 United States Politics	3

BACHELOR OF SOCIAL SCIENCES in INTERNATIONAL RELATIONS (BSS in IR)

This is an undergraduate program in International Relations where students will study theory, foreign policy, diplomacy, security, terrorism, regional and global conflict and conflict resolution. After completing this program, students will be prepared for continuing graduate studies or to take positions in foreign service, other government ministries and departments, international and regional organizations, embassies, lobby groups, travel and tourism industries, as professional interpreters/translators, communications officers, and so on.

Major

As is common in Western universities, undergraduate students need to select a major/specialization. The major is the primary focus of study of the student. Each student is required to complete a total of thirty-three credit hours in his/her major field.

In International Relations we offer the following majors/career tracks for students:

1. **Foreign Policy and Diplomacy**
2. **International Security**

In order to get a Major in Foreign Policy and Diplomacy students will have to take 12 credits of IR Program Required courses and 21 credits of Program Electives from the following list.

Course	Credit
IR/HIST3522 History of US Foreign Policy	3
IR/PS3537 Russian Foreign Policy	3
IR/PS3538 Chinese Foreign Policy	3
IR/HIST3539 History of Diplomacy from 1648 to 1815	3
IR/HIST3540 History of Diplomacy from 1815 to 1945	3
IR4512: Central Asia in Global Politics	3
IR4524 Russia-United States Relations	3
IR4522 Central Asia-United States Relations	3
IR4526 Comparative Foreign Policy	3
IR3544.5: Selected Topics in IR; Diplomatic and Consular Service	3

In order to get a Major in International Security students will have to take 12 credits of IR Program Required courses and 21 credits of Program Electives from the following list.

Course	Credit
IR/PS2515 Political Geography	3
IR/PS3516 Terrorism and Security	3
IR/HIST3536 The Cold War	3
IR3519 Globalization: Current Issues	3
IR3523 International Political Economy	3

IR3524 Global Security and International Conflict Resolution	3
IR4512: Central Asia in Global Politics	3
IR4523 International Organizations	3
IR4525 Asian Security: Theory and Practice	3
IR4529 Undergraduate Seminar in International Relations	3
IR/PS4521 Caspian Petro Politics	3

Minor (Optional Field)

A minor is a field of concentration that a student selects to study outside of his/her major field.

The Department offers minor fields in International Relations, Political Science, History and Law. Students in the Department may also choose a minor from other KIMEP departments if such programs are offered.

In order to earn a minor in International Relations, Political Science, History or Law, a student must complete a total of 18 credit hours in that field.

In order to register for a minor, a student must receive the Department Chair's approval. Advanced students must take all lower level courses required by the minor field.

No student may receive a major and a minor in the same field.

Please note that a minor field is an option and not a requirement.

Double Major (Optional Field)

Undergraduate students in the Department of Political Science may choose a double major within the Department, or opt for a second major from another department.

Students who wish to major in the Department must fill out appropriate forms in the Office of the Registrar and obtain permission from the Chair of the Department.

To complete a double major in International Relations or Political Science, a student must meet the requirements for each major. For BSS



students, these credits can be counted towards KIMEP Free Electives and Cognate Electives as well as the second major. Students from other departments are encouraged to double major in Political Science, however they should con-

sult their departments concerning the requirements.

For students from other departments, the following courses must be completed to earn a double major

Credit Distributions

To complete the Undergraduate degrees in International Relations and Political Science, students will have to complete English requirements and all General Education courses in their first and second years of study. For details please refer to the GE section.

Code	Title of the courses	Credits
General Education Courses		48
GE Required Courses offered by the Department		
HIST1501	History of Kazakhstan	3
GE Elective Courses		
HIST2501	History of Civilizations 1	3
HIST2502	History of Civilizations 2	3
ANTH1505	Western Civilization	3
Phil1501	Introduction to Philosophy	3
Phil1502	Principles of Ethics	3
GE Elective Courses (not for BSS students in IR and PS)		
PS1511	Introduction to Political Science	3
IR1512	Introduction to International Relations	3
PS/IR2515	Political Geography	3
PS2502	Introduction to Political Economy	3
College Required courses for the CSS		12
PS1511	Introduction to Political Science	3
PA1513	Introduction to Public Administration	3
ECON1103	Introduction to Micro Economics	3
BAIJ2605	Mass Media and Society	3
Specialization courses		48
	Program Required	9
	Program Electives	39
	KIMEP Free Electives	18
Internship or Research Paper		3
Total		129



Required courses for International Relations (IR)

IR1512 Introduction to International Relations
 IR3521 Theories of International Relations
 IR2522 Foreign Policy of Kazakhstan
 PS/IR4510 Undergraduate Research Paper or Internship

Required courses for Political Science (PS)

PS2531 Government and Politics in Central Asia
 PS3512 Comparative Politics
 PS3534 Political Philosophy
 PS/IR4510 Undergraduate Research Paper or Internship

Undergraduate Curriculum for the 2008-2009 Academic Year

Course Type	Number of credits
Major Electives (ME)	33
College Required (CR)	12
Program Required (PR)	9
Program Electives (PE)	6
General Education Requirements (GER)	48
KIMEP Free Electives (KE)	18
Undergraduate Research Paper/ Internship	3
Total Required for Graduation	129

Course Offerings

Course Prefixes:

PS = Political Science
 IR = International Relations
 LAW = Law
 HIST = History

Double Coding of Courses Prefixes

Some courses may have more than one prefix (for example: IR/PS). These courses may appear in the major field. These subjects may also be taken as an elective.

GENERAL EDUCATION COURSES OFFERED BY THE DEPARTMENT

HIST1501 History of Kazakhstan

3 Credits
Prerequisites: None

This is a survey course designed to acquaint students with basic legal concepts of law, as well the process of formation of law and the structure of the judiciary system in the Republic of Kazakhstan.

General Education Elective courses offered by the Department of Political Science (students can take these courses as Elective GE courses)

PS1503 Introduction to Philosophy

3 Credits
Prerequisites: None

This is an introductory course on philosophy. Special attention will be devoted to the historical development of philosophy as well as the current state of the discipline.

PHIL1502 Principles of Ethics

3 Credits
Prerequisites: None

Ethics refers to the study of what is right and wrong or good conduct in a given set of circumstances. In essence, Ethics looks at the moral values we already possess and examines how we came to our own personal worldview and outlook on life. Ethical problems exist because we have choices. Ethics presupposes the existence of morality, as well as the existence of moral people who judge right from wrong and generally act in accordance with norms they accept and to which the rest of society holds others. We will primarily focus on ethics as it relates to modern issues we face as a society within our local environment, our work place, our university and personal life.

HIST2501 History of Civilizations I

3 Credits
Prerequisites: None

This course provides a broad overview of History from Renaissance. It looks at civilizations



throughout the world, starting with the river Valley civilizations in Mesopotamia, the Indus Valley, Egypt and the Yellow River Valley, and traces the development of civilizations throughout the world and their different cultures. Areas covered include the Middle East, Asia, the Americas, and Europe.

HIST2502 History of Civilizations II

3 Credits

Prerequisites: None

This is a survey course on the development and growth of major world civilizations from 1500 to the present. Special attention will be devoted to the development of European hegemony from the 16th century to the early 20th century.

ANTH1505 Western Civilizations

3 Credits

Prerequisites: None

The course is a general history of Europe and the America from the Renaissance and reformation to the end of the 20th Century. Topics covered include religious wars, colonialism and overseas expansion, nationalism, industrialization and the World wars and Cold War of the 20th Century.

PS2502 Introduction to Political Economy

3 Credits

Prerequisites: None

This course investigates the relationship between politics and economics, the state and markets, democracy and capitalism - all fundamental issues in the field of political economy. The course surveys scholarship concerning the market system from its foundation, including the work of Jean-Baptiste, Adam Smith, Karl Marx, and John Maynard Keynes. Introduction to Political Economy encourages students to cultivate a greater appreciation of the relationship between politics, economics, and society, and how knowledge of this dynamic interaction is fundamental for a student of politics.

College Required Courses

PS1511 Introduction to Political Science

3 Credits

Prerequisites: None

This is a basic survey course of the major concepts, theories and methodologies in Political Science designed to provide students with a basic foundation in the discipline. The course will focus on theoretical as well as practical applications of Political Science.

PROGRAM REQUIRED COURSES FOR IR

IR1512 Introduction to International Relations

3 Credits

Prerequisites: None

This is an introductory course designed to acquaint students with the various theories and concepts used in the field. This course will examine and analyze the emergence and evolution of the modern world system, its nature and characteristics as well as the emerging issues and challenges faced by the world today. The focus will be also roles and functions of states, non-state actors and institutions. The course is not only designed and developed for students in Political Science and IR but it will also fulfill the needs and interests of students from other disciplines.

IR2522: Foreign Policy of Kazakhstan

3 Credits

Prerequisites: IR1512

This is an advanced survey course on Kazakhstan's foreign policy making since 1991. Special emphasis will be given to the impact of the Soviet legacy on Kazakhstan's foreign policy and the present relationships between Kazakhstan and the West. Other topics include the Kazakhstan's present role in the War on Terror and regional security.



IR3521 Theories of International Relations

3 Credits

Prerequisites: IR1512

This is a basic course on theories of international relations. The purpose of this course is to acquaint students with the historical evolution of the theories of IR and to focus on various theories, concepts, approaches and methodologies used in the field. Instead of focusing on any particular group of theories, this course will critically review and analyze all theories: old and new, traditional and modern. Recent theories like, feminist theories, post-modernist theories, globalist theories, ecological theories will also be discussed here.

IR/PS4597 Undergraduate Research Paper

3 Credits

Prerequisites: None

Undergraduate students will have to write a major research paper on any field or areas in international relations at the final year of their study. Students should select topics and submit proposals to the Chair of the Department at the end of their 3rd year of study or after they finish 90 credits. The Chair will assign supervisors for students in consultation with the Undergraduate Committee members. Students will work with their individual supervisors and complete the paper during the last semester of their study. A Departmental Undergraduate Thesis Committee will be created for this purpose and students will have to defend their papers publicly.

PROGRAM REQUIRED COURSES FOR PS

PS3512 Comparative Politics

3 Credits

Prerequisites: PS1511

This is an introductory course in the field of Comparative Politics. The course will acquaint students with various paradigms, while also offering practical case studies to illustrate different political orientations of nation-states and regions.

PS2532 Government and Politics in Central Asia

3 Credits

Prerequisites: PS1511

This course covers new developments in nation-building in Central Asia since the fall of the Soviet Union to the present. Special emphasis will be given to the issues of regional security, democratization, environmental and industrial policy, as well as growing relations between Central Asian states and the world.

PS3534 Political Philosophy

3 Credits

Prerequisites: PS1511

This course provides a historical background to the development of Western political thought from Greek antiquity to the Modern Era. Readings from primary sources, such as Plato, Aristotle, Augustine, Aquinas, Machiavelli, and Hobbes, will help students to comprehend the origins and foundations of Western political philosophy and the continuity of tradition.

IR/PS4597 Undergraduate Research Paper

3 Credits

Prerequisites: None

Undergraduate students will have to write a major research paper on any field or areas in international relations at the final year of their study. Students should select topics and submit proposals to the Chair of the Department at the end of their 3rd year of study or after they finish 90 credits. The Chair will assign supervisors for students in consultation with the Undergraduate Committee members. Students will work with their individual supervisors and complete the paper during the last semester of their study. A Departmental Undergraduate Thesis Committee will be created for this purpose and students will have to defend their papers publicly.



ELECTIVE COURSES IN IR

IR/PS2515 Political Geography

3 Credits

Prerequisites: None

This course provides an introduction to political geography, the study of the location, distribution, and interaction between political units in the world. The world political map has changed dramatically over the past century with a sharp increase in the number of states and nation-states. Today's era of globalization heightens the need for an understanding of global political-geographic issues. This course will cover such wide ranging topics as international conflict, relationships between states, ethnic tensions within states, globalization, the breakup of the Soviet Union, and the political geography of Central Asia.

IR/PS3516 Terrorism and Security

3 Credits

Prerequisites: IR1512

This course studies the origins and nature of contemporary terrorism, terrorist groups: tactics and trends on the world-wide scale starting from the ancient times to the present. It examines threats and challenges posed by the terrorist groups to state security and to the security of the international system.

IR3519 Globalization: Current Issues

3 Credits

Prerequisites: IR1512

The term "globalization" has quickly become one of the hottest buzzwords in the field of international relations and in the academic debate. This course will cover a wide range of distinct contemporary political, economic, and cultural trends, like liberalization, Americanization and value of information technology. It will help students to comprehend the ontology and epistemology of these processes and take them even further to the analysis of cultural transformations associated with globalization.

IR/HIST3522 History of US Foreign Policy

3 Credits

Prerequisites: IR1512

Advanced course on American foreign policy since the birth of the Republic to the modern era. This course will focus on American foreign policy as a whole, but will also give special attention to present-day American foreign policy, American-Kazakhstan relations in particular.

IR3523 International Political Economy

3 Credits

Prerequisites: IR1512

The main objective of this course is to introduce students to the field of International Political Economy and to discuss the scope boundary and methodologies used in the study of IPE. Students will critically examine and analyze major international economic processes and institutions, such as international monetary and financial organization, globalization of production and distribution, international trade and investment, development, dependency and foreign aid.

IR3524 Global Security and International Conflict Resolution

3 Credits

Prerequisites: IR1512

Since the end of the Cold War, multiple conflicts, both global and regional in nature, have seriously undermined and threatened world security. This course will study and analyze the roots and causes of modern conflicts and their effects and implications for international peace and security in Central Asia.

IR/HIST3536 The Cold War

3 Credits

Prerequisites: IR1512

This course examines the key phases of the cold war and assesses rival interpretations of the causes and consequences of the conflict. The course will adopt a chronological and thematic approach to the Cold War; While the course will



deal chronologically with the main events, personalities and issues of the Cold War, we will also devote particular weeks to look in more detail at specific themes such as the Vietnam War, the Cuban Missile Crisis, and the impact of the Cold War on civilian populations.

IR/PS3537 Russian Foreign Policy

3 Credits

Prerequisites: IR1512

Advanced course on the formation and development of Russian foreign policy since Ancient Russia to the modern era. This course will focus on Russian foreign policy as a whole, but will put special emphasis on present-day Russian foreign policy-making, and Russia-Kazakhstan relations in particular.

IR/PS3538 Chinese Foreign Policy

3 Credits

Prerequisites: IR1512

Advanced course on foreign policy making in China since the formation of the Chinese State to the modern era. This course will focus on Chinese foreign policy as a whole, but will also give special attention to present-day Chinese foreign relations, and in particular China-Kazakhstan relations.

IR/HIST3539 History of Diplomacy from 1648 to 1815

3 Credits

Prerequisites: IR1512

Advanced survey course on the development of modern international relations in Europe from the inception of the Westphalia System to the rise and fall of Napoleon. Special emphasis will be placed upon the role of history in shaping the modern international system.

IR3544.5 Selected Topics in IR; Diplomatic and Consular Service

3 Credits

Prerequisites: IR1512

This course covers theoretical and practical problems and issues of diplomacy, organiza-

tion and functioning of diplomatic and consular services in Kazakhstan. This course will also discuss and debate the process and mechanism of foreign policy decision-making in Kazakhstan and the forms and methods of their realizations.

IR4512 Central Asia in Global Politics

3 Credits

Prerequisites: IR1512

This course brings together studies of post-colonial, post-Cold War interactions between state and non-state actors. The unanticipated collapse of the USSR initiated a profound crisis in the theory of international relations. The Cold War is rapidly moving into history. The post-Cold War interregnum seems to have come to an end on September 11, 2001. What theory is out there to help us comprehend incisive change in international affairs? We will use elements borrowed from political realism and constructivism to analyze change underway in one particular region: Central Asia. The objective of the course is to provide greater comprehension of the nature of the post-colonial 'Great Game' underway in that part of the world and to relate that game to the transformation in Central Asia.

IR4522 Central Asia-United States Relations

3 Credits

Prerequisites: IR1512

This is an advanced survey course on the development of relations between Central Asia and the United States from 1991 to the present.

IR4523 International Organizations

3 Credits

Prerequisites: IR1512

This course will critically analyze and evaluate the historical and philosophical roots and origins of the formation and evolution of modern international organizations as well as their roles in the promotion of international economic cooperation and in maintaining international peace, security and understanding.

**IR4524 Russia-United States Relations**

3 Credits

Prerequisites: IR1512

This course will focus on the origin and development of Russian-American relations from the 18th century to the present. Special emphasis will be placed upon the recent changes in Russian-American relations.

**IR4525 Asian Security:
Theory and Practice**

3 Credits

Prerequisites: IR1512

The main goals of the course are to give a brief introduction to the field of security studies and its current debates and to apply this theoretical knowledge to the study of Asian security at different levels of analysis: national, regional and global. The discussion of key issues in each region (Northeast Asia, Southeast Asia, South Asia and Central Asia) will be combined with the in-depth consideration of various aspects of security: military (including nuclear), political, economic, environmental and societal security.

IR4526 Comparative Foreign Policy

3 Credits

Prerequisites: IR1512

This course will explain and analyze the foreign policy-making process, institutions and processes involved in this process. This course will, however, focus on the foreign policy-making mechanism and process of implementation from a historical comparative perspective. Case studies of selected countries will be examined in depth.

IR4528 Central Asia-Russia Relations

3 Credits

Prerequisites: IR1512

This is an advanced course on the development of relations between Russia and Central Asia from the 18th century to the present. Special emphasis will be given to the development of Central Asia-Russia relations since the collapse of the Soviet Union.

**IR4529 Undergraduate Seminar in
International Relations**

3 Credits

Prerequisites: IR1512

This seminar course is designed to offer students an opportunity to apply their theoretical knowledge to a specific issue in international relations. The seminar format allows individual studies covering security issues, international political economy and international legal order.

IR/PS4530 Middle East Politics

3 Credits

Prerequisites: PS1511

A survey of the twentieth and twenty-first century political history of the Middle East and its regional issues, such as the Palestinian-Israeli conflict, territories, arms, oil, the two Western wars in Iraq, and both Western and Islamic alliances. This course will also compare the governments and political ideologies of the Middle East region, focusing on social and institutional structures and development issues. Concepts and ideologies like Arabism, Islam, modernization, and the nature of states and political systems will be studied.

IR/PS4521 Caspian Petro Politics

3 Credits

Prerequisites: PS1512 or 1511

This course examines the geopolitics of energy in the Caspian Sea region. The subject is a broad, complex one that is constantly shifting and evolving even as policymakers try to manage and influence affairs from day to day. The emergence of independent states in the Caspian Sea region has created a new environment of great importance to the world. The region's geopolitical position between Europe, the Persian Gulf, and Asia, and its unresolved ethnic conflicts have made it both a magnet and potential flashpoint for its neighbors, including Russia, Turkey and Iran. Also, the Caspian Sea is the energy world's latest frontier. The development of Caspian energy resources and their transportation to international markets is one of the most controversial and pressing issues in the post-Cold War era.



ELECTIVE COURSES IN PS

IR/PS2515 Political Geography

3 Credits

Prerequisites: None

This course provides an introduction to political geography, the study of the location, distribution, and interaction between political units in the world. The world political map has changed dramatically over the past century with a sharp increase in the number of states and nation-states. Today's era of globalization heightens the need for an understanding of global political-geographic issues. This course will cover such wide ranging topics as international conflict, relationships between states, ethnic tensions within states, globalization, the breakup of the Soviet Union, and the political geography of Central Asia.

IR/PS3516 Terrorism and Security

3 Credits

Prerequisites: IR1512

This course studies the origins and nature of contemporary terrorism, terrorist groups: tactics and trends on the world-wide scale starting from the ancient times to the present. It examines threats and challenges posed by the terrorist groups to state security and to the security of the international system

PS3530 Asian Politics

3 Credits

Prerequisites: PS1511

This course will review government and politics in major Asian countries from comparative historical perspectives

HIST/PS3521 Domestic History of the USSR

3 Credits

Prerequisites: None

This course will cover the major questions of the internal history and politics of the USSR. Topics include pre-revolutionary Russia and the thought of the revolutionaries of the period, Stalinism, Collectivization, Industrialization,

and the collapse of the USSR. Both the goals of this state and the methods used to reach them will be discussed. Why did this state exist? Why did it exist in Russia in particular? How did it function? Who benefited from it? One of assignments for students from former Soviet countries will be to research and write a family history during the period of the USSR.

PS3532 Democratization and the Politics of Transition

3 Credits

Prerequisites: PS1511

This course will probe the phenomenon of political regime change, focusing particularly on contemporary transitions to democracy. The main theories of democratization will be explored, and several historical periods of democratization waves will be examined. The course will investigate the theoretical literatures on regime change and compare the experiences of countries emerging from state socialism, military rule, bureaucratic authoritarianism and personal dictatorships. Empirical material will consist of several extensive case studies drawn from experiences throughout time and a variety of cultural and geographical zones, though with an emphasis on the post-communist transition of Eastern Europe and the former USSR

PS3533 The Political Economy of Development in Central Asia

3 Credits

Prerequisites: PS1511

This course explores the determinants of the region's economic and political development. First, in a broadly-based historical framework and second, since independence in the early 1990s. Students will analyze competing interpretations of Central Asian development and participate in some of the most important debates about its political economy and developmental issues. Lessons learned from other regions will also be a subject of inquiry for insight into the most promising avenues for sustaining long-term economic, social, and political development.

**PS3535 Political Culture***3 Credits**Prerequisites: PS1511*

The study of political culture is integral part of the study of politics. Knowledge of the interaction between political institutions and political culture is crucial to the study of any political process. Moreover, this course will focus on people's attitudes, beliefs, values and norms that people have developed toward government and politics, and how these attitudes and beliefs influence the interaction of the elements of the political process.

PS3536 Political Parties and Politics in Kazakhstan*3 Credits**Prerequisites: PS1511*

This course will explore the past, present and future of political parties in Kazakhstan. It will begin by focusing on the history and theories of parties and electoral politics before assessing contemporary political parties in Kazakhstan, their relations with the electorate, the government and other organizations.

PS3537 Selected Topics in Political Science*3 Credits**Prerequisites: PS1511*

This course will examine various issues of political science. Topics vary according to the interests of students and instructors.

IR/PS3537 Russian Foreign Policy*3 Credits**Prerequisites: IR1512*

Advanced course on the formation and development of Russian foreign policy since Ancient Russia to the modern era. This course will focus on Russian foreign policy as a whole, but will put special emphasis on present-day Russian foreign policy-making, and Russia-Kazakhstan relations in particular.

IR/PS3538 Chinese Foreign Policy*3 Credits**Prerequisites: IR1512*

Advanced course on foreign policy making in China since the formation of the Chinese State to the modern era. This course will focus on Chinese foreign policy as a whole, but will also give special attention to present-day Chinese foreign relations, and in particular China-Kazakhstan relations.

PS3541 Religious Extremism and Terrorism in Central Asia*3 Credits**Prerequisites: None*

This course will explore the themes of religious extremism and terrorism as methods of inducing political change within Central Asian societies. Specific attention will be given to the role of religion in Central Asia and examine the interface between religious extremism and terrorist movements in Central Asia. The course will also explore the ever-increasing nexus of terrorism, drug trafficking, and criminal activity; specifically as it relates to the political and social stability within Central Asia. Students will be challenged to examine the various tools and methodologies available to regional governments for their use in combating religious extremism and terrorism. Students will be asked to assess critically the responses and policies already employed by Western governments in response to threats from groups such as al-Qaida, Islamic Movement of Uzbekistan, or other groups.

PS/HIST3544 Selected Topics in Central Asian Politics and History*3 Credits**Prerequisites: None*

This course will examine various topics in the politics and history of Central Asia. Subjects will vary according to the interests of students and instructors.


PS3545 Oil Politics and Policies
3 Credits
Prerequisites: PS1513

This course will examine the role of oil in politics and policies including the types of regimes in which oil figures prominently. The course will pay special attention to the role of OPEC in world affairs, the growing influence of newly emerging oil powers, including the Caspian Sea region and the Republic of Kazakhstan.

IR/PS4521 Caspian Petro Politics
3 Credits
Prerequisites: PS1512 or 1511

This course examines the geopolitics of energy in the Caspian Sea region. The subject is a broad, complex one that is constantly shifting and evolving even as policymakers try to manage and influence affairs from day to day. The emergence of independent states in the Caspian Sea region has created a new environment of great importance to the world. The region's geopolitical position between Europe, the Persian Gulf, and Asia, and its unresolved ethnic conflicts have made it both a magnet and potential flashpoint for its neighbors, including Russia, Turkey and Iran. Also, the Caspian Sea is the energy world's latest frontier. The development of Caspian energy resources and their transportation to international markets is one of the most controversial and pressing issues in the post-Cold War era.

IR/PS4530 Middle East Politics
3 Credits
Prerequisites: PS1511

A survey of the twentieth and twenty-first century political history of the Middle East and its regional issues, such as the Palestinian-Israeli conflict, territories, arms, oil, the two Western wars in Iraq, and both Western and Islamic alliances. This course will also compare the governments and political ideologies of the Middle East region, focusing on social and institutional structures and development issues. Concepts and ideologies like Arabism, Islam, modernization, and the nature of states and political systems will be studied.

PS4532 Third World Politics
3 Credits
Prerequisites: PS1511

This is an advanced course designed to acquaint students with both the domestic and foreign policies of third world countries. This course will analyze the development of the political structures of countries in Africa, Asia and Latin America from the period of decolonization to the present.

PS4533 Developmental Studies
3 Credits
Prerequisites: PS1511

This is an introductory course on development studies where students will learn basic theories, concepts and debates on development. This course will explain and analyze the underlying causes and factors of development and underdevelopment. Students will learn the roles and functions of institutions and individual sectors in the development process, like the state, MNCs, IGOs, NGOs, Foreign Aid and investment, industry, agriculture, trade and good governance.

PS4534 United States Politics
3 Credits
Prerequisites: PS1511

This is an advanced course on the political institutions and processes in the United States from the birth of the Republic to the present. Special emphasis will be given on the contemporary issues in the American political system, including the peculiarities of the two-party system, electoral politics and the media, checks and balances at work and the evolution of the presidential system.

IR/PS4535 Government and Politics in Europe
3 Credits
Prerequisites: PS1511

European politics has never been so topical and exciting. With the end of the Cold War division of Europe into East and West, Europe is uniting under the umbrella of the European



Union and is moving ahead with a unique experiment whereby European law supersedes national law and a single European currency is used. Despite the erosion of traditional cultural and political boundaries, it remains vital to understand the national politics of European states. The purpose of this course is to offer students an informed and accessible overview to European government and politics. During the semester, we will examine the themes, debates, developments, and structures within selected states and regions. The phenomenal growth the European Union, in power and membership, shall also be discussed. A variety of case studies will be examined including the major powers (like Germany and Britain), small powers (like Ireland and the Scandinavian states), and the new democracies of Eastern Europe (like Poland and Latvia).

PS4538 Democratic Theory

3 Credits

Prerequisites: PS1511

This is an advanced course on the development and trends of Democratic Theory.

The course will follow the development of democracy from the government of ancient Athens to the modern factory floor.

PS4541 Government and Politics in the Russian Federation

3 Credits

Prerequisites: PS1511

The course will examine politics in Russia after the dissolution of the Soviet Union, attempts to create a democratic political system.

Special attention will be paid to the electoral system and politics, constitution, party system, parliaments, leadership strategies, and nationalism.

PS4542 The Politics of Ethnicity and Religion in Central Asia and the Caucasus

3 Credits

Prerequisites: None

Under the USSR, ethnic and religious identities were submerged or modulated to fur-

ther the greater goals of the Union. With the breakup of the USSR, these have come to the fore as long-suppressed conflicts have become free to find expression. Accordingly, disputes have broken out all along the Islamic fringes of the former Union: in Georgia, Azerbaijan, the Russian Caucasus, Armenia, Tajikistan, Kyrgyzstan and Uzbekistan. Other conflicts are potential but have not yet broken out into the open, such as possible friction in northern Kazakhstan, or within the Tatar and Bashkortian republics in Russia.

The histories and current situation of each of the local actors will be examined, and their roles in current or potential conflict. The roles of outside actors who have presumed to have an ethnic (Turkey, Russia) or religious (Iran, Saudi Arabia, Afghanistan) interest in the region will also be considered. Theoretical perspectives will treat the literature on identity and nationalism which appears to be developing rapidly at the present time. Huntington's clash of civilizations hypothesis will also be considered as well as theories of post- and neocolonialism.

HISTORY COURSES

Both IR and PS students can take History courses as Elective ones

HIST3537 History of Central Asia

3 Credits

Prerequisites: None

This course provides an historical introduction to the five countries of Central Asia; Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan. It will provide an overview of political, economic, social, ethnic, cultural, military and religious history of the region.

HIST3531 US History to 1877

3 Credits

Prerequisites: None

Survey course of the history of the United States from the discovery of the "New World" to 1877. Major themes include the American Revolution, the development of the Constitu-

tion, creation of political parties, the American Jacksonian era, and the Civil War. Special emphasis will also be given to Westward expansion, United States treatment of Native Americans, and the role of Slavery in early American society.

HIST3532 US History from 1877 to the Present

3 Credits

Prerequisites: None

Survey course of the history of the United States from the end of Reconstruction in 1877 to the present. Major themes include the growth of big business and the emergence of the US as a major economic and political power in the world, the era of progressivism, the Great Depression, World War II and postwar economic expansion, the Civil Rights movement, women's rights movements, cultural icons, and presidential administrations.

IR/HIST3540 History of Diplomacy from 1815 to 1945

3 Credits

Prerequisites: IR1512

Advanced survey course on the development of international relations from the establishment of the Congress System in Europe to the present. Special emphasis will be placed upon the role of history in shaping the modern international system.

GRADUATE PROGRAM

MASTER'S PROGRAM IN INTERNATIONAL RELATIONS (MIR)

The Master's Program in International Relations (MIR) was launched in 2002. It is designed to build up a new cadre of scholars/officials capable of taking on leadership roles in the challenging arena of world affairs, including positions within the diplomatic corps, multinational corporations, education and non-governmental organizations.

Statement of Purpose

The MIR program is designed to familiarize the student with both the theory and practice of contemporary global politics. To this end, courses will explore the most fundamental questions of international relations, such as: What is the structure of the international system? Who are the primary actors? How do these actors behave? Why do they behave that way? What role do international law and ethical considerations play? How do states formulate foreign policies? What are these foreign policies?

Graduate Curriculum for the 2008-2009 (MIR Program)

Prerequisites: 12 credits

These courses must be conducted before taking any 5000 level courses

Course code	Title of the course	Credits
IR1512	Introduction to International Relations	3
PS1511	Introduction to Political Science	3
PS3512	Comparative Politics	3
IR2522	Foreign Policy of Kazakhstan	3

Required and Major Elective courses: 39 credits

Course code	Title of the course	Credits
IR5512	Research Methods (R)	3
IR5513	Theories of International Relations (R)	3
IR5515	International Political Economy: Politics in the World of Interdependent Economics (R)	3
IR5516	International Institutions (R)	3
IR5517	International Security (R)	3
IR5518	Developmental Studies: Selective Models (R)	3
IR5520	Domestic Politics and Foreign Policy in the Post-Communist World (R)	3
PS/IRx5xx	CAP (ME)	3
IRx5xx	IR (ME)	3



PS45xx	PS (ME)	3
IR5524	Thesis (R)	9

PS: Political Science

IR: International Relations

CAP: Central Asian Politics

Break-Down of Credit System graduate students

Course type	Number of credits
Prerequisites	12
Required (R)	21
Thesis	9
Major Electives (ME)	9
Total Required for Graduation	51

COURSE DESCRIPTIONS

GRADUATE REQUIRED COURSES

IR5512 Research Methods

3 Credits

Prerequisites: None

This course will train students how to design and carry out research in the social sciences. Structuring research is about the planning of scientific inquiry, designing a strategy for finding out something. Ultimately, scientific inquiry comes down to making observations and interpreting what you have observed. However, before you can observe and analyze you need a plan. You need to determine what you are going to observe and analyze. That's what research design is all about. Although this sounds rather simple and trivial, the craft of designing social research is quite complex and, what is more important and pertinent to the goals of this course, is that no formal courses on how to structure and design research in the social sciences are offered in the former USSR.

This course provides a general introduction to research design and elaborate on its specific aspects. It lays out various possibilities for social research. I will also disclose the inner structure of research proposals; documents that people

write to obtain grants and other forms of funding for major projects. Research proposals are prepared according to some rules and should incorporate the major elements of research design.

IR5513 Theories of International Relations

3 Credits

Prerequisites: None

The course examines old and new theories used in International Relations, Realist, Liberal/internationalist, globalist and Marxist. Modern theories of globalization, modernization, dependency and human rights will also be discussed. The purpose of this course is to acquaint students with the theories and concepts used in the field of IR and to sharpen their theoretical knowledge and analytical skills so that they can understand and explain modern complex issues and conflicts in IR from a theoretical perspective and framework

IR5515 International Political Economy: Politics in the World of Interdependent Economics

3 Credits

Prerequisites: None

The main objective of this course is to acquaint students with the dynamics and changes of the field, and to discuss the scope boundary and methodologies used in the study of IPE. It critically examines and analyzes major international economic trends and institutions such as international monetary and financial organizations, globalization of production and distribution, international trade and investment, development, dependency and foreign aid. Issues and problems of order, stability and transformation of world economy are also discussed.

IR5516 International Institutions

3 Credits

Prerequisites: None

The purpose of this course is to introduce students to the basic concepts, ideas and critical approaches to the study multilateral political,



financial and developmental institutions and their activities. Special emphasis will be placed on the discussion and analysis of the role and function of these institutions in Kazakhstan. Guest speakers from various international agencies located in Almaty will be invited to give talks. This course will be of great interest to those who consider making a career in international organizations or simply to learn about the functions, operation and impact of these organizations.

**IR5518 Developmental Studies:
Selective Models**

3 Credits

Prerequisites: None

This is a seminar course on development studies. A comparative analysis of approaches to the study of development and underdevelopment will be offered here, including structural-functional, neo-classical, Marxist, and dependency theories. The main objective of the course is to acquaint students with various theories, concepts and models of development and provide them with the necessary skills and methodology so that they can independently study, compare and contrast among various developmental models. This course will select several models of development from various parts of the world and study and evaluate them from comparative, historical perspectives. Students are expected to actively participate in the class.

IR5519 International Security

3 Credits

Prerequisites: None

This is a course makes a survey of international security issues. International security is influenced by both military and increasingly non-military factors. This course focuses on, and analyses, the wide range of factors and issues that shape the security problems in different parts of the world such as: Politics of the great powers, economic globalization and national security, resources competitions and environmental issues, weapons proliferation and arms control regimes, disarmament, international institutions, intervention and the politics of security.

**IR5520 Domestic Politics and Foreign
Policy in the Post-Communist World**

3 Credits

Prerequisites: None

This course focuses on the domestic politics and foreign policies of post-communist states. In particular, it will examine the transition that has taken place in the former USSR during the last two decades. Students will be required to analyze the myriad of challenges facing the post-communist sphere in the political, cultural, social and economic spheres. Special emphasis will be placed upon the international relations between the new states of the former USSR and the rest of the world.

IR5524 Thesis I

3 Credits

Prerequisites: None

Students have to write an M.A. thesis. The thesis proposal must be approved in writing, first by the prospective thesis supervisor, and then by the Thesis Committee. The M.A. thesis research is carried out under the guidance of a KIMEP Professor. An M.A. thesis is rarely an original contribution to knowledge as it is required from a doctoral dissertation or the publications of a mature scholar. In his/her M.A. thesis dissertation the student has to demonstrate that he/she can design and execute with competence a major piece of research. The length will vary with the nature of the topic, but it should be developed in 50-60 pages (double-space). Requests to exceed this limit must be approved by the respective supervisors. This course is designed to help students prepare their thesis materials under the guidance of the thesis supervisor. By the end of the semester, students will have completed the introduction, the theoretical framework and the methodology (literature review and bibliography) and arranged for their thesis project committees.

IR5525 Thesis II

3 Credits

Prerequisites: None

This is a continuation of the research thesis started in IR 5524 Thesis I. This phase is de-



signed to assist students in preparing and writing the analysis part of their thesis, and putting together all components of their research.

IR5526 Thesis III

3 Credits

Prerequisites: None

This is the writing and finalization of the research thesis. By the end of the semester, students will have completed and submitted the thesis to the Thesis Committee.

Electives and Options

International Relations (IR) Elective Courses are those courses, which are not required and are offered by the Department of Political Science. These include undergraduate courses coded at the 3000 and 4000 levels. Among electives for the MIR program there are PS courses.

Credit Transfer/Waiver Policy

The Department of Political Science is committed to allowing students flexible options in choosing their programs and courses. Thus, the Department allows the waiver of up to 21 credits from the undergraduate coursework from the BSS program to the MIR Program. It will also allow the transfer of up to 9 credits from such relevant coursework taken outside KIMEP from institutions recognized by the MIR Program. This should allow most BSS students to complete an MIR degree from KIMEP within one academic year. KIMEP students from other undergraduate programs who have taken the appropriate BSS courses can also be eligible for waiver of credit and finish the MIR Program sooner. However, previous coursework submitted for application for a transfer or waiver of credit will be evaluated on a case-by-case basis to determine whether it meets the MIR graduation requirements.

Credits can be transferred or waived not only for elective courses but also for required courses. Out of a total of 39 credits, required courses constitute 24 credits.

Every course submitted for a transfer or waiver of credit must have a grade of at least B (3.0 on the KIMEP grade point average scale). Furthermore, applicants to the program must have an overall grade point average of at least B- (2.67 on the KIMEP grade point average scale).

Masters Thesis Policy

- 1) A Master's student shall write a thesis with the support and guidance of a supervisor, chosen from among the faculty offering instruction in the student's field of study. The supervisor must hold the rank of Assistant Professor or above and be current in research in the field of study in which the student is working.
- 2) On application of the student's supervisor, the Graduate Program Coordinator of the student's program shall constitute a Program Thesis Committee. This will be chaired by the student's supervisor and include two additional faculty members, one offering instruction in the student's field of study and one from a related field. Members of the Program Thesis Committee must themselves be qualified to supervise Master's theses.
- 3) The supervisor, in consultation with the student, shall set a date for the oral defense of the thesis before the Program Thesis Committee and the general public. Normally this date shall fall before the scheduled final examination period for the semester. The supervisor will forward a copy of the thesis to each member of the Program 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 the dates for the oral defense of all theses completed by students in the program that are being

defended in the current semester. The public announcement shall include:

- * *the name of the student*
- * *the student's degree program*
- * *the title of the thesis*
- * *the name of the student's supervisor*
- * *the time and place of the oral defense*

This announcement shall be made at least one week before the first scheduled defense of a thesis from that program.

- 5) The public announcement referred to in 4) shall be posted to the KIMEP web site, and in addition placed in one newspaper of general circulation in Almaty.
- 6) The defense of the thesis shall be open, by advance reservation, to interested members of the KIMEP faculty and to others who respond to the public announcement. Such persons may attend the defense but may not participate in the questioning of the student. Persons attending the thesis defense may consult the copy of the thesis available in the program administrative office.
- 7) On conclusion of the thesis defense, the Program Thesis Committee shall:
 - a) Agree on a letter grade for the thesis, representing the average of the grades given to the thesis by the three members of the Committee;
 - b) Agree whether the student's thesis defense was satisfactory or unsatisfactory.

The Program Thesis Committee will forward the thesis of every student who receives a satisfactory letter grade, as defined by the relevant College, and who successfully completes the defense of the thesis, to the College Thesis Committee.

If a student's thesis receives a satisfactory grade but his/her defense is regarded as unsatisfactory, the student will be given a second opportunity to defend the thesis. This defense must also be publicly announced in the same manner as the original defense.

- 8) The College Thesis Committee consists of four faculty members from the student's College, appointed by the College Council and reporting to that body. The members of the College Thesis Committee must themselves be qualified to supervise Master's theses.
- 9) The College Thesis Committee will establish dates for the review of all Master's theses that are successfully defended within the College. Normally these dates will fall within the scheduled final examination period for the semester. The review of a student's thesis will be conducted in consultation with the student's supervisor. The College Thesis Committee's review of the thesis is to ensure that standards of quality, integrity, and transparency expected by the College have been maintained. It does not represent a second defense of the thesis.
- 10) If the College Thesis Committee's review indicates satisfaction with the thesis, the Committee will recommend to the College Council that the thesis be accepted as partial fulfillment of the requirements for the degree. If the College Thesis Committee is not satisfied with the thesis, the Committee will return it to the Program Thesis Committee via the student's supervisor, with an indication of the reasons for the Committee's dissatisfaction. The student's supervisor is then responsible for seeing that the needed revisions are carried out or additional work is done that will address the points raised by the College Thesis Committee.

DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION

Office № 418 (Valikhanov building)
Tel.: +7 (727) 270-42-96 (ext. 3110),
e-mail: jmc-asst@kimep.kz,
jmcteach@kimep.kz

Statement of Purpose

The Department of Journalism and Mass Communication provides a path for obtaining practical online, broadcast and print journalism skills. The Department has a well-equipped media laboratory for developing specific skills, such as computer design, news writing and editing, television news production, and strategic public relations campaign creation. The media laboratory also has access to BBC World and CNN, which provide models for discussion and development of broadcast skills. No other school of journalism in Kazakhstan except KIMEP offers you these kinds of opportunities to develop into skilled media professionals.

The Department has strong ties with leaders in international media organizations – The International Center for Journalists (ICFJ) in Washington, BBC World, Friedrich Ebert Foundation, Germany, and Eurasia Foundation, USA. The Department established a special project Annual Summer School for regional journalists of Kazakhstan, which is supported by the U.S. Embassy in Kazakhstan, USAID, British Council in Kazakhstan, OSCE Center in Almaty, and Soros -Kazakhstan Foundation

The Department also has contacts with The Kazakhstani Congress of Journalists, the Eurasian Media Forum, and the Kazakhstani Press Club, among others. And it maintains excellent industry relationships, facilitating second-to-none internship and career opportunities. Among organizations that have hired KIMEP Communications graduates are the 31 Channel Media Holding, the Almaty Herald Newspaper, KTKTV Channel, Khabar TV Agency, the Exclusive magazine, the Eurasia Foundation Central Asia, and UNICEF Kazakhstan.



ADMINISTRATION

Brian Farley, Ph.D.
Chair

Hal Foster, Ph.D.
Graduate Program Director

Shiraz Paracha, M.A.
Undergraduate Program Director

Baisalbekova Zhanna, Diploma
Executive Assistant to the Department

UNDERGRADUATE PROGRAM

BACHELOR OF ARTS IN INTERNATIONAL JOURNALISM (BAIJ)

Statement of Purpose

To prepare a new generation of well trained communicators with foreign-language and technological skills to move Kazakhstan in a global and democratic direction.

The Bachelor of Arts in International Journalism (BAIJ) is a four-year program that primarily enrolls recent high school graduates who want to pursue careers in mass media.

The BAIJ degree requires the completion of 129 credits. Students are assigned three credits for the successful completion of each class. The credits are distributed among General Education Requirements (48), such as History of Kazakhstan, Academic English, and Philosophy; Major Requirements (36); College Requirements (12); Major Elective Courses (21) - courses students select from the department's curriculum to meet their specific needs and interests; and KIMEP Free Electives (12) - courses students select from the other departments' curriculum to meet their special needs and interests.

UNDERGRADUATE CURRICULUM for AY 2008-2009 (BAIJ)

Major Required (MR): 36 credits

Course code	Title of the course	Credits
BAIJ1601	Introduction to International Journalism	3
IR1512	Introduction to International Relations	3
BAIJ1602	Introduction to Newswriting	3
BAIJ1603	Beginning Editing	3
BAIJ1604	Beginning Graphics and Design	3
BAIJ1605	New Information Technologies	3
BAIJ2607	Ethics in Journalism	3
BAIJ3606	Press Law in Kazakhstan	3

BAIJ2602 BAIJ2603 BAIJ3602	One of Print Journalism, Broadcast Journalism, or Online Journalism	3
BAIJ3608	Journalism of Kazakhstan and CIS	3
BAIJ3611	Internship 1	3
BAIJ3624	Global Issues in the Press	3

KIMEP Free Electives (KE): 12 credits

College Required (CR): 12 credits

Course code	Title of the course	Credits
PA1513	Introduction to Public Administration	3
Econ1103 G	Introduction to Microeconomics	3
BAIJ2605	Mass Media and Society	3
PS1511	Introduction to Political Science	3

Major Electives (M/E): 21 credits

**Any course offered by JMC Department of the College of Social Sciences can be considered an elective. Below you can find samples of Elective courses. Some of the courses can be required for the student's specialization. Each course may be used to fulfill only one requirement or elective.*

Course code	Title of the course	Credits
BAIJ2601	Advanced Newswriting	3
BAIJ2602	Print Journalism	3
BAIJ2603	Broadcast Journalism	3
BAIJ2606	Advanced Graphics and Design	3
BAIJ2608	Introduction to Public Relations	3
BAIJ2609	Psychology in Journalism	3
BAIJ2610	Advanced Editing	3
BAIJ3601	Special Topics in Journalism and Communication	3



BAIJ3602	Online Journalism	3
BAIJ3609	Principles of Media Management	3
BAIJ3610	News and Economics	3
BAIJ3612	Internship 2	3
BAIJ3621	International Relations and Journalism	3
BAIJ4209	Public Relations Management and Strategies	3
BAIJ4601	Advertising and Media Sales	3
BAIJ4606	KIMEP Times	3

General Education Requirements (GER):

48 credits

Required courses – **24 credits**

Elective courses – **24 credits**

Total number of credits required for graduation: **129 credits**

Break-Down of Credit System for BAIJ Undergraduates

Course Type	Number of credits
Major Required (M/R)	36
Major Electives (M/E)	21
College Required (C/R)	12
General Education Requirements (GER)	48
KIMEP Free Electives (K/E)	12
Total Required for Graduation	129

JMC Department offers the following specializations:

Print, Broadcast and Online Journalism (15 credits):

This program is designed to help students develop the knowledge and skills necessary to work as a journalist in this fast-changing industry. The focus of the program is on developing core journalism skills, specific technical capacities, and the critical knowledge to function effectively as a journalist.

- BAIJ2601 Advanced Newswriting, 3 Credits
- BAIJ2602 Print Journalism, 3 Credits*
- BAIJ2603 Broadcast Journalism, 3 Credits*
- BAIJ2604 Computer Design and Editing, 3 Credits
- BAIJ2610 Advanced Editing, 3 Credits
- BAIJ3602 Online Journalism, 3 Credits *

* Student will have taken one of these courses (Print Journalism, Broadcast Journalism or Online Journalism) as a major requirement. Students in this specialization must also take the other two.

Media Management (15 credits):

This program is designed for students who want to manage news organizations. To work successfully on the management side of media, students need to understand the various information businesses, such as newspapers, magazines, radio, television and online. In addition, students need to have a foundation in management economics and business administration to work effectively in this field.

- BAIJ2609 Psychology in Journalism, 3 Credits
- BAIJ3603 Business Communication, 3 Credits
- BAIJ3609 Principles of Media Management, 3 Credits
- BAIJ4601 Advertising and Media Sales, 3 Credits
- MG1201 Introduction to Business, 3 Credits*

* If student has taken MG 1201 as a GE Discipline elective, then he or she must take an additional course from the same GE Discipline area.

Public Relations (15 credits):

This program will teach students how to serve as intermediaries between organizations and those organizations' publics. They will learn communication skills needed to advise management, set policies, and plan and execute strategic campaigns. The program will also include business administration and management courses.

- BAIJ2601 Advanced Newswriting, 3 Credits
- BAIJ2608 Introduction to Public Relations, 3 Credits
- BAIJ3603/3605 Business or Political Communication, 3 Credit



- BAIJ4209 Public Relations Management and Strategies, 3 Credits
 BAIJ4601 Advertising and Media Sales, 3 Credits

COURSE DESCRIPTIONS

In keeping with international standards of academic freedom, professors, instructors and lecturers will decide the content and teaching style of the BAIJ courses. However, the following course overviews describe the fundamental concepts each course will typically cover:

Major Courses/Required

BAIJ1601 Introduction to International Journalism

3 Credits
Prerequisites: None

The course provides an introduction to journalism and its role in society. Topics of exploration include: journalism and democratic society, globalization and world trends, and professional practices. Students are introduced to key concepts and issues in the field.

BAIJ1602 Introduction to Newswriting

3 Credits
Prerequisites: None

This course emphasizes news writing and reporting for print media. The course covers news values, basic news reporting skills, news story structure, AP style, and grammar and usage, and basic news reporting skills. Students will learn how to write news stories on a variety of subjects and issues. The course also examines ethical and legal issues related to the practice of journalism.

BAIJ1603 Beginning Editing

3 Credits
Prerequisites: None

This course acquaints students with the philosophy of news editing and gives them extensive practice in the skills required. It covers big-picture editing – whether a story is well organized, whether information is missing that makes a story incomplete, whether the tone of

the story is appropriate and so on. It also covers small-picture editing – paragraph transitions, grammar, spelling, punctuation and the like.

BAIJ1604 Beginning Graphics and Design

3 Credits
Prerequisites: None

This course acquaints students with the principles of creating attractive news pages and creating graphics such as graphs, charts, maps, timeline boxes and illustrations that are used in publications, online news and television news. Student practice the principles by creating graphics and page designs of their own, using a computer.

BAIJ1605 New Information Technologies

3 Credits
Prerequisites: None

This practicum course is concerned with new information technologies and the impact they are having on journalism and related fields as well as on society at large. Students will develop critical understanding and practical skills related to networked digital information technologies.

BAIJ2607 Ethics in Journalism

3 Credits
Prerequisites: BAIJ1601 Introduction to International Journalism

The course addresses such issues as manipulation of the news, bias, unfairness, plagiarism fabrication, conflict of interest and treating news sources respectfully. The course will help students solidify their personal values and emphasize the importance of truth, fairness and respect.

BAIJ3606 Press Law in Kazakhstan

3 Credits
Prerequisites: BAIJ1601 Introduction to International Journalism

The course introduces students to the core underpinnings of the Kazakhstani legal system



by providing students with an introduction to civil, criminal and press law in Kazakhstan. It is designed to help journalists and other communication professionals understand their rights and responsibilities as mass media professionals.

BAIJ3608 Journalism of Kazakhstan and CIS

3 Credits

Prerequisites: None

The purpose of this course is to examine news media in Kazakhstan and other CIS countries, including regional problems that relate to journalism. The course surveys different media outlets in Kazakhstan, examines their specifics and introduces their types.

BAIJ3611 Internship 1

3 Credits

Prerequisites: BAIJ1601 Introduction to International Journalism

This course will help students to develop marketable skills, which they can later apply in a professional setting, and begin career networking. The department, together with the internship supervisor, will evaluate students' performance. Course may be retaken for credit with departmental permission.

BAIJ3624 Global Issues in the Press

3 Credits

Prerequisites: None

The course surveys major issues in international journalism and communication and focuses on press systems around the world. It covers freedom of the press and restrictions against press performance, news flow and control of global information, as well as the New World Information and Communication Order debate.

College Required Courses

BAIJ2605 Mass Media and Society

3 credits

Prerequisites: None

This course surveys how media and mass communication impact society and its economic and political development. It is designed to acquaint students with theory and research in the mass communication field. It examines the relationship between individuals and the media and explores the role of and impact of media in progressively larger social systems.

The other three courses are offered through other programs:

PA	1513 Introduction to Public Administration
Econ	1101 Principles of Economics
PS	1511 Introduction to Political Science

Major Electives

BAIJ2601 Advanced Newswriting

3 Credits

Prerequisites: BAIJ1602 Introduction to Newswriting

This course will offer instruction in advanced news writing techniques for newspapers and magazines; these include feature articles, investigative pieces and coverage of government, including speeches by officials and meetings of government agencies. Students will travel off-campus to cover news events.

BAIJ2602 Print Journalism

3 credits

Prerequisites: BAIJ1602 Introduction to Newswriting

This course covers newspapers and magazine writing. It introduces students to the writing, editing, layout, and production of magazines and newspapers. The course also teaches students the fundamentals of newsgathering, news writing, interviewing techniques, news editing and design.

**BAIJ2603 Broadcast Journalism***3 Credits**Prerequisites: BAIJ1602 Introduction to Newswriting*

This course provides students with theoretical and practical knowledge of television production. It examines gathering, evaluating, writing, and delivering broadcast news copy. The emphasis for the course is on writing broadcast news. The course teaches students to write news stories that are accurate, clear, interesting, and concise.

BAIJ2604 Computer Design and Editing*3 Credits**Prerequisites: BAIJ1605 New Information Technologies*

In this course students will learn the fundamentals of computer applications used to design and edit journalistic materials. It provides students with the skills needed to edit stories and design newspaper/magazine pages. Topics include drawing setup, drawing and editing techniques, pictorial drawing, how to master dimensions, printing, plotting, and basic 3D modeling.

BAIJ2606 Advanced Graphics and Design*3 Credits**Prerequisites: BAIJ1604 Beginning Graphics and Design*

This course builds on what students learned in Beginning Graphics and Design. It is aimed at giving students a mastery of some of today's most sophisticated graphics, design and animation software, such as Flash. Students will use the software to create their own graphics and design projects.

BAIJ2608 Introduction to Public Relations*3 Credits**Prerequisites: None*

This course is designed to provide students with introductory theoretical knowledge of public relations and beginning practical expe-

rience. It surveys the basics of the PR process and PR-related communication theories. It also introduces students to PR strategies and tactics and discusses public relations professional ethics. The course offers students an opportunity to use some of the strategies and tactics that public relations practitioners have actually used in their campaigns.

BAIJ2609 Psychology in Journalism*3 Credits**Prerequisites: None*

This course examines behavior and experience as it relates to the journalist. Major topics covered include personality factors, intelligence, perception, motivation, problem solving, social relationships and interpersonal communication. Students will gain an understanding of the importance these factors have for the mass media professional.

BAIJ2610 Advanced Editing*3 Credits**Prerequisites: BAIJ1603 Beginning Editing*

This course builds on the basics of editing that students learned in Beginning Editing. It gives them skills dealing with finer detail and more subtle nuances in editing, while also offering them additional practice in the basics. This is a hands-on course, with students working on editing every class period.

BAIJ3601 Special Topics in Journalism and Communication*3 credits**Prerequisites: BAIJ1601 Introduction to International Journalism and others as specified*

Generally taught in seminar format, the theme of this course will vary depending upon faculty expertise, departmental priorities and student needs. Themes may include (but are not limited to) the following:

BAIJ3601 Reporting Wars and Conflicts

The proposed course will discuss the history of war reporting. Students will be able to com-



pare how wars were reported over the last two hundred years. They will also look at the media – military relationship and will study issues such as censorship, national security and patriotism.

The course will provide clues and guidelines on how to cover ethnic, religious and other conflicts in foreign lands. The course aims to prepare future journalists to work in crisis zones, observing the highest professional standards.

BAIJ3601 Reporting on Human Rights Issues

The purpose is to explore freedom of expression as a universal human right, and the relation between press freedom and wider issues of human rights around the world. During the course students will also discuss human rights and journalism in the context of cultural differences.

Students will look at differences and similarities between the roles of journalists and human rights activists. They will learn about the workings of international human rights bodies. They will also learn how to report on ethnic and religious minorities, immigration issues, the disabled, prisoners, and women and children issues.

BAIJ3602 Online Journalism

3 Credits

Prerequisites: BAIJ1602 Introduction to Newswriting

This practicum course develops capacities and knowledge essential to anyone entering journalism and related fields. It explores the impact of the Internet and related technologies on journalism and introduces students to tools for online information production with particular attention to interactive technologies. Students will produce an online publication.

BAIJ3603 Business communication

3 Credits

Prerequisites: None

This course covers how journalists write and

edit business stories, and how business people can use their knowledge of journalists' practices and values to get stories about their enterprises published. It looks at hard-news stories, such as company acquisitions, expansions or layoffs, executive changes, new products, earnings reports and the like. It also covers business feature stories, such as innovative company research, company philanthropy and profiles of interesting company executives.

BAIJ3605 Political Communication

3 Credits

Prerequisites: None

This course covers the development and techniques of modern political communication. It examines how politicians or government officials can best frame issues to get other officials and the public to buy into their views. It also looks at the importance of communication in a political campaign – and how best to communicate to win or hold office. Finally, because so much of the crafting of political communication is based on polling, it looks at how political polling is done and how important it is.

BAIJ3609 Principles of Media Management

3 Credits

Prerequisites: None

This course introduces the basic principles of media management. It reviews the organization of radio, TV, magazine and newspaper enterprises. It also deals with case studies of media organizations.

BAIJ3610 News and Economics

3 Credits

Prerequisites: None

This course introduces students to financial news writing. It examines the fundamentals of economics along with the necessary skills required to write news stories on a variety of business and economics-related issues.



BAIJ3612 Internship 2

3 Credits

Prerequisites: BAIJ 3611 Internship 1

This course offers additional training in the student's chosen field. Students may continue a previous internship or choose a new field of study. The course is designed to provide hands-on knowledge of the field and provide the opportunity to network.

BAIJ/IR3621 International Relations and Journalism

3 credits

Prerequisites: IR 1512 Intro to International Relations

This course uses inter-disciplinary approach to explore the role of journalism in international relations. It introduces the theories of international politics and mass communication. The course teaches students to analyze the role of the media in politics and its impact on foreign policy.

BAIJ4209 Public Relations Management and Strategies

3 Credits

Prerequisites: BAIJ 2608 Introduction to Public Relations

The course examines the management function of PR, the process of research, planning, communication and evaluation in the field. During the course, students discuss both real and hypothetical PR cases. The course provides students with knowledge and skills to develop strategic communication plans using public relations techniques and tools. It discusses the specifics of different types of PR such as business, non-profit and government, among others.

BAIJ4601 Advertising and Media Sales

3 credits

Prerequisites: None

This course examines advertising and promotional principles and their application in mass marketing. It also analyzes advertising media and the preparation of advertising campaigns. Case studies of advertising production will be examined and students will receive hands-on experience.

BAIJ4606 KIMEP Times

3 Credits

Prerequisites: BAIJ 1601 Introduction to International Journalism, 1602 Introduction to Newswriting

The course is designed to provide hands-on knowledge and practice in writing new stories, newspaper design and layout, management, marketing, advertising and distribution. This course offers English writing training in the student newspaper KIMEP Times.

BAIJ 4611 Professional Projects

3 Credits

Prerequisites: BAIJ 1602 Introduction to Newswriting

Students will complete newspaper, TV/Radio or PR projects under supervision of an instructor from the Department of Journalism and Mass Communication. To enroll in the course students must obtain permission from the department as well as the professor with whom they will work. Students must have senior standing in the journalism/mass communication program.



GRADUATE PROGRAM

MASTER OF ARTS IN INTERNATIONAL JOURNALISM AND MASS COMMUNICATION (MAIJ)

Statement of Purpose

An independent press is essential to the development and maintenance of civil society. Media diversity and transparency are also vital. This program aims to prepare communication specialists sensitive to the changing nature and demands of Kazakhstan and other Central Asian countries as they continue to transform their economic and political structures.

To achieve these objectives KIMEP is taking the lead by offering this unique Master's degree program.

- Care has been taken to design and implement the curriculum in partnership with local and international journalism and mass communication communities in Almaty. These professionals teach, supervise internships, serve on thesis and project committees, and offer input to this dynamic program. Thus, students are exposed to different scholarly, professional and teaching orientations.
- To develop skills and conceptual understandings this program couples theoretical knowledge with practical application.
- The graduate program has modeled itself after programs in the West, and throughout the world. It applies cutting-edge ideas and approaches to journalism and communication education.
- Thesis and professional project topics are developed with the help of an academic advisor. Working professionals can design an individualized study plan through the evening program.
- KIMEP's outstanding Language Center offers English courses that improve students' spoken and written English language skills – tools that are needed in international communication today.

Requirements of the Program

Students should complete 54 credits to receive their degrees: 24 credits in Required Courses and 30 credits in Elective Courses. Professional journalists may choose to substitute the internship course with a "classroom" course. Entering Master's students will take the KIMEP English Entrance Test (KEET). English courses and credits required for the Master's degree will depend on the KEET score received. Requirements are listed below:

- 1) Entering Master's students receiving 65 or above on the KEET must complete 6 credits (2 credit-bearing courses) of Academic English. The 2 courses will be included as Elective Courses and must be completed in the first two semesters of study, one 3-unit course per semester.
- 2) Entering Master's students receiving a KEET score ranging from 50 to 64 will be required to take one additional credit-bearing English course selected in consultation with the graduate advisor. In all, such students will complete 9 units of credit-bearing English courses. These courses should be taken within the first two semesters of study.
- 3) Students not meeting the minimum KEET score for regular entry, but showing strong potential may be invited to the Provisional Program (see the College of Continuing Education, Pre-Degree section of the Catalog for more details).

One course typically represents 3 credits. Classes meet three hours each week for 15 weeks each fall and spring, except for internships. Internships are usually completed during a 6-week period in one summer. The Thesis sequence consists of 3 courses spread over 3 semesters. Thesis 1: Research Methods in



Mass Media and Mass Communication should be taken during the second semester of residence at the university. The thesis is conceptualized and written with the aid of a faculty advisor and a faculty committee. It is customized to meet each student's interests.

Undergraduate students having a standing of either junior or senior will be allowed to enroll in graduate level classes with approval of the professor teaching the class.

Graduate Curriculum for AY 2008-2009 (MAIJ Program)

Required (R): 24 credits

Course code	Title of the course	Credits
IJMC5601	International Journalism Seminar	3
IJMC5602	Media/Mass Communication in Society	3
IJMC5603	Introduction to Newswriting	3
IJMC5604	Ethics in Journalism, PR and Advertising	3
IJMC5605	Introduction to Civil, Criminal, and Press Law in Kazakhstan	3
IJMC5661	Thesis 1: Research Methods in Mass Media and Mass Communication	3
IJMC5662	Thesis 2	3
IJMC5663	Thesis 3	3

Major Electives (ME): 30 credits

Total number of credits required for graduation: 54 credits

Break Down of Credit System for Graduate Students

Course Type	Number of credits
Required (R)	24
Major Electives (ME)	30
Total Required for Graduation	54

**MAIJ students may receive credit for any relevant KIMEP courses 3000-level and above. Such elective courses are subject to departmental approval.*

PR Specialization

The Specialization comprises 8 Major required, 6 specialization required and 4 elective courses. Specialization required courses include:

- IJMC5608 Introduction to Public Relations, 3 credits
- IJMC5612 Advanced Newswriting, 3 credits
- IJMC5621 Internship, 3 Credits
- IJMC5627 Public Relations Campaigns, 3 credits
- IJMC5653 Public Relations Management and Strategies, 3 credits
- IJMC5655 Public Relations: Crisis Communications, 3 credits

The other 4 courses are your choice.

Print, Broadcast and Online Journalism Specialization

The Specialization comprises 8 Major required, 6 specialization required and 4 elective courses. Specialization required courses include:

- IJMC5607 Journalism of Kazakhstan and CIS, 3 credits.
- IJMC5611 Principles of Media Management, 3 credits
- IJMC5612 Advanced Newswriting, 3 credits
- IJMC5621 Internship, 3 Credits
- IJMC5656 Broadcast Journalism Practicum, 3 credits
- IJMC5657 Online Journalism, 3 credits

The other 4 courses are your choice.

COURSE DESCRIPTIONS

In keeping with international standards of academic freedom, professors, instructors and lecturers will decide the content and teaching style of the IJMC courses. However, the following course overviews describe the fundamental concepts each course will typically cover:



Required courses

IJMC5601 International Journalism Seminar

3 Credits

Prerequisites: None

This seminar course explores journalism and its role in society. Topics include: journalism and democratic society; social change; globalization and world trends, and professional practices.

IJMC5602 Media/Mass Communication in Society

3 Credits

Prerequisites: None

This course surveys how media and mass communication impact society and economic and political development. It is designed to acquaint students with theory and research in the mass communication field. It examines the relationship between individuals and the media and explores the role and impact of media in progressively larger social systems. Business issues are parts of the examination of larger social systems.

IJMC5603 Introduction to Newswriting

3 Credits

Prerequisites: None

This course emphasizes news writing and reporting for print media. The course covers news values, news story structure, AP style, grammar and usage, and basic news reporting skills. Students will learn how to write news stories on a variety of subjects and issues. The course also examines ethical and legal issues related to the practice of journalism.

IJMC5604 Ethics in Journalism, PR and Advertising

3 Credits

Prerequisites: None

The course addresses the issues of lies, manipulation, temptation, bias, fairness, power and value systems in the context of social and

business environments. The course will help students to improve their personal values and emphasize the importance of truth, fairness and respect.

IJMC5605 Introduction to Civil, Criminal, and Press Law in Kazakhstan

3 Credits

Prerequisites: None

This course introduces students to the core underpinnings of the Kazakhstani legal system by providing students with an introduction to civil, criminal and press law in Kazakhstan. It is designed to help journalists and other communication professionals understand their rights and responsibilities as mass media professionals.

IJMC5661 Thesis 1: Research Methods in Mass Media and Mass Communication

3 Credits

Prerequisites: None

This course introduces students to quantitative and qualitative methodologies they will use to conduct research for their theses/professional projects. The course will examine such quantitative methods as surveys, content analysis and experiments. Qualitative methods introduced in the class include participant observations, in-depth interviews, focus groups and textual analysis.

IJMC5662 Thesis 2: Research proposal and Literature Review

3 Credits

Prerequisites: None

This and the following course in the "Thesis" sequence are designed to provide students with supervision in writing a thesis, the capstone project for the Master's program. In collaboration with a supervisor, students develop a research proposal, work out a theoretical framework, collect necessary data, and write a review of the literature.



IJMC5663 Thesis 3: Thesis Writing and Defense

3 Credits

Prerequisites: IJMC 5662 Thesis 2 Research Proposal and Literature Review

In this course students continue writing a thesis under the guidance of a departmental supervisor. During this semester students analyze their data, write the body of the thesis, provide conclusions, submit the completed document to the Program Thesis Committee, complete the thesis defense, and deliver the thesis to the Department.

Major Electives

IJMC5607 Journalism of Kazakhstan and CIS

3 Credits

Prerequisites: None

The purpose of this course is to describe print and broadcast media in Kazakhstan and other CIS countries, including regional problems that relate to journalism. The course surveys different media outlets in Kazakhstan, examines their specifics and introduces their types.

IJMC5608 Introduction to Public Relations

3 Credits

Prerequisites: None

This course is designed to provide students with introductory theoretical knowledge of public relations and beginning practical experience. It surveys the basics of the PR process and PR-related communication theories. It also introduces students to PR strategies and tactics and discusses public relations professional ethics. The course offers students an opportunity to use some of the strategies and tactics used to create real public relations campaigns for real-world clients.

IJMC5610 News Editing

3 Credits

Prerequisites: None

The course introduces students to the basics of news editing and design. It provides students

with the skills needed to edit stories and design newspaper pages and critically assess the content of the news. It is also designed to teach students both macroediting, i.e., editing with the big picture in mind, and microediting, i.e., editing with precision. Topics include accuracy, completeness, fairness and balance. Design basics will include picas and points, modular design and photo cropping.

IJMC5611 Principles of Media Management

3 Credits

Prerequisites: None

In this course, students learn how to manage media outlets so that they are economically viable and self-sustaining, thus freeing them from the need for outside subsidies that can compromise objectivity. The course focuses on planning, motivating, organizing, staffing and evaluating within an organizational framework. It introduces print and broadcast management decision-making in operations, personnel, content, promotion, finance and governmental regulations. It also teaches students to manage media firms operating in a multicultural environment and to keep the balance between the business-side and editorial decisions.

IJMC5612 Advanced Newswriting

3 Credits

Prerequisites: IJMC5603 Introduction to News writing

This course will offer instruction in advanced news writing techniques for newspapers and magazines; these include feature articles, investigative pieces and coverage of government, including speeches by officials and meetings of government agencies. Students will travel off-campus to cover news events.

IJMC5619 Advertising and Media Sales

3 Credits

Prerequisites: None

This course covers planning, execution and control of advertising media programs. It studies characteristics of the media, buying and



selling processes and introduces students to the methods and techniques used in campaign planning.

IJMC5621 Internship

3 Credits

Prerequisites: None

Students complete internships at print, broadcast outlets or public relations firms. The course is designed to provide hands-on knowledge of the field and the opportunity to network. Course may be retaken for credit with departmental permission.

IJMC5627 Public Relations Campaigns

3 Credits

Prerequisites: IJMC5608 Introduction to Public Relations

This course will teach students to plan and execute public relations campaigns. Students will learn to do public relations research, identify and formulate the problem an organization faces and define the type of PR campaign that an organization needs to implement in order to solve this problem. They will also learn to formulate the goal, objectives and strategies of a public relations campaign and come up with practical creative solutions to implement these strategies. Students will have a chance to develop a PR campaign for a real-world client and develop their strategic planning portfolio.

IJMC5628 Special Topics in Journalism and Communication

3 Credits

Prerequisites: None

This course will be offered whenever the department chair decides that a worthwhile topic in international journalism has been proposed by a faculty member. The course will generally be taught in a seminar format; it will focus on important issues that are not formal portions of the department's curriculum.

IJMC5629 Business Communication

3 Credits

Prerequisites: None

This course covers how journalists write and edit business stories, and how business people

can use their knowledge of journalists' practices and values to get stories about their enterprises published. It looks at hard-news stories, such as company acquisitions, expansions or layoffs, executive changes, new products, earnings reports and the like. It also covers business feature stories, such as innovative company research, company philanthropy and profiles of interesting company executives.

IJMC5630 Political Communication

3 Credits

Prerequisites: None

This course covers the development and techniques of modern political communication. It examines how politicians or government officials can best frame issues to get other officials and the public to buy into their views. It also looks at the importance of communication in a political campaign – and how best to communicate to win or hold office. Finally, because so much of the crafting of political communication is based on polling, it looks at how political polling is done and how important it is.

IJMC5653 Public Relations Management and Strategies

3 Credits

Prerequisites: IJMC5608 Introduction to Public Relations

This is an advanced public relations course that examines the management function of PR, the process of research, planning, communication and evaluation in the field. During the course, students discuss both real and hypothetical PR cases. The course provides students with knowledge and skills to develop strategic communication plans using public relations techniques and vehicles. It discusses the specifics of different types of PR such as business, non-profit and government among others.

IJMC5654 International Public Relations

3 Credits

Prerequisites: IJMC5608 Introduction to Public Relations

This is an advanced course in public relations. It focuses on the specifics of preparation and execution of global public relations cam-



paigns. The course teaches students to recognize potential problems of the campaigns that target international publics and use resources to make multinational PR more successful.

IJMC5655 Public Relations: Crisis Communication

3 Credits

Prerequisites: IJMC5608 Introduction to Public Relations

Students will learn how PR can prevent an organizational crisis and how to handle it when it occurs. This course is designed to prepare future public relations practitioners for handling crisis situations within their companies. It familiarizes PR students with crisis dynamics and major techniques of coping with crisis. The course cultivates in future PR practitioners an ability to see signs of potential crises and prevent them at their initial “warning” stages.

IJMC5656 Broadcast Journalism Practicum

3 Credits

Prerequisites: IJMC5603 Introduction to Newswriting

This course serves as an introduction to radio and television journalism. It examines gathering, evaluating, writing, and performing broadcast news copy. The emphasis for the course is placed on the writing of broadcast news. The course teaches students to write simple news stories that are accurate, clear, interesting, and concise.

IJMC5657 Online Journalism

3 Credits

Prerequisites: IJMC5603 Introduction to Newswriting

This practicum course develops capacities and knowledge essential to anyone entering journalism and related fields. It explores the im-

port of the Internet and related technologies on journalism and introduces students to tools for online information production with particular attention to interactive technologies. Students will produce an online publication.

IJMC5659 Cross-Cultural Communication

3 Credits

Prerequisites: IJMC5602 Media/Mass Communication in Society

This course provides students with a theoretical understanding of ethnocentrism and the importance of avoiding it in the mass media. This is an in-depth course designed to educate the student from the aspect of self in relation to others by introducing the techniques of interpersonal communication and tools for communicating cross-culturally. This course will also encourage students to think critically about communication and develop a better understanding of the dynamics that influence communication.

IJMC5660 Gender Studies

3 Credits

Prerequisites: None

This course looks at the changing role of women in the international community, including their growing and influential voice. This course will explore the varied expressions of women’s activism at the community, national, and transnational levels. The course addresses the issues of women’s rights, activism in right wing movements and religious nationalism, international debates about sexuality and reproduction, campaigns around violence against women at the hands of families and the state, and the impact of the internet on women’s activism. The course explores cases from diverse regions of the world.

COLLEGE OF CONTINUING EDUCATION



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Strelnikova Olga, Diploma
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Bakytgul Tundikbayeva, BA
Manager Pre-Degree Programs

Yelena Popova, Diploma
Coordinator Pre-Degree Programs

Dinara Rustemova, Diploma
Marketing and Budget Manager

Yuriy Shivrin, Diploma
College Manager

PURPOSE

The College of Continuing Education (CCE) provides flexible access for working professionals throughout Central Asia to obtain up-to-date skills and business knowledge in economics, management, finance, accounting and other related fields. In today's global and rapidly changing business environment there is only one source of long term competitive advantage: human capital. Businesses will succeed through the efforts, knowledge and skills of their employees. KIMEP's College of Continuing Education helps individuals and organizations develop and sustain this competitive advantage.

The College of Continuing Education also equips those wishing to enter KIMEP's other colleges with preparatory programs in English, Math and other core disciplines to meet KIMEP's high entrance and matriculation requirements.

COLLEGE COUNCIL

The College Council is the collective academic policy-making body of the affiliated programs. All academic matters including program of studies, academic rules and regulations, admissions, scholarships, disciplinary measures, graduation requirements, faculty requirements, academic resources requirements etc. are discussed and approved in this council. Development of courses, curriculum, syllabi and introduction of new academic programs are first the responsibility of the individual programs. Each program then forwards the matter to the Council. The Dean determines which matters are sent to the Vice President, Academic Affairs for further course of action.

COLLEGE COUNCIL COMPOSITION

Albert Lang, Dean, Chair of the Council
 Alma Raissova, Associate Dean
 Open Enrollment and Certificate Program
 Sharzada Akhmetova, Deputy Director
 Professional Development Program
 Rauzhan Zhaparova, Director
 Pre-Degree Programs
 Bakhytgul Tundikbayeva, Manager

**For some academic issues the Dean may invite up to two members of the Bang College of Business faculty to participate as voting members.*

Non-Voting Members:

Yuriy Shivrin, College Manager
 Dinara Rustemova, Marketing and Budget Manager

THE COLLEGE OF CONTINUING EDUCATION (CCE) PROGRAMS

OPEN ENROLLMENT AND CERTIFICATE PROGRAMS

Tel: +7 (727) 237-47-83
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Statement of Purpose

The Open Enrollment and Certificate Programs (OECF) of the College of Continuing Education were created to provide working professionals with educational and training options to obtain skills and knowledge necessary to make critical business – based decisions and to support their professional effectiveness.

Courses are available in Russian and English depending on the needs of the students and the goals of each program. Classes meet at times convenient for those who are already mature in their careers and may not be able attend regular weekday classes. Courses are available in the evenings, on the weekends and through Distance Learning.

Structure of Open Enrollment and Certificate Programs

The OECF targets mid-career professionals who need to widen or deepen their knowledge in a specific area of business. Therefore, most of the courses provided within the program are very focused and taught by experienced practitioners at evening time.

Students may choose to take individual courses (referred to as 'Open Enrollment') or they



may choose to bundle related courses to earn a 'Certificate of Specialization'.

Open Enrollment

Courses are offered in all the key business disciplines and are open to anyone interested in improving their knowledge of the theory and practice of business. Students are free to choose those courses that will have the maximum impact on their career.

Pre-requisites may be required for some advanced courses to ensure that students have mastered the building blocks of a particular discipline before tackling issues in greater depth. See the course description for a notice of pre-requisites.

Certificates of Specialization

Many working individuals may choose to concentrate their study in their field of expertise as opposed to undertaking the full portfolio of business courses required in an MBA program. If you are a professional interested in acquiring a comprehensive understanding of a business discipline, a Certificate of Specialization may be the answer.

The OECP offers courses that can be applied toward a range of specializations. These currently include Certificates of Specialization in: Marketing, Finance and Accounting, Management, and Human Resource Management. As the Kazakhstan economy grows new areas of study may be introduced to meet market demand.

The Certificate of Specialization is awarded upon successful completion of six courses (18 credits). Five of these courses must be specifically related to one field of study. A sixth, 'elective' course can be included from any other discipline to complete the 18-credit requirement. For example, a student wishing to earn a Certificate of Specialization in Marketing must successfully complete 5 courses from those listed below in the field of marketing. The sixth course may also be a marketing course but if desired by the student, it can be one from any of the other business disciplines.

List of Courses by Specialization

Students must take 5 courses in their chosen area of specialization. Courses listed below are subject to availability.

Accounting/Finance Specialization

In the broadest sense, financial and accounting managers are responsible for an organization's money, with finance roles more focused on managing money and financial strategy (the future) and accounting roles more focused on reporting (the historical record).

List of Courses in Accounting and Finance Specialization

- BUS 5802 Quantitative Methods for Decision Making
- BUS 5803 Corporate Finance
- BUS 5804 Managerial Accounting
- BUS 5805 Financial Accounting
- BUS 5809 Microeconomics
- BUS 5813 Macroeconomics
- BUS 5814 International Financial Reporting Standards
- BUS 5816 Accounting Information Systems
- BUS 5817 Securities Market
- BUS 5818 Risk Management
- BUS 5819 Finance in Oil and Gas
- BUS 5820 Controlling
- BUS 5824 Business Communications
- BUS 5829 Small Businesses and Entrepreneurship
- BUS 5839 Bills Crediting
- BUS 5842 Intermediate Accounting
- BUS 5846 Financial Management
- BUS 5850 Investment Analysis
- BUS 5851 Financial Statement Analysis
- BUS 5854 Taxation
- BUS 5855 Money and Banking
- BUS 5858 Financial Analysis Using Computer Technologies
- BUS 5986 Auditing
- BUS 5989 Quality - Management and Audit

Management Specialization

This specialization is for working managers and for those who are interested in pursuing a career as a manager in a small to large organization, either in general management or in a specialized field. Kazakhstan is in need of highly educated managers who:

- Have the ability to visualize and understand the organization, the factors critical for its success, and the processes that can empower employees to realize its objectives
- Are able to organize tasks, delegate responsibilities, communicate priorities, and to lead and motivate others to work together to accomplish shared goals
- Are capable of identifying and analyzing problems, devising effective strategies, and successfully executing strategies

List of Courses in Management Specialization

BUS 5806 Human Resource Management
 BUS 5807 Management Principles
 BUS 5810 Organizational Behavior
 BUS 5811 Supply Chain Management
 BUS 5816 Accounting Information Systems
 BUS 5820 Controlling
 BUS 5821 Business Law in Kazakhstan
 BUS 5824 Business Communications
 BUS 5829 Small Businesses and Entrepreneurship
 BUS 5868 International Management
 BUS 5871 The Customs Business in Kazakhstan
 BUS 5876 Leadership Capacity Development
 BUS 5880 Image Making
 BUS 5889 Selling and Sales Management
 BUS 5895 Brand Management
 BUS 5910 Logistics Management
 BUS 5939 Database Management Systems
 BUS 5960 Performance Appraisal Systems in Organizations
 BUS 5989 Quality: Management and Audit

Marketing Specialization

Marketing includes all activities that occur from the conception to the delivery of products or services. As such, a successful marketer must be aware of, and involved in, all areas of the business from RandD to finance. He or she must be able to absorb information quickly and to utilize analytical, interpretative and decision-making skills. During courses in this specialization, students will receive theoretical knowledge and practical skills through analysis of current best practices in marketing, international and Kazakhstan trends in marketing, market research projects and through developing promotional campaigns.

List of courses in Marketing Specialization

BUS 5808 Marketing Principles
 BUS 5824 Business Communications
 BUS 5829 Small Businesses and Entrepreneurship
 BUS 5839 Image Making
 BUS 5881 Marketing Research
 BUS 5884 International Marketing
 BUS 5886 Consumer Marketing
 BUS 5889 Selling and Sales Management
 BUS 5891 Strategic Marketing
 BUS 5895 Brand Management
 BUS 5898 Consumer Behavior
 BUS 5929 Services Marketing

Human Resource Management Specialization

The strength of a business is in its people. Human resource management deals with how best to deploy the firm's human capital. Wages, benefits, supervision and leadership are all important topics in this area. Best practices in hiring law and performance appraisal are also taught. Running a successful business requires learning about human resource management. A firm can only be successful when it works well from top to bottom. This specialization teaches managers how to get the most from their human capital by aligning the interests of both employee and organization and establishing processes to facilitate the success of each.



List of courses in Human Resource Management Specialization

BUS 5806 Human Resource Management
 BUS 5807 Management Principles
 BUS 5810 Organizational Behaviour
 BUS 5821 Business Law in Kazakhstan
 BUS 5824 Business Communications
 BUS 5829 Small Businesses and Entrepreneurship
 BUS 5876 Leadership Capacity Development
 BUS 5960 Performance Appraisal Systems in Organization
 BUS 5961 Selection and Staffing
 BUS 5962 Fundamentals of Compensation
 BUS 5963 Building and Managing Employee Relations
 BUS 5964 Fundamentals of Employee Benefits

COURSE DESCRIPTIONS

BUS5801 Business Law

3 Credits

Prerequisites: None

This course exposes students to the fundamentals of the philosophy and practices of western business law. In addition to providing factual information, it is also designed to develop students' abilities to reason and predict the likely legal outcome of business strategies and decisions.

BUS5802 Quantitative Methods for Decision Making

3 Credits

Prerequisites: None

The purpose of the course is to introduce the basic concepts and applications of statistics in business. Students should understand various statistical concepts and apply them to real life problems. Students should also be able to work with modern statistical software (Sx, SPSS, etc.) and apply it in solving problems related to descriptive statistics and statistical inference. During the lectures a number of problems and case studies will be considered.

BUS5803 Corporate Finance

3 Credits

Prerequisites: BUS5805

This course will introduce the fundamentals of finance. We will consider theories and tools to address modern corporate finance 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.

BUS5804 Managerial Accounting

3 Credits

Prerequisites: BUS5805

This course covers the interpretation, use, and analysis of cost data for management planning, coordination and control. It includes the application of theories and concepts, which underlie cost accounting and budgeting. It also includes job order costing, spoilage standard cost and capital budgeting.

BUS5805 Financial Accounting

3 Credits

Prerequisites: None

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

BUS5806 Human Resource Management

3 Credits

Prerequisites: None

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

**BUS5807 Management Principles***3 Credits**Prerequisites: None*

This course is the study of key approaches in organizational management. It will introduce students to the essential issues of modern business management such as planning, organization design, organizational change, leadership, motivation, group dynamics, etc. Theory will be combined with a number of cases, which assist students in gaining a deeper understanding of course materials.

BUS5808 Marketing Principles*3 Credits**Prerequisites: None*

The purpose of this course is to introduce the general concepts of marketing, its business function and the practices of modern marketing. Students 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 solved.

BUS5809 Microeconomics*3 Credits**Prerequisites: None*

This is the study of how markets operate, which is essential for understanding how our economic system functions. Beyond developing a coherent view of economic reality, microeconomics provides techniques that increasingly play roles in both public policy formulation and private decision-making.

BUS5810 Organizational Behavior*3 Credits**Prerequisites: None*

This course will focus on the important role played by individuals and workgroups in determining the success or failure of a business organization. Special attention will be placed on the creation of a model for the behavioral systems of the organization – the system of elements that ultimately produce behavior pattern and, in turn, organizational performance.

BUS5811 Supply Chain Management*3 Credits**Prerequisites: None*

This course examines in detail the strategic principles and practices of physical supply chain management, namely, by tracing the path of the raw materials to the actual physical delivery of the finished product to the final customer. The course will include such specific topics as logistics mix, information technology for total supply chain management, packaging of goods for transportation and the selection of modes of transportation.

BUS5813 Macroeconomics*3 Credits**Prerequisites: None*

This course will teach students the basic tools of macroeconomic analysis and how to apply them to understanding current and recent developments in macroeconomic policy. After the completion of the course students should be able to: a) understand how to evaluate macroeconomic conditions such as unemployment, inflation, and growth; b) understand how monetary policy and fiscal policy can be used to influence macroeconomic conditions; c) understand media accounts of macroeconomic events.

BUS 5817 Securities Market*3 Credits**Prerequisites: None*

Transferring of financial resources from capital owners to those in need of capital is realized via securities markets. Securities play an important role in the investment process. Through securities markets, 'savings' are converted into turn into material assets, equipment and technology. **This course was designed as an introduction to securities markets with an emphasis on developing students' practical skills: not only as ordinary investors, but also as future professionals of securities markets.**

**BUS5818 Risk Management***3 Credits**Prerequisites: None*

This course deals with financial intermediaries in general and commercial banks in particular. A major focus is an analysis of the lending and risk management strategies available to commercial banks and other depository institutions. Topics include the role of the financial intermediary, the risks involved, hedging those risks, off-balance-sheet activities and the regulatory environment.

BUS5819 Finance in Oil and Gas*3 Credits**Prerequisites: BUS5803*

This course is intended for training of finance managers in the oil and gas sector, as well as for specialists of banking and consulting sectors involved in servicing of oil and gas companies.

The course will cover various aspects of corporate finance in vertically integrated oil and gas companies from exploration, production to refining, logistics and trading of crude oil and refined products.

BUS5820 Controlling*3 Credits**Prerequisites: BUS 5805*

This course provides students with the basic knowledge and skills required of someone fulfilling the role of 'controller' within an organization. In particular, the theory and challenges inherent in controlling systems in use in Kazakhstan will be addressed.

BUS5821 Business Law in Kazakhstan*3 Credits**Prerequisites: None*

This course is a general survey of basic legal principles, of interest to lay as well as business people. Students will learn to recognize legal problems that arise in current business practice and to become familiar with legal issues that arise in the context of worldwide commerce. Particular attention is given to Kazakhstan legal issues and practice.

BUS5824 Business Communications*3 Credits**Prerequisites: None*

The course introduces the role of communication in business relations; basic elements of the communication process; and the components of successful communication – the role of media, advertising and PR.

BUS5829 Small Business and Entrepreneurship*3 Credits**Prerequisites: None*

This course provides an introduction to entrepreneurship, including an understanding of the 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.

BUS5842 Intermediate Accounting*3 Credits**Prerequisites: BUS5805*

The course is designed to further develop an understanding of the nature of accounting and its role in the business environment. The course provides deeper and more detailed consideration of accounting valuation techniques and reporting practices existing in the current business environment. The course is designed to introduce the conceptual framework for financial reporting and provide a variety of practical solutions for interpreting and presenting accounting data.

BUS5846 Financial Management*3 Credits**Prerequisites: BUS 5805*

This course covers the basic concepts and tools of financial management. Students will learn the fundamental principals of finance with an emphasis on supporting financial/ managerial decision-making.



BUS5850 Investment Analysis

3 Credits

Prerequisites: BUS5802, BUS5805, BUS5813

The purpose of the course is to show the investment alternatives that are available today and to develop a way of analyzing and thinking about investments. The course mixes description and theory. The descriptive material discusses available investment instruments and considers the purpose and operation of capital markets around the world. The theoretical portion details how students should evaluate current investments and future opportunities to develop a portfolio of investments that will satisfy the risk-return objectives.

BUS5851 Financial Statement Analysis

3 Credits

Prerequisites: BUS5803

This course teaches the skills, analytical process, and decision-making techniques for analyzing financial statements. You will learn how to use financial statement analysis as an integral part of the strategic analysis of firms.

BUS5854 Taxation

3 Credits

Prerequisites: BUS5805

This course introduces fundamental principles of taxation theory and compliance with local laws and international standards. Students 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.

BUS5855 Money and Banking

3 Credits

Prerequisites: BUS5813

This course focuses on the function of money and interest rates in the economic environment, and the related roles of commercial and central banks. The emphasis is on bank's activities, management and risk analysis. The course then examines the key responsibilities,

decision-making processes and tools of the central bank.

BUS5858 Financial Analysis Using Computer Technologies

3 Credits

Prerequisites: None

This course will teach students the MS Excel tools of financial analysis that can be used in getting insight into real problems and making business decisions.

This course continues the study of IT principles and how they apply to financial analysis through the use of MS Excel worksheets, graphs, and step-by-step examples. This course will teach you how to use financial search engines, perform financial analysis and conduct research.

BUS5868 International Management

3 Credits

Prerequisites: None

This course presents the fundamental concepts of international management and provides an overview of different styles of management in European countries, in the United States, and also in some Asian countries. The various concepts of work, organization, authority and production in the world will be discussed. Significant attention will be devoted to the question of creating an international mindset and international managers and the evaluation of cultural differences when linked to management.

BUS5871 The Customs Business in Kazakhstan

3 Credits

Prerequisites: BUS5821

The aim of the course is to introduce the system of customs business in Kazakhstan, the structure and competence of customs agencies, the role of participants, and the state of present customs legislation. Along with this, the customs sphere is observed as a new area of public administration, which includes the setting of goals of customs policy and ensuring the necessary customs administration. Practi-



cal cases in the sphere of customs administration and responsibility will be considered.

BUS5876 Leadership Capacity Development

3 Credits

Prerequisites: None

Upon completion of the course the students will be able to develop time management skills, critical thinking and communication skills that are necessary for business people. A wide range of topics will be explored including but not limited to, personality types, career goals, conflict management, negotiation principles and leadership styles.

BUS5880 Image Making

3 Credits

Prerequisites: None

A mastery of the concepts and skills related to “image management” is crucial to a PR manager’s performance. The increased interest the formation and maintenance of a company’s image is attributable to the parallel increase in the value attributed to the intangible assets of firms. For individuals, “image” can also be a factor determining business success. Personal image support is required in every profession and this course will teach the fundamentals of this topic.

BUS5881 Marketing Research

3 Credits

Prerequisites: None

The course introduces students to the basics of marketing research such as planning and conducting marketing research, interviewing techniques, data analysis, drawing reliable conclusions and the presentation of results.

BUS5884 International Marketing

3 Credits

Prerequisites: None

This course explores the international marketing environment, developing and implementing international marketing strategies, and other contemporary issues. Students will be

exposed to cutting edge international marketing strategies and practices designed to enable managers and policy makers to weather global economic challenges. Recent examples from well-known companies will be discussed via case studies.

BUS5886 Consumer Marketing

3 Credits

Prerequisites: BUS5808

The aim of this course is to introduce students to the analytical and organizational principles underlying the marketing orientation philosophy and to provide them with an overview of the marketing principles underpinning marketing activities. Students will learn how to design strategies that maximize corporate resources, the operating environment and the target public.

BUS5889 Selling and Sales Management

3 Credits

Prerequisites: None

A major idea underlying this course is that each person has a unique but identifiable zone of comfort which we call their social style and that there are certain things that people say and do that provide us with solid clues as to what kind of comfort zone they have. We’re going to learn what those clues are -how to identify them and classify them – so that we can have a quick and reasonably accurate picture of the kind of person we’re trying to relate to. This course is intended to provide students with basic practical skills in identifying the meaning of the various social styles.

BUS5891 Strategic Marketing

3 Credits

Prerequisites: None

This course will acquaint students with key marketing strategies and their implementation.

The main aims of the course are:

- to study the particularities of strategic marketing
- to learn the main marketing strategies



- to analyze different methods of estimating a product's and company's competitiveness
- to analyze different market possibilities
- to describe different approaches to marketing planning
- to study marketing plan structures

BUS5895 Brand Management

3 Credits

Prerequisites: BUS5808

The purpose of this course is to develop an understanding and competence in building and managing brands and their equity. Brand management is a course about 'brand' and its measurement. Through this course students will understand the difference between brand and trademark, and will learn how to create brands and how to evaluate them. The course is meant for those who are responsible for promoting a product, service or company.

BUS5898 Consumer Behavior

3 Credits

Prerequisites: BUS5808

This course examines the bases of modeling consumer behavior, types of consumer behavior and the process of decision-making during purchases. As such, the course will explore such topics as sociology and psychology and administrative marketing. This course will acquaint students with the basic theories of consumer behavior, purchase motivations and systems of vital values.

BUS5904 Managing Negotiations

3 Credits

Prerequisites: None

This course not only develops negotiation skills but also strategies to successfully communicate and deal with counterparts in the short and long term. This course is intended to provide students with basic practical skills in communicating with people, managing negotiations, and to develop a comprehension of the processes and factors that affect the flow of negotiations that are crucial for success.

BUS5910 Logistics Management

3 Credits

Prerequisites: None

Business logistics includes all the activities to move products and information to, from, and between members of a supply chain. The supply chain provides the framework for businesses and their suppliers who join to bring goods, services, and information efficiently to customers. This course will present the mission, business processes, and strategies needed to achieve integrated supply chain management.

BUS 5929 Services Marketing

3 Credits

Prerequisites: None

Services marketing is an advanced course specifically designed for students within the marketing specialization, which explores issues relevant to the marketing of services. Students are expected to enter the course with in-depth knowledge of current marketing concepts and theories. Students must be comfortable with analyzing marketing problems, developing marketing solutions, designing and implementing new creative ideas and applying marketing principles to a broad range of situations.

BUS5939 Database Management Systems

3 Credits

Prerequisites: None

This course incorporates a detailed study of data models, query languages, relational calculus, data normalization and schemas, file organization techniques, data security and integrity and specific commercial database management systems. The course describes how to take advantage of Access's Internet and intranet features, how to use Excel functions, perform data analysis, and conduct research with the tools of Microsoft Excel applications.



BUS5960 Performance Appraisal Systems in Organizations

3 Credits

Prerequisites: None

Concomitant with the changing social, political and economic environment in Kazakhstan, there has been a shifting focus in the field of human resource management. It is widely accepted that accurate measurement of employee performance is necessary for effective management. The goal of this course is to acquaint students with the foundation, design, and implementation of performance measurement systems.

BUS5961 Selection and Staffing

3 Credits

Prerequisites: None

Hiring the right people is critical to effective operations and organizational potential. In this course we focus on staffing, perhaps, one of the most important HR activities in which line managers are involved. We examine the hiring process in detail and recommend a set of procedures for dealing with the challenges of the hiring process. Finally, we describe and evaluate specific methods for making decisions.

BUS5962 Fundamentals of Compensation

3 Credits

Prerequisites: None

Compensation managers are immersed in one of society's greatest challenges: the efficient and equitable distribution of returns for work. Compensation decisions are many and varied. They include how much to pay people who perform both similar and different types of work; and how to allocate pay among cash and benefits and services. This course is about the management of compensation. Its purpose is to give you the background required to make pay decisions.

BUS5963 Building and Managing Employee Relations

3 Credits

Prerequisites: None

In this course we explore the roles of managers and employees; describing how they should work together to coordinate an employee relations program. We present a model of communication and explore specific policies that give employees access to important information. Finally, we examine some programs for recognizing employees' individual and group contributions to company goals.

BUS5964 Fundamentals of Employee Benefits

3 Credits

Prerequisites: None

Compensation can be viewed as an expense used to influence employees' work attitudes and behaviors. The way employees are paid may affect the quality of their work; their focus on customer needs; their willingness to be flexible and learn new skills and to suggest innovations and improvements. This potential to influence employees' work attitudes and behaviors, and subsequently the productivity and effectiveness of the organization, is an important rationale for ensuring that compensation is managed fairly.

BUS5986 Auditing

3 Credits

Prerequisites: BUS5805

The course is an introduction to auditing and assurance services for students who have not had significant experience in providing such services. The main focus of the course is on the auditor's decision-making process. The fundamental issues in auditing relate to determining the nature and extent of evidence the auditor should obtain during the course of performing audit procedures. The purpose of the course is to outline the most important concepts of auditing and other assurance services and to integrate practical concepts to assist students in understanding audit decision-making and obtaining audit evidence. The course also out-



lines internal control functions and their importance from the auditor's standpoint.

BUS5989 Quality: Management and Audit

3 Credits

Prerequisites: None

This course is intended to provide students with the practical skills needed to design and build Quality Management and Quality Assurance systems and to conduct external and internal quality audits.

BUS5814 International Financial Reporting Standards

Credits 3

Prerequisites: BUS 5805

This class explores the role of international standards for organizations completing in an increasingly global economy. This entails the convergence of different countries' accounting standards, the differences between GAAP and IFRS, and ways of transformation to internationally recognized reporting by local companies.

BUS5816 Accounting Information Systems

3 Credits

Prerequisites: BUS 5805

This course addresses issues of computer-based accounting (on the basis of 1C: Enterprise 8.0 accounting platform) in accordance with International Financial Reporting Standards (IFRS/IAS) accepted in Kazakhstan from January 2006. In the course students will work with complete accounting examples, covering all major aspects of accounting in Kazakhstan, such as cash operations and operations on settlement accounting, accounting for fixed assets (including tax accounting), accounting for inventory, materials, finished goods, works and services, accounting for HR and payroll accounting (for residents and non-residents), accounting for advance holders, accounting for currency operations, accounting for goods with additional analytics, computa-

tion and payment of taxes and other obligatory payments, and preparation of financial reports.

Admission

Open Enrollment and Certificate of Specialization options are open to all interested parties.

Interested persons may obtain an application from the OECP Office. Enrollments are accepted until the end of the first week of each semester. All documents and payments must be submitted prior to enrollment in courses.

Note: Some Open Enrollment and Certificate of Specialization courses may be available via KIMEP's Distance Learning Program. For more detail, please see the Distance Learning section of this catalogue.

Registration

The Open Enrollment and Certificate Program has 2 Fall, 2 Spring, and 2 Summer semesters: six semesters in total each academic year. Students can register for courses and re-takes through the on-line registration system within the registration period indicated in the academic calendar. Open Enrollment and Certificate of Specialization students have one calendar year to register for a class starting from the date of admission. Failure to register for a class will result in removal from the program.

Late Registration

Normally, students may not register for any courses after the Registration period ends. Students may appeal if they strongly believe that their case is an extraordinary one. If late registration is permitted, there is a late registration fee for each course.

Withdrawal from courses

Any Open Enrollment or Certificate of Specialization student who withdraws from one or more courses no later than 30 (thirty) days after the end of the registration period of semesters will receive a grade of W (Withdrawal)



for the course(s).

The Office of the Registrar will automatically assign this grade and no instructor may change this grade. No student may withdraw from courses after the 30 (thirty) day limit during semesters. After this limit has expired, the instructor must assign a grade for the course.

Students should refer to the current OECF semester calendar for details relating to course tuition refunds. In general, the end of the registration period marks the last day to receive a 100% tuition refund. After this date, the refundable portion of the tuition owed is reduced by a third each three days or after each subsequent class meeting. Again, in general this means a full refund is available before the fourth class meeting, 67% is available before the fifth meeting and 33% before the sixth meeting.

Course fees and payment

Tuition for a semester is to be paid in tenge. This applies to all courses, required or elective. The amount of tuition for citizens and non-citizens of the Republic of Kazakhstan is in accordance with the current tuition policy of KIMEP. In addition, all applicants must pay the applicable admission / application fee.

KIMEP faculty and staff wishing to take CCE classes are entitled to a tuition discount.

Tuition payment procedures:

1. Participants must register for the courses to be taken on-line at www.kimep.kz/cce
2. Participants are invoiced for payment
3. Full payment must be received within the time frame articulated by KIMEP policy
4. Grades will be published only after written confirmation of payment has been brought to the Registrar's office

Other Fees

KIMEP levies other fees (Library, Computer, etc), which may apply.

DISTANCE LEARNING PROGRAM

Tel: +7 (727) 270-44-27

Statement of Purpose

KIMEP's mission is to provide the people of Kazakhstan with the skills and knowledge necessary to pursue prosperity and national stability. The Distance Learning program's supports the efforts of the institution in this endeavor by facilitating the delivery of its academic programs online.

As an integral part of KIMEP's instructional framework, the Distance Learning program provides resources for learning regardless of time and place. Our program affords students who may be unable to participate in the traditional educational environment the opportunity to achieve their educational goals while continuing with their personal or professional obligations. The program maintains the same academic standards, quality and integrity as on-campus courses.

The Development of Distance learning at KIMEP

Since it's founding, KIMEP's goal has been to provide the highest level of graduate and undergraduate degree programs to outstanding students from the region. This objective is extended by the College of Continuing Education to include providing all business-oriented people with customized programs of a similar quality.

However, in recent years KIMEP recognized that geographic, physical, professional or personal obstacles were keeping a number of people from learning with us. It became clear that new strategies were needed to meet the educational needs of some students.

The institution responded by launching the Distance Learning program. Utilizing innovative technologies and best practices in distance education, KIMEP now delivers a powerful learning experience where and when our

students need it. Courses are offered via the Internet so that students can study anywhere there is a 'connected' computer and can fit their learning into whatever time of day suits their schedule. This new delivery system is one more way that KIMEP maintains its position as an innovative leader in education.

Structure of the Program

KIMEP has created a 'virtual' campus for its students. In this password protected environment students enjoy a range of benefits and activities including, but not limited to: access to course materials, communication with peers and their instructor, online tests, and group work. While the layout and navigation remain the same and familiar to students, each instructor can customize his/her course to suit its learning materials and educational objectives.

Examination and grading policy follows KIMEP academic requirements. More detail for specific courses can be found in the individual course's syllabus. There you will find course work and examination requirements. Distance Learning students should be aware that they may be required to pass exams in the traditional way (by writing an exam paper) or online (via the Internet).

Requirements for Taking an Online Course

As with all distance-learning classes, good time management skills, motivation and self-discipline are required for online learning. It is also essential for you to take the initiative to communicate with your instructor or the Distance Learning office when you have questions. You must be familiar with navigating the Internet and using tools such as email.

In addition, there are technical requirements. You must have regular access to a computer with a reliable Internet connection. It should meet or exceed the following specifications:

- Pentium III, 128 Mb, 10 Gb
- CD – ROM

- Sound Card
- Microsoft Office

We also recommend that you download the Adobe Acrobat reader available free at www.adobe.com

Course Offering

The Distance Learning program supports KIMEP's colleges in offering their courses online. This means Distance Learning courses maintain the same calendar, academic standards and credit value as on campus. Courses offered via distance learning are indicated by the colleges/programs offering the course each semester.

Admission and Payment

The admission procedure and payment requirements are those articulated by the college/program offering the course.

PROFESSIONAL DEVELOPMENT PROGRAM

Tel: +7 (727) 270-43-00, 270-43-01
 Fax: +7 (727) 237-48-02, 237-48-03
 e-mail: ceepd@kimep.kz

Statement of Purpose

The purpose of the Professional Development Programs (PDP) is to deliver high quality training to meet customer needs and to support the viability of any business in Kazakhstan. The program provides a highly integrated series of courses and seminars that instill both the fundamentals and a thorough understanding of topics such as management, banking, accounting, finance, marketing and sales.

Background

Since its creation in 1998, PDP, formerly the IETC (International Executive Training Center) has been providing professional training to an ever-expanding corporate clientele from the oil, gas, mining, banking, energy, food pro-



cessing and public sectors. Thousands of corporate executives have participated through seminars and courses that enabled them to assume strategic business leadership positions. The teaching faculty includes a team of international and Kazakhstani experts in the fields of corporate and strategic management, taxation, planning, finance and accounting, banking, marketing and sales. They teach at academic institutions, work and consult for leading business organizations, and have earned the respect of the business media and business leaders.

Programs

Training programs are categorized into major areas: Management, Accounting and Finance, Banking, Marketing and Sales, Taxation, Information Technologies, Documentation Flow Administration, Legal and Regulatory issues.

SHORT – TERM SEMINARS

Training is delivered in the form of short-term intensive courses with durations of usually 2 to 5 days. Short-term training is available via calendar and in-house seminars/corporate training.

Calendar seminars are offered according to a schedule based on market demand. The calendar is published well in advance to facilitate registration and enrollment. The schedule takes into consideration busy business periods (monthly, quarterly, semi-annual, and annual report times, business cycles). Seminars are generally delivered at KIMEP's state-of-the-art Executive Education Center.

In-house seminars are available upon company / organization request. This allows training to be customized and tailored to meet the specific business needs of any client.

List of Seminar Topics

Management:

- Administrative Staff Management/ Managing Service Providers
- Advanced Management Skills
- Change Management
- Conflict Management

- Customer Service
- Effective Business Communication
- Effective Leadership
- Effective Negotiations Skills / Win-Win Negotiations
- Effective Public Relations
- Essential Management Skills
- Human Resources Management. Performance Evaluation
- Internal ISO Auditor Training
- Making Effective Presentations
- Project Management
- Psychology of Business Communication
- Strategic Planning
- Time Management
- Total Quality Management / HACCP Principles. ISO series 9000 Development and Implementation

Marketing and sales:

- Advanced Sales Techniques
- Effective Marketing and Sales Techniques
- Internal Marketing and Customer Care
- Market Research and Company Advertising Budget Optimization
- Marketing Analysis and Sales Forecast
- Marketing Services
- Marketing using the Internet and New Information Technologies
- Strategic Marketing
- Strategic Marketing Planning
- Working with Difficult Customers

Accounting and Finance:

- Accounting and Finance for Non-Financial Managers
- Accounting for Oil and Gas Production
- Budgeting, Planning and Controlling
- Company Financial Documentation Administration, Filing and Maintenance
- Financial Management
- Financial Statement and Ratio Analysis. Industry Analysis. Break Even Point and Working Capital Adequacy Calculation
- Financial Statements and Reporting
- Internal Audit
- International Accounting Standards

- Management Accounting. Cost Accounting

Banking:

- Banking Marketing
- Fraud in Banking
- International Banking and its Instruments
- Trade Finance and Letters of Credit. Currency Control

Taxation:

- Corporate Taxation. VAT
- Physical Entity Taxation
- Taxation Practices for Subsoil Users

Logistics:

- Supply Chain Management

Information Technologies:

- Auto CAD for Business
- Data Analysis (using MS Excel and SPSS)
- Financial Analysis using Excel
- Project Management with Microsoft Project
- Making Successful Presentations Using Information Technologies

Legal:

- HR Document Maintenance and Legal Support
- HRM in Compliance with the Labor Code of RK on Protection of Labor
- Labor Code and Regulations in the Republic of Kazakhstan. RK Labor Code and Regulations to Support Employers
- Legal Regulatory Matters on Tenders
- RK Labor Code and Regulations to Support Employers
- Archive Administration in Compliance with Legislation of RK: “On the National Archive Fund and Archives” and “Labor Code in the Republic of Kazakhstan”
- Company Documentation Administration, Filing, Maintenance, Circulation and Archiving. Transition to the National Language Correspondence

Accredited Long-Term Programs

CIM – Chartered Institute of Marketing

All three levels of the Certified Program in Marketing are offered. The Professional Development Program is accredited to let students sit for CIM examinations. The language of delivery is English.

Advantages of the PDP

Teaching techniques at the Professional Development Program differ from traditional methods in the training market. They consider the specific needs and goals of adult training. An interactive approach is utilized to involve all participants in the training process.

The sessions offer:

- Discussion of case studies tailored to local business conditions
- Teamwork aimed towards different presentations (individual or group)
- Experience and knowledge sharing and
- Intensive study

Interaction, audio-visual techniques, case studies and discussions make learning/training applicable to the actual business environment and support networking expansion. Courses usually last an entire day or are tailored to meet the specific time needs and learning objectives of the client.

Clients

Clients and participants represent businesses from all the regions of Kazakhstan (Atyrau, Aktau, Ust-Kamenogorsk, Ekibastuz, Kzylorda, Almaty, Astana), Kyrgyzstan, Tadjikistan and other Central Asian Republics, as well as Government Bodies of RK, National Banks of Kazakhstan and Kyrgyzstan.

The Professional Development Program highly appreciates its permanent clients and strives to meet their needs. Major clients are: PetroKazakhstan Kumkol Resources, Aktau Sea Merchant Port, Atyrau Oil Refinery Plant, Karachaganak Petroleum Operating B.V., Kazzink, Turgai Petroleum, Baker Hughes Services



International, Inc., Tengizshevroil, PetroKazakhstan Oil Products, Kaztransoil, Kaztrans-Com, Bogatyr Access Komir, Denholm Zholdas, KazStroyService, Kaz Post, Karazhanbas Munai, KazCommerceBank, Tsesna Bank, Citibank, ABN Amro Bank Kazakhstan, Bank Turan-Alem, Almaty Merchant Bank, Halyk Bank and many other organizations.

To enroll:

Enroll by fax, telephone or by personally returning the application form. When registering, complete the application form and please note the seminar name, date and fee payment procedure. Applications can be downloaded from our website or via fax/post upon request.

Transfer to another session:

If you should be unable to attend the seminar for which you have enrolled but wish to register for another date, your payment will be credited. Only one such transfer will be granted and then the cancellation policy will apply.

Cancellation policy:

Should circumstances make it necessary for you to cancel enrolment, a full refund, less an administration fee, will be made provided notice is given in writing prior to the start of the seminar. If no written notice is given and you fail to attend the seminar, the full tuition fee will be charged. A substitute attendee will be accepted in place of a cancellation.

PRE-DEGREE PROGRAMS

PROVISIONAL PROGRAM

Tel: +7 (727) 237-47-75, 237-47-79, 237-47-76

E-mail: pc@kimep.kz, prov@kimep.kz

Statement of Purpose

The Provisional Program provides pre-undergraduate and pre-graduate level students with a semester of intensive instruction so as to

prepare them to successfully commence their degree program.

The Provisional Program is designed for students who did not meet KIMEP's minimum requirements on English proficiency admissions exams but who demonstrated overall potential to be a successful student in the future. It is a one semester program that provides intensive English study. On successful completion of the Provisional Program, 'provisional' status is removed.

Structure of the Program

The Provisional Program offers English language instruction. The program is for students who scored insufficiently on the KIMEP English Entrance Test.

The program of study incorporates intensive coaching and support. The program is offered in both the Fall and Spring semesters with the curriculum and goals the same regardless of the semester it is offered. Students study intensely and class size is kept small to ensure maximum interaction with instructors. While the program concentrates on a specific academic discipline, it also teaches general strategies that will foster the key skills and habits of successful students: in particular, exam preparation and effective study and communication skills. Through the Provisional Program students are exposed to a highly motivational, enthusiastic and disciplined approach to university life.

Removal of Provisional Status Undergraduate Provisional

Upon successful completion of the program, 'provisional' status is removed. Provisional (undergraduate) English students are not required to undertake the (pre-entry) summer intensive English course. However all other English language study requirements apply.

Graduate Provisional

Upon successful completion of the program, 'provisional' status is removed. Provisional



(graduate) English students are subject to the same English requirements as regularly admitted students.

Provisional English Program -The Provisional English Program encompasses a full semester. Pre-undergraduate students receive a total of 240 contact hours of instruction and pre-graduate students receive a total of 90 hours.

Both programs seek to improve the English proficiency of students to a level that will enable them to be successful in their regular degree program. As such the core skills of listening, speaking, reading and writing are emphasized. This is complimented by additional instruction in study skills and writing practices and other practical skills to help students in an academic setting.

Admissions and Registration

Admission to the Provisional Program is determined by KIMEP and is based on entrance exam results. Students who do not meet the KIMEP degree program admission requirements but who are deemed by KIMEP to be adequately prepared for the Provisional Program will be invited to register.

The Provisional Program is offered twice a year; in the Fall and in the Spring. Each semester lasts approximately 15 weeks. Students can register through the on-line registration system within the registration period indicated in the academic Provisional Calendar. Calendars are available on-campus from the Office of the Registrar.

Late Registration

While late registrations are not generally permitted, students may appeal if they strongly believe that their case is an extraordinary one. If late registration is permitted, a late registration fee will be charged.

Program Fees and Payment

The tuition fee is paid according to the current tuition policy of KIMEP.

Tuition Payment Procedure

1. Participants may register for the program on-line at <http://www.kimep.kz/academics/registrar>
2. Participants are invoiced for payment
3. Full payment must be received within the time frame articulated by current KIMEP Policy and the Provisional Program Academic Calendar

Grades will be published only after written confirmation of payment has been brought to the Registrar's office

Successful Completion and Retake Policy

To successfully complete the Provisional Program a student must achieve a grade of B- or better. Students completing their first semester of study in the provisional program who do not achieve a grade of B- or better have the option of repeating the program. Students must pay the full tuition fee in effect at the time of registration to the second semester of study. Students failing to achieve a grade of B- or better in their second semester of study in the Provisional Program will lose all student status at KIMEP and must begin the admissions process again if they wish to continue studying at KIMEP.

PREPARATORY PROGRAM

Tel: + 7 (727) 270-42-29
E-mail: ppk@kimep.kz

Statement of Purpose

The Preparatory Program helps students to prepare for university entrance exams at both the Bachelor and Masters levels. Not all students who wish to study at the university level are properly prepared and able to realize their academic potential. KIMEP recognizes this and offers a program that teaches students how to achieve their personal best in entrance exams and then to excel in their university life.



The program provides expert instruction in core disciplines tested on entrance exams; English, Mathematics, History and Grammar of Kazakh and Russian. Students can focus their studies, and increase their proficiency, in all disciplines or just ones matching their needs.

Our faculty conducts lectures using the most effective methods of preparation for the entrance exams of KIMEP and other educational institutes. Course length and meeting times are flexible so students can prepare for exams intensively or while still attending their regular daytime classes or daytime job.

Since 1999 students have been using Preparatory courses to considerably increase their chances of passing KIMEP and other university entrance exams.

Structure

All courses are intended for group study. Class size is typically kept low (14-16 students) to ensure that instructors can provide individual attention to each student. Classes are offered based on student demand.

Duration of courses ranges in length from two-weeks to an entire semester (approximately 15 weeks). All courses are structured to ensure optimal preparation for exam dates. Number of contact hours varies according to the goals of the course/program.

Program offering

The Preparatory Program offerings are described below. These are divided into two categories; 'Full Semester Intensive Studies' and 'Regularly Offered Courses'. New courses and programs may be developed in the future based on market demand.

Full Semester Intensive Studies

Students who wish to commit a semester to studying the disciplines offered by the Preparatory Program may wish to enroll in some or all of the Preparatory 'Intensive' courses.

These courses are designed to span the full semester. Normally, these courses are offered during weekdays. Every effort will be made to schedule these courses such that students may study any or all disciplines, English, math, history and Russian or Kazakh grammar concurrently.

Registration

The registration period typically begins one week prior to the start of classes and ends 7 to 10 days after the start date.

Late Registration

While late registrations are not generally permitted, students may appeal if they strongly believe that their case is an extraordinary one. If late registration is permitted, a late registration fee may be levied.

Admission

The program is open to any student so long as he/she has graduated from high school. The program specifically targets two groups of students:

1. Those who have written KIMEP's entrance exam and did not qualify for admission.
2. Those students who are preparing to sit their first entrance exam and wish to ensure that they succeed.

Program Fees and Payment

The tuition fee is paid according to the current tuition policy of KIMEP.

Tuition Payment Procedure

1. Participants are invoiced for payment
2. Full payment must be received within the time frame articulated in current KIMEP Policy and the program's academic calendar
3. Grades will be published only after written confirmation of payment has been brought to the Registrar's office



Intensive English

The Preparatory Intensive English program is an intensive study of English encompassing approximately one semester or 15 weeks. Students study a total of 240 hours. While the program's primary ambition is to assist students in being successful on university English proficiency tests, the curriculum is also designed to instill the full range of proficiency skills that will enable students to be successful in learning in an English language environment. These skills include listening, speaking, reading and writing.

Intensive Mathematics

The Intensive Math program consists of three subsequent courses of 40 hours each. The three (course) levels sequentially build on the skills and knowledge mastered in the previous level. At the conclusion of the 120 hours of instruction, students should have an understanding and working knowledge of the fundamental math concepts. Instruction is delivered in English, Russian or Kazakh dependent on demand.

Intensive History

Two levels of history instruction are offered, each consisting of 40 hours of instruction. The curriculum is based on the understanding and knowledge of Kazakh history tested against in university entrance exams. Instruction is delivered in English, Russian and Kazakh.

Intensive Grammar

Two levels of grammar instruction are offered, each consisting of 40 hours of instruction. Students may study Russian or Kazakh grammar.

Regularly Offered Courses

The Preparatory Program also offers courses throughout the academic year after regular school hours. These courses are open to all and are scheduled such that they do not interfere with a student's regular daytime classes

or daytime job. Duration of courses may range from two weeks of intensive preparation (just prior to examination dates) to courses that are spread over 10 weeks. Regardless of duration, each course has a prescribed and consistent number of contact hours. These are included in the course descriptions below.

Fees and Registration

Please contact the Preparatory Program office at the contact details provided above for current tuition fees and registration procedures.

Mathematics

The mathematics course prepares students at the undergraduate level and consists of 40 contact hours. Instruction is provided in both Kazakh and Russian. Topics covered include: intensive and systematic review of mathematical theory, illustration of problem solving methods and organizing of tests in order to improve testing ability. Students are constantly evaluated to gauge their progress.

History of Kazakhstan

The History of Kazakhstan course provides students with an overview of the key facts relevant to the history of the country. Students should gain a mastery of significant historical events, dates, personalities and geographical names. Constant review and consolidation of material is gauged via tests. The course consists of 40 contact hours and is delivered in both Kazakh and Russian.

Kazakh Language

All aspects of the Kazakh language on which the entrance test questions are based are included in the syllabus. The course consists of practical work and tests in order to improve knowledge and testing ability, and to provide constant evaluation of students' knowledge. The course consists of 40 hours of instruction.



Russian Language

All sections of the Russian language on which the entrance test questions are based are included in the syllabus. The course consists of practical work and tests in order to improve knowledge and testing ability, and to provide constant evaluation of students' knowledge. The course consists of 40 hours of instruction.

Kazakh Language for Russian schools

This course helps students understand basics of Kazakh grammar. Practical work and tests are utilized in order to improve knowledge and testing ability and to provide constant evaluation of students' knowledge. The course consists of 40 hours of instruction.

Russian Language for Kazakh schools

This course helps Kazakh speaking students understand basics of Russian grammar. Practical work and tests are utilized in order to improve knowledge and testing ability and to provide constant evaluation of students' knowledge. The course consists of 40 hours of instruction.

GMAT

This course provides instruction in 3 aspects of the Graduate Management Admissions Test and similar tests: Problem Solving, Data Sufficiency and Critical Thinking. The course emphasizes practical applications of mathematics and involves extensive testing. The course consists of 40 contact hours and is offered only in English.

GMAT (verbal components)

This course provides instruction in 2 aspects of the Graduate Management Admissions Test and similar tests: Sentence Correction, Reading Comprehension. The course checks academic knowledge of the language, skills of reading, comprehending and ability to think critically. The course consists of 40 contact hours and is offered only in English.

GRE

This course provides instruction in 2 aspects of the Graduate Record Examination and similar tests: Problem Solving and Quantitative Comparison. The course consists of practical work with tests and consists of 24 contact hours. Instruction is provided in English.

The Faculty

Undergraduate level courses are taught by experienced teachers from secondary educational institutions who are experts in their disciplines and in many cases, authors of the Standard Complex Tests. These educational leaders are invited to teach in the Preparatory Program on the recommendation of the City Teachers Improvement Institute.

Graduate level faculty for this program includes experienced teachers and lecturers and some of KIMEP's best graduates.

SCHOOL OF LAW

Tel.: +7 (327) 270-43-51 (ext. 2179)
Fax: +7 (327) 270-43-44
e-mail: lawcoord@kimep.kz

Office № 120 (New Academic Building)
Tel: +7 (327) 270-43-51 (ext. 2179)
lawcoord@kimep.kz

Statement of Purpose

The mission of the school of Law is to provide top-quality advanced legal education to the students of Kazakhstan. With both undergraduate and graduate law programs, the KIMEP School of Law is devoted to fostering leaders in areas such as international business policy development and implementation, the development of free market economies and economic integration, advanced legal education and research and the promotion of democratic legal systems, both in the international and the local arenas.

The School of Law administers a graduate degree program (the LLM), offers teaching of Law courses included in the degree programs of the Bang College of Business and the College of Social Sciences, and in the General Education program. It administers a minor program in Law that is available to students in all KIMEP undergraduate programs.

In the longer term, the goal of the School of Law is to develop, implement, and administer an undergraduate degree program in Law.



ADMINISTRATION

John Wright, J.D., LL.M., MBA
Director

Stephanie J. Gliege, J.D., MA
LLM Program Director

Asel Rakhmetkaliyeva, Diploma in
Law, MPA
Law School Coordinator



Minor in Law (Undergraduate)

Students with minor in law examine judiciary, legal system and formation of law in the Republic of Kazakhstan. It will provide students with an overall understanding of relationship between domestic law and international law. A minor in a law is a concentration that an undergraduate student selects to study outside of his/her major field.

The school offers a minor in Law and is available to students in the Bang College of Business and the College of Social Sciences according to the requirements of that College. A student must complete a total of 18 credit hours. To register for a Minor in Law, a student must receive approval from the director of the School of Law. Please note that a minor field is an option and not a requirement.

Law Courses

LAW1503 Law in Kazakhstan

3 Credits

Prerequisites: None

This is a survey course designed to acquaint students with basic legal concepts of law, as well the process of formation of law and the structure of the judiciary system in the Republic of Kazakhstan.

LAW3511 International Law

3 Credits

Prerequisites: None

This course will examine the fundamentals of international law including sources of international law, the relationship between domestic law and international law, and jurisdiction. It will also define what is meant by the terms “public international law” and private international law”

LAW3513 Comparative Law

3 Credits

Prerequisites: None

This course introduces students to comparative methods of legal analysis. It will compare the sources and methods of law in civil and

common law systems, including the nature of legal education in each. The course starts with a survey of Comparative Law as an academic discipline, its history, current definition and scope, followed by practical uses of Comparative legal analysis.

LAW3516 International Trade Law

3 Credits

Prerequisites: None

This course deals with the following issues: the principles of activities of WTO; the reciprocity in the WTO; the institutions of WTO; the legal framework of WTO; the legal regulation of activities of the Dispute Settlement Body; the legal regulation of the enabling clause, waiver clause and escape clause; WTO accession; the tools of trade policy and the effects of these policies on resource allocation, the distribution of income and economic welfare; the principles of policy selection to reach economic objectives.

LAW3517 Civil Law

3 Credits

Prerequisites: None

This course provides an introduction to the basic concepts of civil legislation of RK with special emphasis on subjects of civil law (persons and legal entities) and contract law. Objects of civil law, types of transactions, property, obligation law, and international private law are included.

LAW4512 Administrative Law

3 Credits

Prerequisites: None

This course gives a broad introduction to the body of law and policy governing the action of administrative agencies of government. It will focus on the place of administrative law within the constitutional and legal system in Kazakhstan and other countries. Administrative law consists of those sections law, which authorize the rulemaking and adjudicatory functions of governmental agencies.

LAW4514 Constitutional Law*3 Credits**Prerequisites: None*

The students will study the constitutional status of the President, Parliament, Government and courts; constitutional status of an individual (constitutional rights and freedoms); law of political processes (electoral law, legal status of political parties and public associations, law-making process, referendum), the legal status of Constitutional Council and constitutional review; as well as comparative constitutional law and constitutional engineering.

LAW4515 Law of the European Union*3 Credits**Prerequisites: None*

The legal order created by the European Union has become a permanent feature of political reality in all of its 25 member states. The course is designed as a general introduction to the legal system of the European Union and covers both its constitutional setup and institutional architecture. The main emphasis will be placed on equipping the student with basic tools necessary to understanding the underlying principles of European legal integration and on making the student comfortable working with European Union legal sources.

MG2202 Business Law*3 Credits**Prerequisites: None*

This course examines basic legal principles. This allows students to recognize relevant issues and the legal implications of business situations. The principles of Kazakhstan law will be applied to accounting, auditing, and decision-making throughout the course. The political, social, and ethical implications of these issues are also debated.

BAIJ3606 Press Law*3 Credits**Prerequisites: BAIJ 1601*

The course introduces students to the core underpinnings of the Kazakhstani legal system

by providing students with an introduction to civil, criminal and press law in Kazakhstan. It is designed to help journalists and other communication professionals understand their rights and responsibilities as mass media professionals.

Graduate Law Courses**IJMC5605 Introduction to Civil, Criminal and Press Law in Kazakhstan***3 Credits**Prerequisites: MIJMC Standing*

This course introduces graduate students to the more advanced principles of the Kazakhstani legal system by providing students with an in depth and detailed analysis of the civil, criminal and press laws in Kazakhstan. It is designed to help journalists and other communication professionals understand their rights and responsibilities as mass media professionals.

MG5222 Business Law and Ethics*3 Credits (Graduate Law Course)**Prerequisites: MBA or LLM Standing*

The objective of this course is to familiarize the MBA student with advanced legal principles as they apply to strategic business development of Kazakhstan. The textbook and readings will concentrate on the global legal environment as it applies to world trade and economic development and the influence exerted by the WTO, EU, World Bank and other global trading groups. Emphasis will also be placed on understanding the applicable legal principles being developed under Kazakhstan law, including an analysis of the effect of taxation on business development in Kazakhstan. This allows students to recognize relevant issues and the legal implications of business situations. The course will also provide an analysis and understanding of the ethical trends that exist in business today, both in the public and private sector. This will allow students to apply both legal and ethical principles to the decision-making process throughout the course. The political and social implications of these issues are also debated.



LW6201 DBA Business Law

3 Credits

Prerequisites: DBA Standing

This course examines advanced legal principles as they apply to the strategic development of Kazakhstan. This allows students to recognize relevant issues and the legal implications of business situations. The principles of Kazakhstan law will be applied to important strategic business law issues and will allow students to apply these principles to the decision-making process throughout the course. The political, social, and ethical implications of these issues are also debated.

LW6202 DBA International Business Contracts Law

3 Credits

Prerequisites: DBA Standing

This course examines advanced principles of contract law and how contracts are formed, interpreted and enforced on an international setting. This allows students to recognize relevant issues and the legal on the formation of contracts as it is relevant to the Kazakhstani business market. The principles of Kazakhstan contract law will be applied to important strategic business law issues and will allow students to apply these principles to the decision-making process throughout the course. The political, social, and ethical implications of these issues are also debated.

GRADUATE PROGRAM

MASTER OF LAWS (LLM) in INTERNATIONAL BUSINESS LAW

Statement of Purpose

The LLM in International Business law at KIMEP is a one-year degree that provides specialized knowledge in international business law to legal and business practitioners involved in international legal transactions. The program offers a solid foundation in legal scholarship and practice through a range of courses in international business law. The KIMEP LLM in International Business Law is modeled after

International Business LLM programs from other parts of the world. The curriculum pays particular attention to the needs of the Kazakhstani international business community, specifically with respect to increases in the areas of alternative dispute resolution, banking, securities, and foreign direct investment, as well as new challenges in the areas of tax law and accounting.

The LLM program offered by KIMEP differs substantially from the existing law master's degree in Kazakhstan and would not only compliment the current pathway of legal education, but it would also provide a local alternative to students who currently go abroad to obtain their LLM degrees. An LLM program offered by KIMEP differs from the existing Master's in Law program offered by Kazakhstani universities in three main areas: intensive English language training, its specialized focus on International Business Law, and in the fact that while a background in law is necessary, one need not be a lawyer enter the program. The LLM degree is a globally recognized and popular post-graduate degree in law. Globally, although programs differ from topic to topic, the basic requirements of a one-year program of study in a particular legal specialization are substantially the same. The LLM degree does not require a first degree in law as it not only advances the career prospects of a lawyer, but it would also prepare a businessperson for the legal challenges faced by businesses operating in the international context. In comparison, the Kazakhstani Master's in Law degree prepares a student to be, among other things, a lawyer, prosecutor, judge, inspector, or other officer of the court and requires an undergraduate degree in law. The LLM program does not create lawyers, instead it trains lawyers and businessmen to work in the international business arena, whether or not the program entrant is already a domestic law practitioner. The program:

- Provides legal training in English for scholars and professionals in the business and legal sectors in response to the demands and challenges in the field of international business transactions in

- Kazakhstan and the wider region.
- Offers a theoretical appreciation of underlying principles and developments in the field of private international law
 - Provides knowledge and practical skills utilizing relevant legal doctrines and frameworks in private international law and international trade, including the WTO system, alternative and traditional dispute resolution and other mechanisms of implementation

Students with an LLM in International Business Law can expect to gain the skills and practical tools that enable them to serve in the international business arena. Students will acquire advanced English, critical analysis, and legal research and writing skills. The LLM program prepares students with the knowledge and ability to manage legal aspects of the national and international business environment. These qualities will aid graduates to successfully navigate and avoid potential legal problems in business; or to successfully represent an international client in the legal context. LLM Graduates will be well positioned to generate strategies to reduce and avoid potential legal challenges occurring in the contemporary business context.

Graduates with an LLM in International Business Law will work locally or internationally in the rapidly growing international business sector. Specifically, graduates will work in the following industries:

- Law firms
- Consulting firms
- Accounting firms
- Multinational corporations

Admission and Study Policies

Admission Criteria

Students who have demonstrated the potential to succeed in business and/or law will be admitted to the LLM program. Criteria for admission includes management or legal experience, excellent academic credentials, excellent

knowledge of English, work experience and/or significant coursework in the area of international business transactions combined with demonstrated achievements in leadership and creativity. The following admissions criteria will be applied:

- At least a bachelor's degree (or equivalent) from a recognized University in law OR an undergraduate degree in business, with substantial coursework in law OR at least 2 years experience working in the field of international business with substantive responsibilities
- Advanced knowledge of English (qualification determined from the KEET test) One verifiable letter of reference from a current or former employer or professor
- An application, which includes two essay questions related to the applicant's purpose for applying and future career goals. The essay will be written at the same time as the KEET is administered.
- An application

An interview, where necessary

Degree Requirements

The complete LLM program is 36 credits courses, including a 6-credit master's thesis and internship and 6 credits of Advanced English. The LLM degree, including the Advanced English courses, can be completed in one year (12 months) for full-time enrollees. Legal practitioners and students with a law undergraduate degree (or equivalent) and an advanced command of English will be directly admitted to the LLM Program. Applicants who do not have the required law background will be required to take the preliminary law courses, and those who do not have an advanced command of English will be required to enroll in the preliminary English courses (part of the 'English for LLM' program). Applicants who take preliminary courses will require more than one year of full-time study to complete the program.



Preliminary Law Course Requirements

Applicants who do not have an undergraduate degree in law or have not undertaken undergraduate legal coursework will be required to take at least four preliminary law courses from the existing KIMEP law curriculum before admission to the LLM program. The required preliminary law courses¹ are:

- LAW1503 Law in Kazakhstan
- LAW3511 International Law (or LAW3516 International Trade Law)
- LAW3517 Civil Law
- MG2202 Business Law

If a student has undergraduate courses in Banking Law or Tax Law, they can be substituted for the preliminary course in business law.

Preliminary English Course Requirements

Once admitted, but before enrolling in either law or English courses in the LLM program, students must take a diagnostic test. Applicants who do not meet the minimum criteria for enrollment in the Intermediate English courses (described under English Language Requirements below) will be provisionally accepted to the program into the existing KIMEP Provisional Program for Master’s students.

Required English Courses

All applicants who are accepted will be required to sit for an IELTS-type English diagnostic test of all four skills (reading, writing, speaking, and listening). Those with advanced proficiency will be exempted from up to two English courses. Those whose test results show they are at an Intermediate or Upper Intermediate level will be expected to do four courses of English (see chart below). There will be no total exemptions from English courses. The English courses should be taken at the outset of the LLM program and not delayed until later. Excluding the Provisional course, all English courses will be worth three credits.

The structure is represented as follows:

Level	Course	Course	Notes
Advanced ¹	Speaking and Listening 2	Reading and Writing 2	All students will be required to take these courses.
Intermediate to Upper Intermediate	↑ Speaking and Listening 1	↑ Reading and Writing 1	Students who achieve an advanced-level score in the placement test will be exempted from these two courses.



Pre-Intermediate to Intermediate	Provisional Course—integrated skills	The offer of a place in this course is dependent on the result of the entrance test. The course aims to prepare students for admission to the lower of the two levels of the English for LLM program. This course will follow the model of the current Provisional course.
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LLM Program Curriculum

Below are the courses required to fulfill the LLM Degree requirements, assuming the student has fulfilled the requisite legal background and English language skills.

COURSE NAME	CREDITS TOWARD LLM
Advanced English Courses:	
Speaking and Listening 2	3
Reading and Writing 2	3
First Semester	
LLM Core Courses:	
International Business Transactions	3
International Dispute Settlement	3
Comparative Corporations Law	3
Legal Research and Writing/Legal English	3
Second Semester	
LLM Elective Courses:	
MBA Business Law and Ethics	3
Legal Aspects of Corporate Governance	3
Tax and Accounting for Lawyers	3
Securities and Banking Law for Foreign Investment in Developing Countries	3
Thesis and Internship	6
TOTAL CREDITS	36



Exit Criteria: Students are allowed to graduate with two “C” grades: “C-; C; C+”, but with a minimum average GPA of 2.67.

COURSE DESCRIPTIONS

Beginning and Advanced English Courses

(All English courses are offered through the KIMEP Language Center).

ELAW 5101 Intermediate English: Speaking and Listening I, (No Credit)

ELAW 5102 Intermediate English: Reading and Writing I, (No Credit)

**ELAW 5201 Advanced English: Speaking and Listening II
3 Credits**

**ELAW 5202 Advanced English: Reading and Writing II
3 Credit**

Foundation Courses

LAW5901 International Business Transactions

3 Credits

Prerequisites: None

This course will introduce students to the mechanics of international business transactions and to the commercial law environment within which those transactions are negotiated and executed. The course will focus on the trade and investment activities of private entities, examining in a practical way the documentation necessary to execute various types of transactions and issues that the international lawyer or businessperson is likely to confront. This course will also examine basic legal principles of international trade law in the context of the global economic order. Students will study international trade law as well as aspects of international finance law and international investment law. The relevance and importance of international economic law is growing dramatically, with particular importance on countries recently entering the international legal

order, including Kazakhstan. As such, issues particularly relevant to Kazakhstan, especially the entry of Kazakhstan into the World Trade Organization (WTO), will be addressed along with the current Doha Round of trade talks, and the historical development of the trading regime including the GATT years and the Uruguay Rounds.

LAW5902 International Dispute Settlement

3 Credits

Prerequisites: None

This course examines questions concerning the settlement of international disputes. The emphasis is on institutional and procedural aspects of judicial settlement, including questions of jurisdiction and access to justice, preliminary objections, provisional measures, representation of parties, third party intervention, amicus curiae briefs, financial assistance, the various phases in the proceedings, including the possibility of appellate review, and the implementation and enforcement of judgments or awards. Institutions examined vary from those specializing in international trade and commerce to those covering human rights and international crimes. They include systems for international commercial arbitration, the International Court of Justice, the Tribunal for the Law of the Sea, the WTO dispute settlement system, the Iran-United States Claims Tribunal, the UN Compensation Commission, the European, Inter-American and African Courts on Human Rights, and the international criminal courts and tribunals.

LAW5903 Comparative Corporations Law

3 Credits

Prerequisites: None

Corporate law, with emphasis on formation, operations and financing of corporations. Control of corporations, action by corporate directors, officers, shareholders. Control devices. Directors' and shareholders' duties of care and loyalty, insiders' transactions in shares of the corporation. Derivative suits, kinds of shares,



dividends, corporate distributions. Special attention will be paid to corporations law in Kazakhstan and its major trading partners.

LAW5904 Legal Research and Writing/Legal English

3 Credits

Prerequisites: None

This course is designed to build a foundation in research and writing in law. The course will develop the students' necessary competencies for writing a thesis. The course will give the students an introduction to legal research methods and writing. Approaches to case reading and briefing will also be presented in addition to developing students' legal research skills. Presentation and oral argument skills will be taught and practiced throughout the course. The course will continue with examining treaty drafting through analyzing treaties in international business transactions. Developing writing skills will be a major aspect of the course, which will culminate in writing a legal memorandum that incorporates basic research, writing, and advocacy skills. The course will conclude with a moot court exercise based on a real-life scenario.

Required Courses

MG5222 MBA Business Law and Ethics

3 Credits

Prerequisites: None

The objective of this course is to familiarize the MBA student with advanced legal principles as they apply to strategic business development of Kazakhstan. The textbook and readings will concentrate on the global legal environment as it applies to world trade and economic development and the influence exerted by the WTO, EU, World Bank and other global trading groups. Emphasis will also be placed on understanding the applicable legal principles being developed under Kazakhstan law, including an analysis of the effect of taxation on business development in Kazakhstan. This allows students to recognize relevant issues and the legal implications of business situations. The course will also provide an analysis and

understanding of the ethical trends that exist in business today, both in the public and private sector. This will allow students to apply both legal and ethical principles to the decision-making process throughout the course. The political and social implications of these issues are also debated.

LAW5905 Legal Aspects of Corporate Governance

3 Credits

Prerequisites: None

Analysis of the nature and role of the business corporation and transnational political economy; evolution of the corporation and the political economy; impact of technological change; reasons for and consequences of the growth of large corporate enterprises; role of entrepreneurs in the political economy; relationship of corporations to government and other centers of power.

LAW5906 International Tax Law and Accounting for Lawyers

3 Credits

Prerequisites: None

This course provides a comparison of income tax law and policy regarding foreign persons with business and investment activities in many a variety of jurisdictions. Topics include jurisdiction to tax, status as foreign taxpayer, source of income and deduction apportionment rules, withholding taxes, tax treaties and anti-treaty-shopping rules, branch profits tax, and an introduction to foreign tax credit issues. This course may also cover foreign tax credit issues, anti-income deferral rules, tax havens, and special foreign earned income rules. Additionally, the course will study fundamental accounting principles with emphasis on corporation accounting; legal and accounting implications of specific items in financial statements of corporations; inventory adjustments; corporate transactions, distributions, capital adjustments.



LAW5907 Securities and Banking Law for Foreign Investment in Developing Countries

3 Credits

Prerequisites: None

This course provides an examination of the legal, business, and financial problems involved in investing across national borders. The course focuses on the strategies and techniques for structuring such investments and on the framework of regulation that affects them. The analysis includes International regulation of foreign investors, different types of foreign regulation of investments, and international controls on domestic regulation of foreign investment through treaties and conventions. Model international transactions and sample documents are used to illustrate basic issues. The course will specifically focus on securities and banking laws that interact with foreign investment in Kazakhstan. Special attention will be paid to the development of securities offerings in different jurisdictions governing the offering, distribution, and trading of securities.

Thesis

LAW5908 Thesis

6 credits

Prerequisites: Law 5904 Legal Research and Writing/Legal English

The thesis is a substantial writing that contributes to the development of legal scholarship. An internship may also be taken-up during this period, depending on the student's level of experience in law. The thesis is pursued on a year-long basis, with concentration in the second semester, under the primary supervision of a supervisor in residence or in close affiliation with KIMEP. Late in the first semester, the students choose the topic for their paper, in consultation with the Law Faculty. The Law Faculty will coordinate the process of mentoring the students' research and writing, to assist students in producing a work of quality and insight. Although Faculty will be involved at each stage of preparation and development of the thesis, it is stressed that students are expected to work on their own.

LANGUAGE CENTER



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Statement of Purpose

The Language Center at KIMEP delivers high quality language courses for undergraduate and graduate students that assist them in fully and effectively participating in their degree programs.

ADMINISTRATION

Kenneth Saycell, MA, TTHD
Director

Maganat Shegebayev, MA TESOL
Deputy Director

Zaira Utebayeva, Candidate of Sciences
Deputy Director

David Landis, EdD
Director, MA TESOL Program

Nigel Cox, BA
Director, World Languages Program

Agybai Mukataiuly, Candidate of Sciences
Coordinator, Kazakh Language Program

Kaldygul Utebayeva, BA
Coordinator, Undergraduate Program

Maira Yessimzhanova, Candidate of Sciences
Coordinator, Foreign Languages Program

Saule Abdramanova, Candidate of Sciences
Director, Research Services

Alima Dostiyarova, MBA
Coordinator, Self-Study Center

Dinara Karimova, MEd
Coordinator, Advising Center

Gulmira Kutumbetova, BA
Executive Assistant

Guldana Kussainova, BA
Assistant

Balgyn Agibayeva, MA
Assistant, Kazakh Language Program

Bayan Yerembayeva, BA
Receptionist



Profile

Since the inception of KIMEP in 1992, English has been its language of instruction. It has, therefore, always had a large language center. At present the Language Center has a core staff of local and foreign language professionals. In recent years local staff have received valuable training and professional development in Europe and in Almaty, courtesy of the European Union. In addition, with support from the Soros Foundation, the British Council and TACIS, the Language Center has built up a rich and well utilized library of teaching resources. The Language Center now has over 1,250 titles from American and British publishers. In addition to running all-important English courses for both undergraduates and graduates at KIMEP, the Language Center also runs a Master of Arts in Teaching English to Speakers of Other Languages (MA in TESOL). This is useful not only for teachers of English but also for developing excellence in the teaching of any foreign or second language.

SELF-STUDY CENTER

Statement of Purpose

The Self-Study Center was established by the Language Center in order to help students to improve their language skills and to achieve better results in the languages offered at KIMEP.

The Self-Study Center is a place where students can find many multi-media resources and materials to help them improve any aspects of their language learning. It works very closely with Language Center instructors and supports students by making language materials and resources available. Nowadays all listening materials are installed on the computers and this makes it possible to listen to lectures or assignments and to take notes at the same time. If students want to improve their listening skills, they can listen to audio files and simultaneously read the transcript to make sure they follow what the readers are saying. Students can work on their writing skills, develop reading skills, revise grammar, increase vo-

cabulary, improve pronunciation and record their speeches in English or other languages using software programs or tape-recorders.

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

Resources

The Self-Study Center provides:

- Additional materials on languages
- Access for students to materials such as listening files, video tapes and DVDs, reference works, grammar books, course books, computer disks, Internet resources and teachers' resource packs and assignments designed especially for students.

ADVISING CENTER

The Advising Center provides academic advising to all prospective and current students regarding compulsory and elective courses offered by the KIMEP Language Center, the transfer procedure of courses from other higher education institutions, and other general and specific student requests and inquiries.

English Club

The English Club promotes English as a language of communication and provides the



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

Russian Club

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

UNDERGRADUATE PROGRAM

Students Entering from Fall 2007

Admission

Students entering KIMEP take an English test: the KIMEP Entrance English Test (KEET). To qualify for entrance, students must achieve the required score on this test.

English at KIMEP

One of the reasons students work hard to enter KIMEP is that all their courses, with the exception of Kazakh, are in English. However, the English used is *Academic English*. This is quite different from general English in many ways. Therefore, at KIMEP, the Language Center runs a number of academic English courses to help students succeed in their studies. Every student must take part in all these courses and pass them.

Any students with near-advanced level proficiency who meet the prerequisites should register for the **Advanced Academic English** courses instead of the regular Academic English courses (see the course descriptions and prerequisites below).

Upon entry to KIMEP, there is, first of all, the extremely important Intensive English Preparation Course, which must be taken before students can begin their studies as undergraduate students at KIMEP. After successfully completing this course, they can begin on the General Education (GE) courses. At GE level there are four English courses: *Academic Speaking, Academic Listening and Note-taking 1, Academic Listening and Note Taking 2, and Academic Reading and Writing*. Thereafter, upon passing these courses, there is a fifth English course, *English for Specific Purposes (ESP)*, which is run by the Language Center in conjunction with the Bang College of Business and the College of Social Sciences. All courses are described later in the catalog.

In order to function at the level expected by KIMEP, students must take *Academic Listening and Note Taking 1* as well as *Academic Speaking* in the first semester of their first year. Then, in the second semester of the first year, students should take *Academic Listening and Note Taking 2* and *Academic Reading and Writing*. The *English for Specific Purposes* course follows the four academic English courses and is an integral part of the whole degree. Each of the courses, except *Intensive English Preparation Course*, is worth 3 credits.

As English is so important, for studies and later for a job, students are expected to pass all the academic English courses before they can begin on their content courses in their second year. Therefore, students will need to devote considerable time to English self-study in addition to the homework they receive. It is necessary for students to spend 2-3 hours daily on English, outside classes. Students can meet their teachers in their office hours to receive additional guidance on the course material. Also, there is a Self-Study center in the Language Center where students can seek



help with various problems and where there are a variety of materials which they can use to improve their English. The Language Center advising personnel can also direct students to a number of English self-study pages on the Internet.

The Language Center administration, faculty and staff look forward to meeting and working with students so that they can reach the levels they need for academic study and success at KIMEP.

Intensive English Preparation Course (Compulsory)

The Intensive course is the prerequisite for all General Education courses. This course is required for all new undergraduate students. Students who for acceptable reasons (e.g. illness, documented by a medical certificate) cannot attend this course in the summer must do so in the fall. The Intensive courses are 150 hours, at 5 hours daily for 5 or 6 weeks, usually from July to mid-August. The fall Intensive takes place between August and December. Students who take English Intensives in Fall semester will have to postpone their GE studies till the Spring semester.

ENGO305 English Intensive Preparation Course 1

ENGO306 English Intensive Preparation Course 2

Prerequisites: Qualifying Test Score

At the end of these courses students will be better able to work in and with academic English. They will have learnt some of the skills needed for academic English speaking, reading, writing, listening and note-taking. Consequently, they will be able to continue on a higher level in the GE academic English courses.

Undergraduate Program Course Requirements and Descriptions of Language Center Courses

The General Education (GE) requirement is 12 credits of academic English courses. Three more credits are given for the elective GE course and for the compulsory subject: *English for Specific Purposes (ESP)*. Classes average 18 students per group.

Students are assessed throughout their studies. Class attendance and participation are monitored closely. There are also class assignments and mid-term assessments, which contribute to the final grade. There are final assessments at the end of each session which students are required to pass. At the end of each semester a grade is given, which is included in the GPA. It is a requirement that each English course be passed at the required level in order to continue with studies.

Students who entered before 2005 should refer to the appropriate KIMEP Catalog.

Language Center Course Information

Academic English

ENS1111 Academic Speaking

3 Credits

Prerequisites: None

This course helps students to speak with confidence while giving presentations and participating in academic class discussions as well as when answering their teachers' questions.

At the end of this Academic Speaking course, they will have learnt, amongst other things, about the importance of audience and how to organize and give presentations. Students will know about the structure of presentations, including how to introduce themselves and their topic, how to give an appropriate overview, how to give information in the correct sequence, how to develop their ideas, and how to conclude appropriately. Additionally, students will know how to compare and contrast various points, how to develop their argument effectively, how to exemplify, to emphasize and to summarize.

Additionally, students will know about the importance of audience, of how to relate to them via clear delivery, correct speed, of stress and emphasis, appropriate body language and eye contact. Students will know how to deal with questions and answer them helpfully. They will know how to maintain audience interest in PowerPoint presentations.



Students will learn how to take part effectively in academic discussions and debates, how to control the discourse, how to change the subject, how to ask for more information or clarification, query various points, state a point of view, agree and disagree, how to hold the floor and prevent interruptions.

Students will also have learnt how to find the main points of questions asked by teachers and others, and answer them effectively.

ELN1101 Academic Listening and Note Taking 1

3 Credits

Prerequisites: None

At the end of this course students will have increased their ability to understand short academic lectures of around 15 minutes in length. Students will have learnt how to follow the structure of a lecture and to understand relationships in the lecture and within complex sentences. Students will be able to recognize the importance of key messages in lectures, and how to deduce the meanings of unfamiliar words in addition to inferring their meaning from context. They will know how to identify main points, to listen for specific information and to concentrate for the entire length of a lecture.

When students are engaged in their degree program, they will be expected to take notes while listening to lectures. After this course, students' note-taking skills will have improved so that they will be able to use them as the basis for reviewing their homework and revising for examinations. Also, they will have learnt how to use their notes as the basis for writing short academic texts.

ELN1201 Academic Listening and Note Taking 2

3 Credits

Prerequisites: ELN1101 Academic Listening and Note Taking 1

In this course students will continue to develop the skills they have learnt in *Academic Listening and Note Taking 1*. Therefore, at the end of *Academic Listening and Note Taking 2* students will be able to understand com-

plex lectures of approximately 50 minutes in length. Also students will hear a variety of World Englishes. Consequently, students will have become familiar with some of the most prevalent accents and styles of English in the world; not only varieties of English from Canada, the United Kingdom and the United States of America, but also different kinds of accents from the Indian sub-continent, Central Asia and Europe.

Students will also have learnt to differentiate between what is stated explicitly and implicitly, to recognize the speaker's attitude and to evaluate information.

Students' note-taking skills while listening will have increased and improved. They will be able to write longer essays, reports and critical evaluations based upon what they have heard. This course will be closely linked to *Academic Reading and Writing* in that topics from this class will often supplement those that students have listened to in *Academic Listening and Note Taking 2* lectures.

EWR1211 Academic Reading and Writing

3 Credits

Prerequisites: ENS1111 Academic Speaking

This course combines learning how to *read* academic texts with how to *write* them. At the end of this course, students will be able to write summaries, various types of essays and reports. Their writing will be based on academic materials they have read in class as well as on from the library or the Internet. Students will also be asked to use their notes from their *Academic Listening and Note-Taking Skills 2* course. Further, students will be able to present in-text and post-text references appropriately. Students will be fully aware of the fact that plagiarism is an academic offence, and they will know how to avoid it.

As effective readers of academic texts, students will be able to skim, scan and read intensively and extensively. Students will be able to recognize important points, find implicit meaning, analyze texts and use them critically. Students will increase their research skills and be able



to evaluate Internet sources better.

In academic writing, students will have learnt to regard writing as a process that involves several drafts before the final version. Students will have learnt to review, edit and then rewrite work in improved forms. Also they will learn to paraphrase, to exemplify and to synthesize as well as to incorporate such notes in the academically acceptable way.

ESP1301 English for Specific Purposes 3 Credits

Prerequisites: EWR1211 Academic Reading and Writing and ELN1201 Academic Listening and Note Taking 2

For these classes, English language teachers will work together with the main subject teachers in the two colleges. This will ensure familiarity with the specific vocabulary and language structures needed in order to understand and discuss topics presented by college teachers. We will continue to work to improve reading, writing and thinking skills specifically to facilitate success in the specialized degree courses.

Advanced Academic English

For those who have passed IELTS, CAEL, CAE or TOEFL at specified levels (see the pre-requisites below) or who have passed the Language Center's Academic English examinations (KEET), the following Advanced Academic English courses have been customized to fit students' needs. Students who have passed the Upper Intermediate-level Academic English courses are encouraged to develop their English language and university-level study and critical thinking skills by taking one or more of these courses as electives.

ENS1311 Advanced Academic English Speaking

3 Credits

Prerequisites: KEET 90% and above, or 8 score in IELTS / 630 score in TOEFL, or 267 in CBT TOEFL, or ENS 1111 Academic Speaking

The course is designed for non-native English-

speaking students who need to improve their speaking and listening skills to ensure accuracy and confidence in communications for academic success, improved employability, and for increased ease in social situations.

ELN1301 Advanced Academic Listening and Note-taking 1

3 Credits

Prerequisites: KEET 90% and above, or 8 score in IELTS, or 630 score in TOEFL, or 267 in CBT TOEFL, or ELN1201 Academic Listening and Note Taking 2

The purpose of this course (and its continuation in the second semester) is to prepare students to be able to recognize lecture and academic presentation organization patterns. They need to be able to understand what they are listening to so that classroom information is absorbed and retained as accurately as befits their intellectually capability. They will be given the opportunity to learn and practice using the unfamiliar skill of taking notes on oral academic information. Since these are not innate skills and abilities, this course aims to fill that gap so that unnecessarily poor or weak listening and note-taking skills will not hamper their future academic career.

ELN1401 Advanced Academic Listening and Note-taking 2

3 Credits

Prerequisites: ELN1301 Advanced Academic Listening and Note Taking 1

The course is intended to provide students with the ability to comprehend lectures delivered by native and non-native speakers, and to take lecture notes by using a personal system of abbreviations and symbols. Students will be able to demonstrate that they can recognize and understand organizational patterns in which lectures and presentations are likely to be put so that it is easier to understand the speaker's main idea and the way it is supported and/or illustrated. They will learn different types of organizational patterns and specific language structures so that they can anticipate or even predict upcoming information. Students will learn to distinguish the difference between formal and informal academic speech forms



in order to know when and how to use them and the speech forms necessary for academic and professional careers (formal types include business and political speeches and interviews; informal types include seminars, discussions, and new reports).

EWR1411 Advanced Academic Reading and Writing

3 Credits

Prerequisites: KEET 90% and above, or 8 score in IELTS, or 630 score in TOEFL, or 267 in CBT TOEFL, or EWR1211 Academic Reading and Writing

This course will provide students with advanced reading and writing skills necessary to succeed in their academic studies, be it a general education course or an occupational one. There are two components to this class: students will read authentic pieces of writing focusing on comprehension and further analysis. Subsequently, they will produce various types of academic texts learning how to plan and organize their writing. The emphasis will be on both the process of writing a well constructed, well developed and cohesive essay as well as on the final product.

KAZAKH LANGUAGE PROGRAM

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

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

Please note that those students who started their studies in Fall 2007 receive three credits for a Kazakh course, but pre-Fall 2007 students receive only two credits per course.

The following courses are offered:

- *Beginning Kazakh, Elementary Kazakh 1 and Elementary Kazakh 2* courses are intended only for international students.
- *Intermediate Kazakh 1, Intermediate Kazakh 2, and Business Kazakh 1* courses are intended for all Kazakhstani students who graduated from non-Kazakh schools.
- *Business Kazakh 2, Kazakh Language and Culture, Business Correspondence in Kazakh and Public Speaking in Kazakh* are intended for all students who graduated from Kazakh schools, as well as for those students who have a high Kazakh language proficiency.

Students' language proficiency is determined by diagnostic tests, interviews and consultations for *Elementary Kazakh 1 and Elementary Kazakh 2, Intermediate Kazakh 1, Intermediate Kazakh 2, and Business Kazakh 1* courses.

Kazakh Course Descriptions

KAZ1401 Beginning Kazakh

3 Credits

Prerequisites: None

This course is intended for those international students, including students from CIS countries, who have **never** been exposed to Kazakh before.

Students will first learn the Kazakh alphabet. Then they will learn to understand, read and write simple words and phrases and to participate in easy conversations by using those phrases and sentences learned in the course.

**KAZ1402 Elementary Kazakh 1***3 Credits**Prerequisites: None or KAZ1401 Beginning Kazakh*

This course is for international students who wish to continue studying Kazakh.

It is designed to provide students with a knowledge of basic vocabulary and elementary grammar and to develop basic listening skills on everyday topics and reading skills of uncomplicated texts. Students will also learn to construct simple sentences and exchange information on daily topics.

KAZ1403 Elementary Kazakh 2*3 Credits**Prerequisites: KAZ1402 Elementary Kazakh 1*

This course is for international students who wish to develop their Kazakh language skills.

In this course students continue studying Kazakh elementary grammatical structures, increase their vocabulary and take part in simple daily conversations. Upon completion of this course, students will be able to create simple texts and participate in social conversations by using familiar word constructions and vocabulary.

KAZ1404 Intermediate Kazakh 1*3 Credits**Prerequisites: KAZ 1403 Elementary Kazakh 2 or required test score*

This course is intended for students who graduated from non-Kazakh schools.

This course is designed for students who already have some knowledge in Kazakh, but desire to expand their practical knowledge of Kazakh. Students will develop the skills of accurate use of Kazakh vocabulary and widely used phrases and sentences. Students will also learn to participate in discussions, to compile meaningful texts on familiar or interesting topics and to write short essays on assigned topics by using those word combinations and sentences learned in the course.

KAZ1405 Intermediate Kazakh 2*3 Credits**Prerequisites: KAZ 1404 Intermediate Kazakh 1 or required test score*

The course is intended to develop students' ability to summarize texts on general topics and those related to their major. Students will learn to understand the main ideas of texts of moderate difficulty on particular topics, speak fluently, communicate with Kazakh native-speakers, participate in discussions, and express and support their opinions in writing by highlighting the most important points.

KAZ1406 Business Kazakh 1*3 Credits**Prerequisites: KAZ 1405 Intermediate Kazakh 2 or required test score*

This course is designed for students with an upper intermediate level of proficiency in Kazakh.

Students who wish to enhance their knowledge of Kazakh in the fields of economics, finance, public affairs, politics, and business etiquette and communication need to develop skills and ability to properly understand the principles and use of business Kazakh. Students will develop their Kazakh business vocabulary and learn to analyze business texts of moderate complexity in the fields of economics, finance, public affairs, politics and business. They will also learn to participate in uncomplicated business discussions, make formal reports, and write official papers and letters. A wide range of authentic mass media, printed and electronic resources will be used as instructional materials in the course.

KAZ1407 Business Kazakh 2*3 Credits**Prerequisites: KAZ1406 Business Kazakh 1 or Kazakh school certificate*

The course is intended for those students who graduated from Kazakh schools as well as for those who are ready for an advanced-level Kazakh course.



This course is designed to develop students' communication and correspondence in Kazakh business language. It is also focused on teaching students to work effectively with professional literature in their field of study, to express themselves effectively when making formal presentations, compiling and analyzing research projects, participating in business debates, and solving and negotiating various business issues. Student will acquire specialized vocabulary in the fields of business and public management, economics, politics and social affairs.

KAZ1408 Kazakh Language and Culture

3 Credits

Prerequisites: Kazakh school certificate, or required test score, or KAZ1405 Intermediate Kazakh 2 or a credit in one of the Business Kazakh courses

This course is designed for students with at least upper intermediate proficiency fluency in Kazakh.

The course is intended to increase students' multicultural communicative competence when using Kazakh. Students learn to lead and participate in discussions and debates on vital topics and to develop their critical thinking skills. The course introduces fixed phrases, sayings and idioms reflecting the national peculiarities of the Kazakh culture that students then use in research projects in the course.

KAZ1409 Business Correspondence in Kazakh

3 Credits

Prerequisites: Kazakh school certificate, or KAZ1407 Business Kazakh 2

This course is intended for fluent users of Kazakh.

It is designed to teach students to create and to deal effectively with formal correspondence in Kazakh language including state documentation and business letters that follow international business writing standards. Students will further develop their business vocabulary and technical writing skills as well as practice

their formal and business Kazakh communication skills.

KAZ1410 Public Speaking in Kazakh

3 Credits

Prerequisites: KAZ 1405 Intermediate Kazakh 2 (minimum requirement)

This course is mainly intended for students who have a good command of the Kazakh literary language, as well as for those who have abilities in oratory and creativity. In this course students will learn to express their own opinions freely and use more complex language.

FOREIGN LANGUAGES PROGRAM

Students can take one or more of these courses as part of their General Education course requirements. Each of these courses is worth 3 credits.

Statement of Purpose

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

Foreign Languages Course Descriptions

CHN1301 Beginning Chinese

3 Credits

Prerequisites: None

This course is designed to enable students to engage in basic communication in Chinese. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading,



and writing. Basic vocabulary and elementary grammatical structures are introduced. The course also aims to develop students' academic skills and to promote cross-cultural understanding and respect.

This course is intended for beginners only; students with a prior knowledge of Chinese, even at elementary level, should not take this course.

FRN1301 Beginning French

3 Credits

Prerequisites: None

This course is designed to enable students to engage in the most basic communication of French. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading, and writing. Basic vocabulary and elementary grammatical structures are introduced. The course also aims to develop students' academic skills and to promote cross-cultural understanding and respect.

This course is intended for beginners only; students with a prior knowledge of French, even at elementary level, should not take this course.

RUS1301 Beginning Russian

3 Credits

Prerequisites: None

This course is designed for international students who do not speak the language. Designed to enable students to engage in the most basic communication of Russian. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading, and writing. Basic vocabulary and elementary grammatical structures are introduced. The course also aims to develop students' academic skills and to promote cross-cultural understanding and respect.

This course is intended for beginners only; students with a prior knowledge of Russian, even at elementary level, should not take this course.

RUS1302 Elementary Russian 1

3 Credits

Prerequisite: RUS1301 Beginning Russian or equivalent

This course will continue the basics of Russian while emphasizing the acquisition of reading, listening, speaking, and writing skills at elementary level. Focus will be on developing conversational proficiency and control of basic grammar and vocabulary. The course follows Beginning Russian and assumes knowledge of all the materials covered in RUS1301. A component promoting cross-cultural understanding and sound academic skills is also included.

RUS1303 Elementary Russian 2

3 Credits

Prerequisite: RUS 1302 Elementary Russian 1 or equivalent

The course is aimed at further development of speaking, listening, reading, and writing at upper elementary level. There is regular reinforcement of language practice through many conversational activities. The course is designed so that at the end of the course students have the means to express themselves on a number of topics and have a solid basis for further study. The course follows Elementary Russian 1 and assumes knowledge and skills acquired by students in that course. A component promoting cross-cultural understanding and sound academic skills is also included.

RUS1304 Pre-intermediate Russian 1

3 Credits

Prerequisite: RUS1303 Elementary Russian 2 or equivalent

This course is aimed at developing productive and comprehension language skills in spoken and written Russian at pre-intermediate level. The course will include development of speaking skills, covering both everyday situations and formal presentations, reading of straightforward Russian texts. There is a review and expansion of difficult topics in Russian grammar, as well as writing composition. The course follows Elementary Russian 2 and assumes knowledge and skills acquired by students in that course. A component promoting



cross-cultural understanding and sound academic skills is also included.

SPN1301 Beginning Spanish

3 Credits

Prerequisites: None

This course is designed to enable students to engage in the most basic communication of Spanish. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading, and writing. Basic vocabulary and elementary grammatical structures are introduced. The course also aims to develop students' academic skills and to promote cross-cultural understanding and respect.

This course is intended for beginners only; students with a prior knowledge of Spanish, even at elementary level, should not take this course.

GER1301 Beginning German

3 Credits

Prerequisites: None

This course is designed in such a way as to enable students to engage in the most basic communication of German. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading, and writing. Basic vocabulary and elementary grammatical structures are introduced. The course also aims to develop students' academic skills and to promote cross-cultural understanding and respect.

This course is designed for beginners only; students with a prior knowledge of German, even at elementary level, should not take this course.

TUR1301 Beginning Turkish

3 Credits

Prerequisites: None

This course is designed in such a way as to enable students to engage in the most basic communication of Turkish. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening,

speaking, reading, and writing. Basic vocabulary and elementary grammatical structures are introduced. The course also aims to develop students' academic skills and to promote cross-cultural understanding and respect.

This course is designed for beginners only; students with a prior knowledge of Turkish, even at elementary level, should not take this course.

JPN1301 Beginning Japanese

3 Credits

Prerequisites: None

This course is designed to enable students to engage in the most basic communication of Japanese. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading, and writing. Basic vocabulary and elementary grammatical structures are introduced. The course also aims to develop students' academic skills and to promote cross-cultural understanding and respect.

This course is designed for beginners only; students with a prior knowledge of Japanese, even at elementary level, should not take this course.

KOR1301 Elementary Korean 1

3 Credits

Prerequisites: None

This course is designed to provide students with reading, writing, speaking and listening after learning Korean consonants and vowels as well as its structure of syllables. Characteristic features of Korean culture and etiquette are also introduced.

KOR1302 Elementary Korean 2

3 Credits

Prerequisites: KOR1301 Elementary Korean 1

The course is intended for students who are willing to learn basic Korean vocabulary and expressions in an elementary grammar course. This is a basic foundation level to improve Korean language.

**KOR1303 Intermediate Korean 1**

3 Credits

Prerequisites: KOR1302 Elementary Korean 2

The course provides intensive practice with emphasis placed on developing students' oral and written fluency as well as grammar. Traditional Korean culture and history are also introduced.

KOR1304 Intermediate Korean 2

3 Credits

Prerequisites: KOR1303 Intermediate Korean 1

The course is intended for students who have basic vocabulary and some knowledge of grammar. Lessons focus on developing students' reading, writing, speaking, and listening skills.

KOR1305 Advanced Korean 1

3 Credits

Prerequisites: KOR1304 Intermediate Korean 2

This course is designed to provide students with further development in their general Korean skills. It emphasizes the practical use of vocabulary and grammar, which promotes the student's ability to use the language effectively not only in daily life but also business.

KOR1306 Advanced Korean 2

3 Credits

Prerequisites: KOR1305 Advanced Korean 1

This course is designed for students who have already reached a sufficiently advanced level in Korean. It enables students use idiomatic phrases, extended vocabulary, expressions and grammar. Korean culture and customs are also introduced to fully understand Korean meaning within the Korean context.

General Education Elective Course Descriptions

Students can choose one of these courses as part of their General Education course requirements. Each of these courses is worth 3 credits.

ART1301 Introduction to Films

3 Credits

Prerequisites: None

This course undertakes a critical analysis of cinema leading to the understanding of film as a literary device and an aesthetic art form. Students learn to critically analyze films for form and content, and to understand how the individual elements that compose a film generate meaning and evoke feelings, which support the theme of the film. Film Studies focuses on genre films and on genre criticism; however, as part of the semester grade students are invited to put together an oral presentation on other critical approaches: Postmodernism, Deconstructionism, Marxism, Feminism, and the Psychoanalytical approach. Students are evaluated through in-class short essay writing, a longer essay, and several oral presentations. Through in-class discussions, students come to understand the medium of film not only as a mode of entertainment, but also as an art form, industrial product, and ideological tool.

ART1302 Introduction to Music

3 Credits

Prerequisites: None

A listening-oriented study of a variety of musical experiences, from the earliest notated European Music to contemporary electronic and popular styles. Special attention is given to contemporary music of all kinds, including excursions into the music of other world cultures and the music of popular culture. The course aims at exposing a full range of musical diversity past and present as well as promoting an appreciation for listening to music in depth. The course objectives include developing skills in recognizing and explaining musical experiences as well as exploring the relation of music to society as a whole.

ART1303 Arts History

3 Credits

Prerequisites: None

This course is a survey of drawing, painting, sculpture and architecture, from the Prehistoric era to modern times. It traces the history of art from its earliest recorded beginnings



until the present. The course teaches how to evaluate the functions of art in human society, synthesize and relate how philosophy and culture, religious principles and practices, political and social events, geography and climate affect the production and value of art. Students will become acquainted with the vocabulary of art and various artistic media and techniques. Students will also learn to observe, discuss, and evaluate art pieces and present trends in the art world.

ART1304 Theater

3 Credits

Prerequisites: None

The course explores drama as a learning medium. The course will examine the principal areas of theater including a thorough review of significant plays and comment from important periods in the development of dramatic literature. Students will also study the role of theater in society, as well as the function of the actor, the playwright, the designers and technicians, and the director. The course highlights include designing, creating, directing, and assessing original work.

ART1305 Performing Arts

3 Credits

Prerequisites: None

The course combines exploration of Music, Drama and Dance and links between them. Within each art form students will explore creative styles and techniques, develop skills of analysis and practical skills of improvisation, rehearsal, and performance. Students will also gain understanding of the processes leading to performance. Confidence and presentation skills that students develop through the course will help them succeed in academic and everyday settings.

ELA1302 Learner Autonomy: Development of Good Learning Skills

3 Credits

Prerequisites: None

Studying at university is different in many ways from studying at school. Students often find it difficult to find the best way to go about

their learning at university. This course will, therefore, help them to learn the best way of studying at this high level.

At the end of this course, students will have developed a variety of good strategies that will help them succeed in their courses. They will have learnt how to set specific goals, self-monitor and self-evaluate, and to manage their time. Problems such as nervousness about studies will be dealt with. Students will know how to learn in a variety of ways, both with others and individually. In addition, they will have increased memory skills, know how to solve learning problems and developed a range of additional skills that will help to study successfully in the main subjects.

GRADUATE PROGRAMS

ENGLISH FOR MASTER'S DEGREES

English courses are offered for students of Master's programs in the Bang College of Business and the College of Social Sciences. (For the School of Law, refer to the next section.) The courses follow the content and structure of undergraduate Academic English courses, with the exception that the standard of academic performance and critical thinking is expected to be appropriate to the demands of postgraduate study. For course descriptions, refer to the undergraduate section (above).

Graduate students must take their English courses at the beginning of their degree programs. The first two courses must be taken in their first semester and the remaining two courses should be taken in the second semester. Postponing English courses is not an acceptable option because the language and thinking skills in these courses are an essential foundation for graduate study in English.

The courses offered are as follows:

- **ENS5111 Academic Speaking**
- **ELN5101 Academic Listening and Note-Taking 1**
- **ELN5201 Academic Listening and Note-Taking 2**
- **EWR5211 Academic Reading and Writing**



- **EAA5300 Advanced Academic English Skills**

ENGLISH FOR LAW

Students who register for the Master of Laws degree (LLM) in the School of Law are required to take between two and four courses of English aimed at preparing them for advanced postgraduate study. Applicants must do an IELTS-type proficiency and placement test. Those who meet the entrance requirements will be required to register for four courses in English for Law. In some cases, where applicants demonstrate an advanced level of proficiency, they will be allowed to proceed immediately to the second-level courses (i.e. ELAW5201 and ELAW5202).

Applicants who narrowly miss the entrance requirement may be offered a place in the graduate Provisional Course.

All English for Law courses follow an approach known as content-based instruction. This means that most language work and reading and writing texts are taken from law and related areas, such as philosophy, history and psychology. This approach serves a dual purpose by enabling students to develop appropriate language skills while simultaneously working with texts and thinking related to the subjects of study. The focus will be on depth, not on superficial coverage.

As in all KIMEP courses, a combination of class work and independent study is required. Much class activity will depend for its success on good preparation. In addition, students will plan a self-study program to support the attainment of the aims of each course. Priority will be given to process rather than to product.

ELAW5101 English Speaking and Listening 1

0 Credits

Prerequisites: None

Class work will focus primarily on speaking, discussion and presentation skills. Topics will be appropriately academic, drawn from broad themes in legal and related issues. Thorough

academic research skills will be included. Individual presentations will be supported by effective use of aids such as PowerPoint. By the end of the course, students will be able to sustain a ten-minute academic presentation, engage in discussion and debate on the topic, listen attentively to a presentation, take notes, make cogent comments and ask suitably probing questions. Listening will be covered primarily in the self-study component.

ELAW5201 English Speaking and Listening 2

3 Credits

Prerequisites: ELAW5101 English Speaking and Listening 1 or a required score in the entrance test

This course develops the speaking, listening and presentation skills described in the preceding course. Students will acquire group-work skills by undertaking research on challenging legal themes and preparing panel discussions or presentations. Active note-taking and engagement by other members of the class will facilitate listening and thinking skills, as well as a capacity for thinking under pressure and expressing strong, logical points of view.

ELAW5102 English Reading and Writing 1

0 Credits

Prerequisites: None

Reading skills will be developed by exposure to and analysis of texts related to legal topics and issues. Most reading will take place in a self-study program that aims also to increase legal vocabulary and expressions. Writing tasks will focus on planning and sequencing in essays based on thorough preparatory reading and research. Much attention will be given to feedback to guide revisions.

ELAW5202 English Reading and Writing 2

3 Credits

Prerequisites: ELAW5102 English Reading and Writing 1 or a required score in the entrance test

Building on the foundation of ELAW5102,



this course uses advanced-level reading texts for detailed scrutiny and analysis. Practical knowledge of legal concepts and vocabulary will be further advanced. In writing, the process of preparing and re-drafting a text will be emphasized.

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

The KIMEP MA in TESOL program prepares qualified and internationally recognized educators for foreign language learners in the Republic of Kazakhstan and other countries. This graduate degree program is a Masters in Teaching English to Speakers of Other Languages. It draws ideas from Applied or Educational Linguistics. Students in the program are prepared for teaching more than just the English language because the theoretical grounding and practical training applies to teaching all languages.

The MA in TESOL program encompasses three major areas. One is theoretical, a second is research-oriented, and the third is practical. Excellence in teaching is based on unity among these three areas. All actions performed by teachers must be based on solid theoretical knowledge. Teachers must know why they are following certain pedagogical trends. In addition, in order to enhance the quality of teaching, teachers must also be prepared to undertake research into various areas of their profession. The MA in TESOL courses provide the academic background for these areas because they include the following compulsory courses, which can be divided into 3 main categories plus a set of electives:

Theoretical Foundation

TESL 5101 Introduction to Linguistics

TESL 5102 Introduction to Sociolinguistics

TESL 5201 Language Analysis for Language

Instructors: Formal and Functional

Grammars

TESL 5202 Language Analysis for Language

Instructors: Grammar in Social, Cultural

Contexts

TESL 5301 Introduction to Second Language

Acquisition

Methodology

TESL 5401 Methods in English as a Second Language

TESL 5402 Practicum in English as a Second Language

TESL 5403 Curriculum and Materials Design in TESOL

TESL 5404 Introduction to Second Language Learning Evaluation and Assessments

Research training

TESL 5302 Second Language Acquisition Research

TESL 5601 Academic Writing/Research Methods for TESOL

TESL 5602 Thesis: Masters

Elective Courses (four required):

TESL 5501 English for Specific Purposes

TESL 5502 Educational Technology in Language Classrooms

TESL 5503 Teaching Writing and Reading

TESL 5504 Teaching Listening and Speaking

TESL 5506 Cross-cultural Aspects of Language Teaching

Degree Requirements

Credit Requirements:

A total of 44 credits are required to obtain the degree. The breakdown is as follows:

- Coursework (35 credits)
- Research and Internship (9 credits)



First Year, First Semester	Credits
Introduction to Linguistics	3
Methods in TESOL	2
Language Analysis for Language Instructors: Formal and Functional Grammars	3
Introduction to Second Language Acquisition	3
Elective	2
First Year, Second Semester	Credits
Introduction to Sociolinguistics	3
Language Analysis for Language Instructors: Grammar in Social, Cultural Contexts	3
Introduction to Second Language Learning Evaluation and Assessments	2
Elective	2
First Year Total Credits	23
Second Year, First Semester	Credits
Second Language Acquisition Research	3
Curriculum and Materials Design in TESOL	2
Research Methods and Academic Writing for TESOL	3
Teaching Practicum/Internship	3
Second Year, Second Semester	Credits
Thesis: Masters	6
Elective	2
Elective	2
Second Year Total Credits	21
Total Accumulated Credits	44

MA TESOL COURSE DESCRIPTIONS

TESOL5101 Introduction to Linguistics

3 Credits

Prerequisites: None

This course presents some answers to basic questions about the nature of human language. Introduction to Linguistics surveys linguistic theory focusing on subtopics of particular relevance to language teachers: general phonetics, phonology, morphology, syntax, semantics, and historical-comparative linguistics. This course also considers a universal grammar that governs language and it also explores similarities and differences among languages. Other topics include language learning and psychology of language; linguistic universals; and aspects of language in society. Topics cov-

ered will be exemplified through a variety of languages.

TESOL5102 Introduction to Sociolinguistics

3 Credits

Prerequisites: TESOL5101 Introduction to Linguistics

The sociolinguistics course focuses on the description of language as it is used in society and how language and society affect each other. It assumes that language is fundamental in the organization and understanding of everyday interactions, from both individual and societal perspectives. The course topics include social dialects, and class, ethnic, and gender differ-



ences in speech, linguistic change, language in multinational settings, and the politics of language. The course also studies applications of sociolinguistic research methods to problems in applied linguistics and language education.

TESOL5201 Language Analysis for Language Instructors: Formal and Functional Grammars

3 Credits

Prerequisites: TESOL5101 Introduction to Linguistics or equivalent

This course is the first part of a two-course sequence. It introduces two contrasting approaches to the description of English grammar. The course provides an overview of formal and functional perspectives about the structure of the English language, focusing on English phonetics, phonology, morphology and syntax. The course surveys the role(s) of grammar in second/foreign language teaching, and presents strategies for introducing grammatical forms to non-native speakers.

TESOL5202 Language Analysis for Language Instructors: Grammar in Social, Cultural Contexts

3 Credits

Prerequisites: TESOL5101 Introduction to Linguistics or equivalent, TESOL5201 Language Analysis for Language Instructors: Formal and Functional Grammars

This course is the second part of a two-course sequence. The course analyzes relations between situational contexts and grammatical choices and refers to contemporary views about English semantics, pragmatics, and discourse structures. The course also considers implications of grammatical choices in situational contexts for foreign language instruction.

TESOL5301 Introduction to Second Language Acquisition

3 Credits

Co-requisites: TESOL5101 Introduction to Linguistics or equivalent

This course examines the process of acquiring a second or additional language. Topics include

the nature of learner language, individual differences in language acquisition, the role of input and interaction, similarities and differences in L1 and L2 acquisition, instructed acquisition and the relationship between acquisition research and second language teaching. The course also analyzes the neurolinguistic, psycholinguistic, and sociolinguistic bases of second language acquisition in childhood and adulthood.

TESOL5302 Second Language Acquisition Research

3 Credits

Prerequisites: TESOL5301 Introduction to Second Language Acquisition

This course is an introduction to research on the language and learning processes of second-language learners. The goal of this course is to make students familiar with cognitive and linguistic approaches to second language acquisition and to analyze research according to grammatical, pragmatic, and sociolinguistic dimensions of language learning. The course surveys major perspectives on second language acquisition processes, including interlanguage theory, the Monitor Model, acculturation/pidginization theory, cognitive/connectionist theory, and linguistic universals. Course work shall consist of the planning and implementing of a research project and the exchange of the results of this research through discussion, reports, and/or papers.

TESOL5401 Methods in English as a Second Language

2 Credits

Prerequisites: None

This course is an introduction to current instructional methods and approaches for teaching English as a second language to adults. The course focuses on theoretical perspectives, major methodological issues, and current controversies and examines the historical and theoretical foundations in English as a second language. Course involves extensive readings, discussions, and observations of ESL classes, with consideration of principles for instruction in a wide range of teaching contexts. Particular attention is paid to long-term development



of language teachers as decision-makers and problem-solvers.

TESOL5402 Practicum in English as a Second Language

3 Credits

Prerequisites: TESOL5401 Methods in English as a Second Language (concurrent enrollment or course completion); F-S only

A practicum in which the student demonstrates the knowledge and skills developed in the masters program. The course is an observation of and practice in teaching English as a second language to adults at the college or university level. Students are apprenticed to experienced mentor teachers in ongoing ESL classes, and receive detailed feedback on their teaching including comments about the knowledge, principles, and skills required to teach second languages; performance with ESL curriculum and material development; and use of student assessment. For experienced teachers, especially those who have taught for many years in ESL and multilingual settings, a research project is an option.

TESOL5403 Curriculum and Materials Design in TESOL

2 Credits

Prerequisites: None

This course prepares and evaluates materials for teaching English as a foreign language to adults. The course focuses on learning-centered approaches to designing courses, from developing curriculum to material design. Curricula in both EFL and ESL environments will be addressed. During the course students will design a curriculum to respond to needs of a specific student audience through a process of needs assessment, selection, sequencing, presentation, and evaluation. Students will select, adapt, develop, and evaluate course goals and objectives, structured syllabus, course units, lesson plans, system of evaluation, and materials for one lesson.

TESOL5404 Introduction to Second Language Learning Evaluation and Assessments

2 Credits

Prerequisites: None

This course introduces principles and practice of conducting language learning evaluation within the context of adult foreign language acquisition from both theoretical and practical perspectives. The course is aimed at analysis of the goals and rationale of different types of assessments in foreign language programs including teacher-made assessments and current standardized test instruments. Students will also gain experience in developing and critiquing assessment materials.

TESOL5501 English for Specific Purposes

2 Credits

Prerequisites: None

Critical review of literature on genres of English used in identified social contexts, such as the language used in academic journal articles during job interviews. Students carry out their own ESP research projects, describing the way English is used in a target context.

TESOL5502 Educational Technology in Language Classrooms

2 Credits

Prerequisites: None

This course explores the uses of computers in the foreign language classroom, including language learning through information processing software, digital technology, multimedia applications for home-oriented and educational software, and the Internet. During the course students will have hands-on experience with multimedia applications and instructional software, information processing software, and digital technology.



TESOL5503 Teaching Writing and Reading

2 Credits

Prerequisites: None

This course examines EFL/ESL reading-writing theory and pedagogy in adult EFL/ESL classrooms. Readings and discussions address intellectual analytical procedures involved in writing and reading, social and political contexts within which second language writing/reading occurs, the interdependence of first and second language literacies, the interrelationships between theories of literacy and second language writing/reading theory and pedagogy, the manifestations of cultural variation in nonnative writing, and a multicultural theory of second language writing/reading and pedagogy. Students explore ESL/ EFL reading and writing development and examine effective teaching by designing methods and materials for teaching reading and writing and evaluating phonological, semantic, and syntactic aspects of instruction.

TESOL5504 Teaching Listening and Speaking

2 Credits

Prerequisites: None

The course examines EFL/ESL listening/speaking theory and pedagogy in adult classrooms. It explores the process of listening and comprehension and highlights problems faced by non-native speakers. The course also surveys the methods, techniques and activities for teaching conversation and listening comprehension, with an examination of recently published materials. Lesson planning and effective classroom management appropriate to the needs of students are emphasized.

TESOL5506 Cross-Cultural Aspects of Language Teaching

2 Credits

Prerequisites: None

This course is an overview of intercultural communication, including cultural differences in pedagogy and the role of culture in second language acquisition. In particular, the course surveys the nature, origin and evolution of

language as well as approaches and studies illustrating variations in the relation of habitual thought and behavior to language. The course analyses the role language plays when individuals from different cultures interact in different social domains: including school, work, community, and family. It stresses teaching implications of cross-cultural variation.

TESOL5601 Research Methods and Academic Writing for TESOL

3 Credits

Prerequisites: TESOL5201 Language Analysis for Language Instructors: Formal and Functional Grammars

This course is designed to familiarize students with a variety of scholarly and scientific approaches and methods for research in education settings, theory development, data processing, scholarly writing, and organization of a research paper related to applied linguistics, second language acquisition, and pedagogy.

TESOL5602 Thesis: Masters

6 Credits

Prerequisites: TESOL5601 Research Methods and Academic Writing for TESOL

Students register for this course while they are working on and defending their Masters thesis.

WORLD LANGUAGES PROGRAM

ENGLISH

The largest and busiest section of the World Languages Program (WLP) offers high quality “pay-as-you-study” English courses for both KIMEP and non-KIMEP learners and the local business community.

English language skills are prerequisites for most international companies in Kazakhstan today. Since the WLP’s inception in 1997 and in order to meet the market demand, it has been expanding rapidly by offering quality language training.

Modern teaching techniques are used and textbooks are provided for participants. At the

sessions participants have the opportunity to communicate with native speakers from the United Kingdom, the United States of America, Australia, New Zealand and Canada.

Together with different English courses for the general public and preparatory courses for entrance to KIMEP, the WLP has launched some specific courses: English for KIMEP staff, a conversational class, an English grammar class and preparatory courses for TOEFL and IELTS. Also provided is on-site small group tutoring for many top local companies.

I. General English – English for All

The program offers English to be delivered in eight levels ranging from elementary to advanced levels. To place the applicants at the appropriate level of English, the WLP conducts an Entrance Test prior to the beginning of each session. Applicants with a low entry test score have to start with the Elementary (low) level. For those who have never studied English before, a separate Absolute Beginner level is offered. A performance assessment is made at end of each level and with a passing grade students can transfer to the next level. After completion of all eight levels participants are awarded Certificates of Completion. On successful completion of an Advanced level those students who desire to enter KIMEP are exempt from taking the KIMEP Entrance English Test (KEET).

The duration of a level is 7 weeks (2 evening sessions a week).

English language levels include the following:

- (Optional Absolute Beginner)*
- Level 1 – Elementary (low)*
- Level 2 – Elementary (high)*
- Level 3 – Pre-Intermediate (low)*
- Level 4 – Pre-Intermediate (high)*
- Level 5 – Intermediate (low)*
- Level 6 – Intermediate (high)*
- Level 7 – Upper-Intermediate (low)*
- Level 8 – Upper-Intermediate (high)*
- (Optional Advanced)*

II. English Preparatory Courses for Entrance to KIMEP

The WLP also offers a range of English language preparatory courses for both undergraduate and graduate applicants who want to raise their level of English before entering KIMEP. Students in the 10th and 11th high school grades are also offered English preparatory courses for entering KIMEP.

III. Other Preparatory Course Options

The WLP provides special preparatory TOEFL and IELTS courses for those applicants who want to pursue their education abroad.

- TOEFL – one level*
- TOEFL – computer-based*
- IELTS – one level*

IV. On-site Small Group Tutoring

On-site small group English courses are tailored to the specific language requirements of companies. The WLP teachers visit the company at their location during the schedule that best suits the staff.

Other Foreign Language Courses

Besides offering various English courses, the WLP provides language courses in French, Spanish, Russian, Italian, and Chinese.

French

Everyday and Business French

A five-level program is offered to develop and improve students' French skills and knowledge:

- Level 1 (Elementary)* Intensive introductory course, reading techniques and communication
- Level 2 (Pre-Intermediate)* Development of communication skills (Everyday and Business)
- Level 3 (Intermediate)* Written business correspondence



Level 4 (Upper-Intermediate) Advanced conversational skills (Everyday and Business)

Level 5 (Business French) Negotiation skills and solving business issues

Spanish

Everyday and Business Spanish.

A four-level program is offered to improve skills and knowledge with native-speakers from different Spanish-speaking countries.

Russian

Russian for Foreigners

A five-level intensive course is offered either individually or in a group. Also offered is on-site instruction in Russian for foreigners working in international companies.

Italian

Everyday Italian

A four-level program is offered to improve *Spanish* skills and knowledge with a highly qualified and experienced teacher who has lived in Italy.

Chinese

Everyday Chinese

Chinese is delivered by a well qualified teacher who graduated from Beijing Language University in China. Chinese is offered at the following three levels:

Level 1. Elementary level. Students will learn to read and write the traditional Chinese characters and acquire everyday conversational Mandarin Chinese through the *Pin Yin System* of learning Chinese.

Level 2. Intermediate level. Students will further develop their conversational and writing skills using more complex grammar constructions that will enable them to converse with Chinese native speakers.

Level 3. Advanced level. Students will advance their Chinese language skills in oral and written discourse to build confidence while communicating in Chinese or when visiting China.

KOOKMIN BANK CENTER FOR KOREAN STUDIES



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Statement of Purpose

The mission of the Kookmin Bank Center for Korean Studies is to provide top-quality advanced education on Korean Studies to the students of Kazakhstan. With inaugurating minor programs in Korean Studies and Korean Kazakh Studies, the Kookmin Bank Center for Korean Studies is devoted to developing and offering courses and relevant training in the area of Korean history, society, culture, literature, politics, economics, and foreign relations (Korean Studies) and Korean Kazakh history, culture, literature, and ethnic relations (Korean Kazakh Studies) to ever increasing number of students who are interested in Korea and/or Korea-Kazakhstan relations in Kazakhstan. The Center administers two minor programs in Korean Studies and Korean Kazakh Studies, both of which will be available to students in all KIMEP undergraduate programs.

In the longer term, the goal of the Center is to develop, implement, and administer an undergraduate and graduate degree programs in Korean Studies and Korean Kazakh Studies. It also aspires to be a flagship center that will invite interests from various domestic and international institutions in developing the center into a college of East and Central Asian Studies.

ADMINISTRATION

Ingyu Oh, Ph.D.
Director

Aygul Kudiyarova, Diploma
Assistant

Oxana Kim, Diploma
Assistant



Minor in Korean Studies and Korean Kazakh Studies

A minor is a field of concentration that a student selects to study outside of his/her major field. The center offers a minor in Korean Studies and a minor in Korean Kazakh Studies and is available to students in the Bang College of Business and the College of Social Sciences according to the requirements of that College. A student must complete a total of 18 credit hours.

Students with a minor in Korean Studies or Korean Kazakh Studies examine historical, sociological, economic, and political aspects of Korea and Kazakhstan. It will provide students with an overall understanding of Korea and Koreans or Koryo Saram in Kazakhstan.

International Network of the Kookmin Bank Center for Korean Studies

The center has a wide international network of Korean Studies centers in the EU, North America, Central Asia, South Asia, Southeast Asia, and East Asia. The center actively encourages faculty and student exchanges with these international organizations. Students are encouraged to participate in international fieldwork (CKS4501, CKS4504) and internship opportunities (CKS4502). Visiting professors from various countries will offer special topic courses for our center, and students can take these courses to build their international awareness of Korean Studies and Korean Kazakh studies (CKS4503, CKS4505).

Program Curriculum

Program Requirements

Korean Studies Program: Minor	Korean Kazakh Studies Program: Minor
1. Mandatory Courses (15 credits)	1. Mandatory Courses (15 credits)
CKS2201 Korean Society and Culture	CKS2202 Modern Korean History
CKS2202 Modern Korean History	CKS2204 Introduction to Korean Kazakh Studies
CKS3301 Social Stratification and Networks in Korea	CKS2205 Social History of Korean Kazakhs
CKS3304 Politics of Divided Korea	CKS3305 History of Korean Diaspora
CKS4403 Kazakhstan-Korea Relations	CKS3307 Ethnic Relations in Central Asia
2. Elective Courses 3 Credits	2. Elective Courses 3 Credits
CKS2203 Modern Korean Literature	CKS2206 Korean Kazakh Literature
CKS3302 Ancient and Medieval Korean History	CKS3306 Identity Politics of Korean Kazakhs
CKS3303 Korean Literary Classics	CKS3308 Popular Culture of Koryo Saram
CKS4401 Political Economy of Korea	CKS4404 Internment of Koryo Saram
CKS4402 Korean and Japanese Management	CKS4405 Economic History of Koryo Saram
CKS4501 Korean Business Field Research	CKS4406 Globalization and Koryo Saram
CKS4502 Korean Business Internship	CKS4504 Korean Kazakh Field Research
CKS4503 Special Topics	CKS4505 Special Topics
Required Credits for a Minor: 18 credits	



DESCRIPTION OF COURSES

Korean Studies Minor Program

CKS2201 Korean Society and Culture

3 Credits

Prerequisites: None

This course intends to explore modern Korean society and its dynamic culture, starting from 1945. After the liberation from the Japanese occupation (1910 –1945), Korean society faced a forced division into the North and the South by the USSR and the USA. The southern part of Korea, which is now referred to as Korea or the Republic of Korea vis-à-vis North Korea or the Democratic People’s Republic of Korea, has succeeded in transforming the nation into a modern, independent, and one of the most advanced countries in the world. Scholars have seldom seriously considered the social and cultural dynamism that is embedded within the developmental success in Korea beyond the mundane concept of Confucianism. Therefore, this course explores alternative explanations of Korean society and culture during and after modernization using both sociological and anthropological approaches to the issue.

CKS2202 Modern Korean History

3 Credits

Prerequisites: None

This course in an introductory investigation of modern Korean history, starting from 1886, the year the “hermit kingdom” decided to open up its doors to the modern world system. While investigating why Korea failed to modernize itself without being a victim of colonization in 1910, this course also carefully assesses both liberal and conservative views of the modern world system, specifically asking if the colonial experience in Korea between 1910 and 1945 had been pivotal for the success of Korea’s modernization and development since 1945. Additional attention is to the process of political democratization and a war between North and South Korea in 1950. The course will evaluate the role the Korean War played in the modernization process. Many scholars argued that cold war politics gave Korea

momentums of economic development. The course will also touch on the long process of political democratization and economic development in Korea.

CKS2203 Modern Korean Literature

3 Credits

Prerequisites: None

This course introduces all genres of modern Korean literature from its heyday. New forms of novels, poetry, drama, and scenario, which began their debuts in Korea in the late 1800s, are explored throughout the course. Emphases will be given on the interaction between Korean writers and Western influences that had **often been imported into the Korean literary scene through Japan**. The course will shed new light on the age-old debate on the role of literature in society: pro-participation vs. contra-participation. This debate has influenced many Korean writers from the day of independence to the final moments of military dictatorship and political democratization in the 1990s. The course then concludes with some of the new developments within modern Korean literature that is influenced by postmodernism, gender issues, and multiculturalism.

CKS3301 Social Stratification and Networks in Korea

3 Credits

Prerequisites: CKS2201

This course intends to familiarize students with advanced sociological methods of analyzing a complex society that is based on liberal capitalism. The concepts of social stratification and networks are used to explain the entire structure of modern Korean society. Social stratification is to measure how society is divided up along the economic and social status lines. Networks are to measure how society is either loosely or densely coupled up with functional and non-functional alliances that create conflicts of both economic and political interests. It is often said that modern Korean society is a product of highly networked stratification of male-dominant alliance patterns. This course intends to quantify this claim, **along with other social scientific hypotheses**. Students will



learn methods of analyzing stratification and networks, in addition to theoretical principles behind these two methods.

CKS3302 Ancient and Medieval Korean History

3 Credits

Prerequisites: CKS2202

This course is a second part to our Korean history series. This course is an in-depth analysis of ancient and medieval Korea, which uses lots of primary and secondary sources. Students are advised to have some prior exposure to Korean or Chinese, although it is not a prerequisite. The course explores riddling questions on Korean ethnic origins, birth of ancient states, development of foreign trade, importation of Buddhism, international wars and rivalries, and civilization. The course pays close attention to the Three-Kingdom era, Koryo Dynasty, and Chosun Dynasty. Students are expected to learn historical dynamics of these periods, not merely memorizing events and facts. Especially, the course asks students to seriously ponder the relationship between Central Asian history and its counterpart in Korea.

CKS3303 Korean Literary Classics

3 Credits

Prerequisites: CKS2203

This course is a second part to our Korean literature series. With an in-depth analysis of classical pieces of Korean literature, this course introduces ancient and medieval Korean literature to modern interested readers. Since most materials are either written in Chinese or Korean, prior exposure to Korean or Chinese is encouraged, although it is not a prerequisite. Korean mythologies are the starting point of this course, followed by classical poetry of the Three Kingdom period. Hynag-ka of the Silla Dynasty will receive lengthy attention, whereas poems of Koryo and Chosun dynasties will also be carefully examined. Excerpts of lengthy essays and novels of Koryo and Chosun periods will also be introduced.

CKS3304 Politics of Divided Korea

3 Credits

Prerequisites: CKS2201, CKS2202

Korea remains the only ideologically divided country in the world that experienced a fratricidal civil war. Taiwan is not a divided country in this sense, as sectors of the Kuomintang people escaped to an island that had just been liberated from the Japanese colonial rule. In this sense, Cold War politics still looms large on the Korean peninsula, as more than 1.5 million soldiers on each side of the Demilitarized Zone (DMZ) still heavily guard their nations. Both North and South Korea are members of the UN, another demarcating point from the China-Taiwan tension, making each regime an independent nation state, although technically, one nation was forcibly divided into the communist North and the capitalist South by the USSR and the USA in 1945. This course explores origins of division, origins of the Korean War, and the aftermath of the Korean War. North-South peace talks are examined under the grand theme of peace and unification studies. The potential of unification or permanent peace is discussed.

CKS4401 Political Economy of Korea

3 Credits

Prerequisites: CKS2201, CKS2202, CKS3301

Korean economic development has received enormous scholarly and media attention throughout the 1970s, 1980s, and 1990s. Hailing from a war-torn devastation, Korea has successfully transformed its colonial economy into an advanced capitalist one whose size was the 13th in the world in 2007. This course examines the political economic structure of Korea that ushered in a successful economic development with full-scale political democratization (vis-à-vis mere economic growth). Both political and economic institutions and actors of economic participation will be analyzed to explain patterns of East Asian economic development.



CKS4402 Korean and Japanese Management

3 Credits

Prerequisites: CKS2201, CKS2202, CKS3301

This course is an introductory and intermediate survey of Korean and Japanese management. Two most phenomenal and important cases of East Asian capitalist success, Korean and Japanese management practices have distinctive characteristics of management that are not found in West European or North American business organizations. Students are encouraged to explore organizational and managerial particulars within the chaebol and the keiretsu, two flagship corporate organizations in Korea and Japan. How these two types of conglomerate organizations operate in the domestic and international market will receive a focal attention throughout the course.

CKS4403 Kazakhstan-Korea Relations

3 Credits

Prerequisites: CKS2201, CKS2202, CKS3304

The Republic of Kazakhstan and the Republic of Korea have established their first diplomatic relations in 1992. In the beginning no one predicted the burgeoning of the political, economic, and social exchanges between the two nations. This course surveys political history of the relationship between two nations, provides explanations as to why they became so interdependent, and suggests visions for future diplomatic relationships. KIMEP is a result of such Kazakhstan-Korea relations, and it is inevitable to start the entire discussion from the establishment of KIMEP.

CKS4501 Korean Business Field Research

1 Credits

Prerequisites: CKS4402

This course offers a summer fieldtrip opportunity for students who have interests in studying Korean corporations. A group of students will visit Korean companies in various parts of Korea and observe their production and management processes. The length of the field research is one week, and students are expected

to produce a field report. Students will have an opportunity to visit such prominent corporations as Hyundai, Samsung, and LG, in addition to other small and medium firms. This fieldtrip can be organized in association with other universities in Korea.

CKS4502 Korean Business Internship

1 Credit

Prerequisites: CSK4402

This course offers a summer internship opportunity for students who want to pursue work experiences and explore future employment opportunities within Korean corporations in Kazakhstan and/or Korea. Students will choose their own internship firms and apply for an internship opportunity under the guidance of the CKS. Students are expected to complete internship in good standing and produce an internship report.

CKS4503 Special Topics

3 Credits

Prerequisites: None

Special Topics series are reserved for our visiting professors from all over the world. Special Topics will include **specific subtopics on Korean** politics, economy, culture, history, society, arts, business, literature, and others that the CKS deems appropriate. Course details will be provided on a case-by-case basis.

KOREAN KAZAKH STUDIES MINOR PROGRAM

CKS2204 Introduction to Korean-Kazakh Studies

3 Credits

Prerequisites: None

This is the first attempt in the world to introduce systematically a Korean-Kazakh Studies course on a college level. As a regional branch of ethnic and racial relations studies, this course provides students with a theoretical and methodological foundation on which students can later build their deep understanding of the Korean-Kazakh issues. Theories of ethnic and racial relations will be discussed, followed by



various ethnographic methods in the study of ethnic relations.

CKS2205 Social History of Korean-Kazakhs

3 Credits

Prerequisites: None

This course is a general introduction of the history of Korean-Kazakhs, who have migrated to Kazakhstan from Siberia or the Soviet Far East in the 1930s. Why they had first migrated to Siberia from Korea, and why they were forced to relocate to Kazakhstan will be examined, using both primary and secondary sources. The social life of Korean-Kazakhs under the Soviet regime will be highlighted to illuminate their lifestyle in a foreign country. A comparison of Korean-Kazakhs with Russian-Kazakhs and German-Kazakhs will be demonstrated. The contemporary lifestyle of Korean-Kazakhs after the independence of Kazakhstan will also be discussed.

CKS2206 Korean-Kazakh Literature

3 Credits

Prerequisites: None

Almaty was the only geographical place where Korean-Kazakh literature was preserved as a part of the ethnic artistic activity. Only in there did the Soviet government allow a regional organization of the Soviet Writers' Association (Korea branch). This course introduces a brief history of ethnic Korean literature from the 1920s, when the first real literary activities started by Koreans in the Soviet Far East, before Stalin relocated them forcibly to Central Asia. Famous Korean Kazakh writers, including Tae Soo Kang, Ki Chon Cho, Anatoly Han, Sung Yong Yon, and others, will receive focal attention throughout the course. Contemporary efforts by both Korean and Korean-Kazakh writers toward mutual cooperation to revitalize the Korean literary boom in Central Asia will also be introduced.

CKS3305 History of Korean Diaspora

3 Credits

Prerequisites: CKS2202, CKS2204

As an extension of the Korean Diaspora stud-

ies that are currently very popular in American and Western universities, this course introduces both theoretical and case-oriented materials on the Korean Diaspora with a focus on the Korean Chinese, the Korean Japanese, Korean Americans, and Korean Central Asians. The course surveys a brief history of the Korean Diaspora, starting from the Three Kingdom period (4th C. AD-7th C. AD), where a massive number of Koreans were relocated to China, Central Asia, and Japan due to wars. In addition to historical introduction of the Diaspora issues involving Koreans, this course provides both theoretical and methodological outlooks on the Diaspora issues.

CKS3306 Identity Politics of Korean Kazakhs

3 Credits

Prerequisites: CKS2204, CKS2205

Like many Koreans who migrated to China, Japan, and America, Korean Kazakhs also faced an identity crisis. Identity crises occur when a modern state imposes an artificially defined property of its national identity on all of its subjects, including ethnic minorities. During the Soviet times, Korean Kazakhs remained as "invisibles," as their existence in Central Asia was not publicized or known to other ethnic groups. Theoretically, they were Soviet citizens, even though the Soviet state clearly discriminated against all ethnic minorities who were not informally categorized as "white" Russians. The identity crisis issue emerged for the first time among ethnic Koreans in Kazakhstan during the 1930s. This course also discusses the contemporary identity crisis among Kazakh Koreans after the independence of Kazakhstan, as they are now no longer Soviet citizens.

CKS3307 Ethnic Relations in Central Asia

3 Credits

Prerequisites: CKS2204, CKS2205

Central Asia has been the central stage of ethnic rivalries and conflicts for several millennia since the dawn of human civilization. Placed between the Chinese civilization and the European continent, this region has been a target of

political contention by many different military powers. The early conflicts between Turks, Chinese, Huns, and Mongolians were later further complicated by interferences from Persians, Tibetans, and Arabs. In modern times, Russians ruled the region with modern military and communist infrastructures and apparatuses from the 18th century. Despite this complex historical backdrop, the study of the “hinter land” has virtually been dormant, especially on the issue of ethnic and racial relations. This course is the first social scientific attempt at analyzing ethnic and racial relations in Central Asia with a focus on the Korean ethnic minority, or the Koryo Saram. Both theoretical and methodological perspectives on the issue of ethnic and racial relations will be introduced to students.

CKS3308 Popular Culture of Koryo Saram

3 Credits

Prerequisites: CKS2204, CKS2205

The Korean ethnic minorities, or Koryo Saram, in Central Asia have been very active in artistic and literary activities. This course is the second part of the series on Korean-Kazakh Literature, although its focus is wider than literature. The course introduces various Korean artists not only in literature but also in classical and **popular art performances**, including opera, ballet, popular music, painting, drama, scenarios, films, and other forms of popular culture. The role of the *Lenin Kichi*, *Koryo Ilbo*, and the Korean Theater in Almaty will be carefully highlighted.

CKS4404 Internment of Koryo Saram

3 Credits

Prerequisites: CKS2204, CKS2205, CKS3305

Under the Stalin regime, ethnic Koreans in the USSR were forcibly relocated to Central Asia, while their identity was concealed or under close surveillance by the political authorities. They were denied of all social and political rights; nor were they initially granted Soviet citizenship. This is an anthropological, sociological, and psychological study of internment of the ethnic Koreans in Central Asia. By ana-

lyzing existing primary and secondary materials on the Korean Diaspora in Central Asia, the course examines the effects of internment of Koryo Saram on their individual, group, and collective identity. The course also draws a comparative data set from other extant studies on Jewish and Japanese internment during World War II. The comparison will give a preliminary picture on the concept of internment under the Soviet system vis-à-vis fascists or capitalist internment.

CKS4405 Economic History of Koryo Saram

3 Credits

Prerequisites: CKS2204, CKS2205, CKS3305

This course intends to analyze the effects of economic success on the ethnic identity of Korean minorities in Central Asia. Since their forced relocation to Central Asia from the Soviet Far East, ethnic Koreans excelled in collective farming in the regional kolkhoz during the Soviet time. They also created a new form of entrepreneurial farming, called “Gobonjil.” After the fall of the Soviet system, ethnic Koreans, like other demographic groups in Central Asia, have suffered from a major economic setback caused by the transition from the centralized economy to the free market economy. However, ethnic Koreans once again demonstrated their capacity in re-establishing their new economic basis, this time in capitalist entrepreneurialism. This course introduces the process of organizing economic activities by ethnic Koreans in Central Asia and their current business activities in the global era.

CKS4406 Globalization and Koryo Saram

3 Credits

Prerequisites: CKS2204, CKS2205, CKS3307

The Korean ethnic minority in Central Asia is on the move once again, as their Soviet era identity and lifestyle bases have been eroded completely in a fast-paced fashion. This course examines contemporary changes in the demography of ethnic Koreans in Central Asia in order to arrive at an explanation as to (1) why Koryo Saram are migrating again, and (2) how



successful they are in re-affirming their new identity in newly migrated regions and countries. Koryo Saram who migrated to Korea will receive focal attention during this course. The course intends to find future policy options for Koryo Saram's fate not only in Central Asia but also in other parts of the world under a new global world system.

CKS4504 Korean-Kazakh Field Research

1 Credit

Prerequisites: CKS4405

This is a one-credit summer course on Korean-Kazakh field research. Students will plan a research project about all social scientific aspects of Korean Kazakh people in Kazakhstan or Koryo Saram in all Central Asia. Students can study Koryo Saram in Korea, too.

CKS4505 Special Topics

3 Credits

Prerequisites: None

Special Topics series are reserved for visiting professors from all over the world who will offer courses on Korean Kazakh studies. Course details will be provided on a case-by-case basis.

COMPUTER AND INFORMATION SYSTEMS CENTER



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+7 (327) 270-42-94 (ext: 3107)
e-mail: cisc@kimep.kz; www.kimep.kz

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.

ADMINISTRATION

Sergei Katsovich, MBA,
Assistant VP for IT and Administration

Galina Stepanova, Diploma,
Director

Michael Kalinogorsky, Diploma,
Deputy Director

Alexander Lebedev, Diploma,
Software Development Coordinator

Rimma Sujundukova, Diploma,
Senior Instructor

Alexander Sibirtsev, Diploma,
Help Desk manager



Profile

CISC administers KIMEP's computer facilities and local area network; develops and supports software applications, databases, and web-based services; and offers basic computer and information technology courses for the students.

When fully staffed, CISC employs 63 staff. 18 are full time system administrators/ engineers/ programmers - the remaining 45 include 7 full time and 4 part time educators, 32 full time and part time lab supervisors, and 2 administration staff.

Facilities

Currently, there are 1261 computers at KIMEP, 1261 of which are connected to LAN, and 1212 are connected to the Internet. Hardware facilities also include 452 printers, 12 scanners, 4 cameras, 72 LCD-projectors, and 20 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 416 computers. 45 additional computers are available for students' use in the reading halls and multimedia lab in the Library. The current student to computer ratio is 10. 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, 7 days per week.

KIMEP's classrooms are equipped with LCD-projectors, interactive boards and computers, which allows 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 opportunities to research 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 faci-

ties at the CCE allow for simultaneous translation and videoconferencing. Finally, a number of conference halls, such as the Great Hall and the High-Tech Conference Hall, are equipped with all necessary hardware to run multimedia presentations for groups of various numbers.

Access to the Internet is provided through 3 dedicated lines. A 3Mbps line connects all office computers, another 3Mbps line connects all computer labs, and a 512Kbps line connects the CCE facilities and videoconferencing. The computers are connected through a certified Category 5 local area network, and a Wi-Fi connection is available in some of the public areas.

Faculty members have the opportunity to publish their lecture and teaching materials in electronic format for the students on the file-server known as L-Drive. The L-Drive is accessible for the students from any computer in the world via the Internet, upon logging in. Students have the opportunity to store their papers and projects on the file-server known as H-Drive, which provides up to 100Mb of space for every student.

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.

KIMEP offers an opportunity for distance learning for those students who are away from campus, or for those with tight schedules. The DL server operates at the CCE using the Moodle course management system.

KIMEP has developed its own unique Online Registration System, which allows the students, faculty, the registrar, and administration to enjoy a number of web-based real-time services, and effectively supports the administering of the education process. Using the system, students can exercise the following features

from any location in the world online: check the schedule for the upcoming semester; communicate with their academic advisors; choose the courses according to their descriptions and prerequisites, register for courses; check their grades for the previous semester; check their GPA for the previous semesters; check their financial obligations to KIMEP; and check their individual academic requirements. The faculty members can exercise the following features directly from their offices online: check the actual number of students registered for the course during the registration period; obtain the list of students registered for the course; carry out advisory services; enter final grades. The Office of the Registrar can obtain the following current and exact information on any student directly from the office online: number of credits obtained; GPA; list of courses completed; individual schedule; and financial obligations. Finally, the administration can obtain the following information directly from their offices online, which is necessary for decision making, planning, and forecasting: number of registered students by colleges, academic programs, courses, and years of study; financial obligations of students by colleges, and academic programs.

Additionally, KIMEP uses the following systems, some of which have been developed internally, and some have been outsourced: Automated Accounting and Finance System, Online Admissions, Dormitory Database, Online Directory, Automated Library System, and HR. KIMEP is strictly following the policy of using only licensed, freeware, or shareware software packages.

The above online functions are available through the Intranet site accessible only on campus, and through the official KIMEP website: www.kimep.kz. Appropriate access rights are granted to different groups of users upon logging in. The KIMEP website serves as an important source of information about KIMEP for students, parents, faculties and staff, potential employees, incoming students and alumni, and the community.

Rules of Use of Computer Laboratories

The purpose of the following rules is to insure 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.

1. The students are obliged to satisfy the following requirements:
 - Present a KIMEP student ID to the computer laboratory supervisor upon request.
 - Register in the journal, indicating the time in and out.
 - Log-in when starting working on a computer.
 - Fulfill all instructions and recommendations of the computer laboratory supervisor.
 - Present all removable disks in use to the computer laboratory supervisor for virus checking.
 - When working with the local area network, comply to the instructions located at each workstation.
 - The students may work with the information located at the following network disks: Default on cl327n (K:), Default on cl329n (E:), Lecture on 'kimep_fs' (L:), and H-Drive. Accessing other disks is subject to penalty (see note**).
 - In the case of a line, students may work in computer laboratories up to 2 hours at a time only.
 - The volume of information kept by each student at H-Drive is limited to 50 Mb.
 - Log-off when finishing working on a computer.
 - In case of any nonstandard 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.



1. It is strictly prohibited for students to:
 - Install software of any kind on servers and workstations, as well as on H-Drive.
 - Make changes to system files and network configuration.
 - Move, replace, or make attempts to fix computer equipment in computer laboratories.
 - Work on servers.
 - Access pornographic or hacker Internet websites, as well as any websites not related to the academic process.
 - 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.
 - Use other person's UserName and/or Password, as well as to provide UserName and/or Password to other person(s).
 - Bring outside persons to the computer laboratory.
 - Breach the printing policy in the computer labs
 - Break computer laboratories` operating schedule
 - 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.
 - Bring food or drinks to the computer laboratories, as well as enter the computer laboratory in overcoats
3. In the case the of violation of the above rules, the student loses his/her privilege to use KIMEP computer laboratories according to the following scheme:
 1. Accessing Internet websites not related to the academic process (Chat, Games, Forums, star fan websites, anecdotes,

- entertainment, pictures, videos, post-cards, etc.) – 1 week.
2. Failure to register in the journal (indicating the time in and out) – 1 week.
3. Loss of username and/or password – 1 week.
4. Exceeding the H-Drive limit – 1 week.
5. Bringing food or drinks to the computer laboratory – 1 week.
6. Breach the printing policy in the computer labs – 1 week.
7. Break computer laboratories` operating schedule – 1 week.

Use other person's username and/or password, as well as providing username and/or password to other person(s) – 1 month.

Downloading, executing, or saving on workstations, file-servers, or H-Drive of any files of the following types: *.exe, *.com, *.bat, *.mpg, *.avi, *.mp3, *.rep, as well as of any other files not related to the academic process – 1 month.

Work on servers – 1 month

Installation of software, or changing system or network configuration – 1 year.

Accessing pornographic or hacker websites – 1 year.

Notes:

* *In the case of repetitive violation according to articles 1-7 the student loses his/her privilege to use KIMEP computer laboratories for a period of 1 year.*

** *Students who perform activities, which damage the consistency of the KIMEP computer system, lose their privilege to use KIMEP computer laboratories without the right to recover these privileges.*

Students E-mail Policy

This policy is intended to improve and facilitate the communication between KIMEP administration/faculty and the students.

Every KIMEP student is provided with an e-mail address on the server umail.kimep.kz, which is considered to be his/her official student e-mail address. This e-mail system is an official mean of communication, and is intended to supplement other communication means. Important announcements, news and messages regarding the academic affairs, stu-



dent 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.

CIT COURSES

CISC offers courses to undergraduate and graduate program students to provide training in computer areas ranging from the basic use of Microsoft applications to the effective use of more advanced statistical and modeling software.

Course numbering (KIMEP reserves the right to change the code of course):

The first digit refers to the year of study (level of complexity):

1 = Year 1; 2 = Year 2; 3 = Year 3; 4 = Year 4.

The second digit refers to the Department:

7 = Computer and Information Systems Center.

The third digit refers to the concentration:

1 = Introductory course; 2 = Programming languages; 3 = Software applications for practical use;

4 = Information systems; 5 = Mathematical background; 6 = Network technologies.

The fourth digit refers to the course.

The abbreviation CIT means Computer and Information Technology.

DESCRIPTION OF COURSES

Every CIT course is 3 credit hours. The introductory course CIT1712 is a pre-requisite for all other CIT courses, and is a required General Education course.

CIT1712 Introduction to Computer Science and Information Systems

3 Credits

Prerequisites: None

The purpose of the course is to introduce the background of computer and information technology principles to beginners and pre-intermediate level students. The course involves uses of modern software, such as Microsoft Windows, Word, Excel, PowerPoint, Internet and E-mail programs, which are necessary for studying at KIMEP.

CIT2721 Data Structures and Algorithms (in C)

3 Credits

Prerequisites: CIT1711/CIT1712

This course covers software design including sorting and searching algorithms; implementation of trees, graphs, and other advanced data structures; algorithm analysis, running times and storage requirements; principles of organization of data structure in practical environment. Topics include types of abstract data, internal representation of data, stacks, queues, linked lists, sparse arrays, hash coding, searching and sorting algorithms, dynamic storage allocation, and computing time of programs.

CIT2725/CIT5725 Databases and Database Systems

3 Credits

Prerequisites: CIT1711/CIT1712

This course is a study of the relational approach to a database: underlying theory, implementation and use. It is also a detailed study of data models; query languages; relational calculus, data normalization, and schemas; file organization techniques; data security and integrity; and study of specific commercial database management system.

**CIT2731/CIT5731 Business Graphics***3 Credits**Prerequisites: CIT1711/CIT1712*

This course involves studies of graphics software, display lists, device independence, two-dimensional and three-dimensional graphics, display of curves and surfaces, hidden line and hidden surface removal, shading and rotation techniques, graphics languages, and introduction to image processing (CorelDraw).

CIT2732/CIT5732 Financial Analysis Using Computer Technologies*3 Credits**Prerequisites: CIT1711/CIT1712*

This course is a study of building Formulas to Calculate Values with MS Excel. Topics include Auditing, Goal Seek, Solver, Pivot Tables, Managing Data in List, Forms, Filters, Subtotals, Data Consolidation and Macros.

CIT2733/CIT5733 Survey Research with SPSS*3 Credits**Prerequisites: CIT1711/CIT1712, ECON1183 or ECON5011, or PS1504, or PA5212, or OP5201, or OP1201, or IJMC5606*

This course is providing an essential introduction to various functions of SPSS such as data management, analysis and plotting graph etc. on the basis of statistics. It is especially focused on survey research that covers critical topics such as how to design a questionnaire, to code and enter responses, to manipulate and analyze data and eventually to prepare a final report that concisely and clearly summarizes results. At the end of the course, a group project will be assigned to conduct virtual survey on the subject which group has chosen.

CIT2761/CIT5761 CISCO I. Net Technologies*3 Credits**Prerequisites: CIT1711/CIT1712*

This course covers Introduction to Computing; the OSI Model; Local Area Networks; Design and Documentation; Structured Cabling Proj-

ect; Addressing and Routing; The Transport, Session, Presentation and Application Layer.

CIT2762 CISCO II. Net Technologies*3 Credits**Prerequisites: CIT1711/CIT1712 and CIT 2761*

This course covers WANs and Routers; Router Components; Router Configuration; IOS Images; TCP/IP; IP Addressing; Routing Protocols; and Network Troubleshooting.

CIT3722 Creating Object-Oriented Applications for Business (in C++)*3 Credits**Prerequisites: CIT1711/CIT1712*

The course introduces the discipline of computer science, providing an overview of computer systems and design of applications and also programming in C++. Software life cycle, algorithms and their role in software design. The course includes the following C++ extensions to C: stream I/O, classes, constructors, destructors, function and operator overloading, the operators new delete, inheritance, polymorphism, and templates. It provides instruction in object-oriented design and implementation of a wide range of data structures and their use in practical programming.

CIT3723 User Applications Development for Business (in Delphi)*3 Credits**Prerequisites: CIT1711/CIT1712*

Students are taught the correct way of applying object oriented programming principles for the developing of Delphi applications. Students will learn how to develop generic forms, objects and components, which can be used in multiple applications, saving development time, increasing program reliability, and improving maintainability. Students will be more productive after completing this class. They will learn how to develop Delphi applications in lesser time that are more reliable, consistent, and maintainable.



CIT3724 Advanced Business Computer Applications

3 Credits

Prerequisites: CIT1711/CIT1712

It introduces the concept of Macros, macro-recorder in Word, Excel and Access, and programming in Visual Basic. Emphasis is given to Windows programming using the Visual Basic environment: use of forms, boxes, buttons, labels, menus, scroll bars, and drawing objects. This course will teach students to develop professional looking and deployable visual basic applications: advanced controls, data aware controls, OLE containers, SQL access, building help files, and accessing the Windows API functions.

CIT3734/CIT5734 Web Design

3 Credits

Prerequisites: CIT1711/CIT1712

Topics include an overview of the www, e-mail, news groups, www browsers, basic web page elements and organization of virtual communities. Thus, our students learn today how to work with those instruments, which they will face at their workplaces tomorrow.

CIT2735/CIT5735 Multimedia Graphics for Business Communications (in Flash)

3 Credits

Prerequisites: CIT1711/CIT1712

This course covers graphics and animation using Macromedia's Flash. Flash 5 is an extremely powerful vector graphics program that allows you to assemble dynamic animated and interactive content to create everything from basic linear animations to complete interactive websites. In this course students will become familiar with the basics of Flash, so that they can create simple yet impressive animations that can be added to websites, or exported as self-running files.

CIT 3736 Computer Publishing Systems

Prerequisites: CIT1711/CIT1712

This course studies main principles and rules of computer imposition on the basis of the desktop publishing system Adobe PageMaker. Major attention is given to the processes of data exchange between the program of imposition, text and graphic editors. Students receive skills of work in all basic programs used in publishing. Students study the basic working methods, which are applied in newspaper and publishing sphere, in advertising and design companies. Students carry out practical tasks for the mastering of separate commands and operations and complex practical works on creation of originals -breadboard models and imposition of editions of various kinds. Students will receive practical advice by rules of registration and imposition of various kinds of editions (books, magazines, newspapers, advertising leaflets etc.).

CIT 3737 3D Graphics for Application Development

Prerequisites: CIT1711/CIT1712

The offered Course will teach students about the opportunities of modern computer animation. The basis for study is the computer program 3D Studio Max, which offers opportunities for modern animation Systems. This program allows the student: to create advertising rollers, animation stage in Internet, musical clips, animation films, to process video materials, to create a video installation, to display movements in animation, allows to build animation stage and subject, and to work with video and sound files.

LIBRARY

Tel.: +7 (727) 237-47-56,
 Fax: 7(727) 237-47-58
 E-mail: lib-ast@kimep.kz

Statement of Purpose

The mission of the KIMEP Library is to serve the academic information needs of the KIMEP community. To fulfill this mission, the library is building a permanent research collection and providing access to electronic resources that support KIMEP academic requirements, as well as exchanging information resources with other organizations locally and internationally. The library is committed to helping all patrons use and evaluate the available information resources.



ADMINISTRATION

Joseph Luke, JD, MLIS
 Director

Olga Zaitseva, Diploma
 Library Management, MA
 Economics, Deputy Director

Dina Kozhakhmetova, Diploma, Philology
 Assistant

SERVICE DEPARTMENT MANAGERS

Access Services:

Aliya Kozibayeva, Diploma, History and Philology

Acquisitions:

Yelena Samuilova, Diploma, Translation,
 Acting Acquisitions Manager

Instructional Services: (Vacant)

IT Services:

Alexander Kazansky, Candidate of Sciences

Reference and Bibliographical Work:

Nataliya Mavromatis, Diploma,
 German Language and Pedagogy

Technical Services:

Valentina Shivrina, Diploma, Library Management

Textbooks:

Gulzhan Naimanova, Diploma, English Language



Profile

The KIMEP Library offers open access to local and global information resources for its patrons seven days a week. In the academic year 2005-2006, KIMEP renovated a campus building to house expanded library services. The new building contains approximately 2,600 square meters of useable floor space on four levels, and is designed to serve up to 400 students at a time. There are public reading areas for the library's circulating collection and for reference, periodicals, and reserves materials. Electronic resources are accessible in two independent study laboratories with computer and multimedia workstations within the library as well as in other areas on campus. Additional workstations are provided in other study areas for using the online catalog and reference and periodicals resources, and librarians are available to assist students with finding and evaluating the information in these resources. Other public use areas include a conference room, a copy center for the preparation of reserves materials, and a lounge in the lobby with vending machines for study breaks. Across campus in the Valykhanov building, the library operates an additional reading room for reserves materials, with 80 seats and 15 computer workstations, in conjunction with KIMEP's Textbook Rental Center.

Collections

Currently, the library has more than 87,000 volumes: more than 59,000 are in English, and the remainder is in Kazakh and Russian. Students may search this collection using KIMEP's online, Web-accessible catalog, and borrow items from the collection through an automated circulation process. The main collection contains works on all of the academic disciplines taught at KIMEP: business, social sciences, law and a variety of general education subjects. The reserves collection contains required readings for KIMEP courses.

Reference and Periodicals

The reference collection is constantly being updated. Reference material is selected with the goal to augment and supplement the book and periodicals collections. KIMEP librarians have created and continually update a database of

reference material on Kazakhstan and other Central Asian countries that focuses on topics of particular interest to KIMEP students. For those interested in continuing their education abroad, the reference librarians gather information about universities in Europe, the United States and Canada and help students to contact those universities. 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 KIMEP Library is making use of technology to bring to students information sources not readily available in Kazakhstan. Students have access to several databases with bibliographic citations and in some cases full text articles from hundreds of refereed academic journals. These databases include Springer-Verlag's INTAS LINK (strong on hard sciences such as math, engineering, chemistry and biology), EBSCOHost (a collection of databases that include scholarly journals, popular magazines and newspapers, reference works, and business, health, and education information), ProQuest ABI/Inform Global (a business news database), Social Science Research Network (a repository of scholarly research on finance, economics, law, accounting, management and marketing), JSTOR (a worldwide archive of scholarly journals maintained by academic and research institutions), JURIST (a database of Kazakhstani laws), and Ebrary (over 30,000 e-books in all academic subject areas).

Students may also use the library's collection of audio and videocassettes, CDs and DVDs in the Electronic Resources Laboratory.

Campus-wide Information Resources

The library works closely with several other KIMEP units to meet KIMEP's information needs, including the Computer and Information Systems Center, the Language Center, Distance Learning, and the Center for Research and Development. These units maintain collections relevant to their missions, and the library contributes to those collections.



Course Textbooks

At KIMEP, as at other Western-style institutions of higher education, students purchase the course textbooks and other materials they require for study throughout the semester. The library does not loan textbooks or other course materials to individual students for the entire semester. Reserve copies of required course readings are available for use in the library reading rooms, which are open every day.

Textbook Rental

KIMEP operates a Textbook Rental Center to assist students who cannot purchase their required course materials. Students place a textbook security deposit at the Center at the beginning of each semester. Students then receive the required materials for their courses at the Textbook Rental Center. The Center charges a rental fee for all materials provided; the rental fee is collected from the textbook security deposit. When the student returns all rented materials to the Textbook Rental Center in good condition at the end of the semester, the student may apply for a refund of the balance of the security deposit, or may apply the balance to the security deposit for renting the next semester's materials.

The security deposit and rental fee amounts are adjusted periodically to reflect changes in the quantity and cost of textbooks and other course materials.

LIBRARY RULES AND REGULATIONS

The KIMEP Library Administration determines the library's rules and regulations according to the mandates of the KIMEP Executive Committee, and following policy set by the KIMEP Library Committee, which is composed of representatives from all of KIMEP's academic units. The rules and regulations, particularly the fee and fine schedules, are adjusted periodically according to changes in the quantity and cost of library resources; fees and fines listed in Part IV of this Catalog are for the academic year 2008-2009.

1. Library Identification Card

A Plastic Library Identification Card (ID) is issued to all individuals affiliated with KIMEP. The plastic library ID card gives access to the library, and may have to be presented upon entering the library as well as when borrowing materials. (Students enrolled in KIMEP's various short-term, certificate, or evening programs may also be asked for a security deposit in tenge or an additional official identification document when borrowing library materials.) The plastic ID card is issued free of charge; replacement fee is 3 000 tenge.

The plastic library ID card is issued to the person named. Its use is strictly limited to that individual and it is non-transferable. Allowing another person to use the plastic ID card will result in the loss of the bearer's right to hold an plastic ID card, and thus to use the library and library resources.

The plastic library ID card is the property of KIMEP. The card must be surrendered to KIMEP upon termination of the status of the bearer or upon violation of library rules and regulations.

2. Library Loan

Circulation

Library materials circulate according to item status (main collection, reserve item, reference item, etc.) and type of borrower. For students, main collection library materials circulate according to these guidelines:

- Undergraduate students: 2 weeks, 1 renewal, 5 item limit
- Graduate students: 4 weeks, 1 renewal, 10 item limit

Books in the fiction collection circulate for 4 weeks with 1 renewal, 3-item limit.

Any library material not returned in time will accrue an overdue fine of 300 tenge per day. Textbooks available through the Textbook Rental Center are available for overnight check out from the Reserves Collection with a fee of 300 KZT ONLY.

Books borrowed by a student for any period of time are the responsibility of that student. The student 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 condition of the book. Any damage to a book incurred by a student will be charged to the student. Damaged books will be charged on the following basis:

- Mutilated item – current replacement cost of the book (current retail price plus taxes plus shipping plus import duties)
- Badly marked or torn pages – proportional to the amount of damage based on current replacement cost of the item, as calculated by the library
- Minor wear and tear – cost of repair
Failure to return an item for any reason will result in a fine not exceeding the current replacement cost of the item, which is typically 3 to 5 times the original cost of the item.

Recalls

A student can request a recall of any library material on loan to another user. The recalled item must then be returned to the library by the date stated in the recall notice. 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 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 should deposit their ID with the circula-

tion librarian before receiving the item. There is a time limit on using the item, determined by the circulation librarian, after which it should be returned to the circulation desk for another person's use.

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 2 hours maximum. The student must deposit ID with the circulation librarian during this time. An overdue fine of 300 tenge per hour will be charged for reserve titles not returned within 2 hours.

The overnight loan of reserve titles can be arranged 2 hours before the library closes, typically 19:30. The student must deposit ID with the library overnight. Items are due the next morning by 10:15 a.m. Items not returned on time will incur an overdue fine of 300 tenge per hour until they are received by the circulation librarian.

Reference and Periodicals

Reference works, periodicals and journals are non-circulating materials and may be used only in the Reference and Periodicals areas.

Copying Documents

The library provides patrons the possibility of limited copying of library materials, including those materials not available for check out. This service is only available through pre-purchased punch cards. Punch cards that provide copying for 30 A4 single sided pages may be purchased at the library cashier's window on the second floor of the Valykanov Building (Textbook Resource Center).

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:

- The use of cellular telephones is not permitted in the library reading ar-

- eas and laboratories. Ringers must be turned off in the building.
- Outer coats, bags and briefcases, and food and drink must be deposited in the coatroom before entering the library reading areas and laboratories.
 - The consumption of food and drink is not permitted in the library reading areas and laboratories.
 - Students observed violating these regulations may be asked to leave the library. In case of repeated violations, the student will be denied access to the library and library resources, and may be referred to the Dean of Student Affairs and Academic Disciplinary Committee.

4. External Users

The KIMEP Library maintains collections to support the University's educational activities in the fields of business and social sciences. Individuals and organizations in the wider community are welcome to use the library's collections for the purpose of academic or professional research in these fields.

External user library privileges are:

- to use the KIMEP collection, in KIMEP library facilities, during regular working hours, according to policies and procedures established for all patrons
- to borrow items from the collection according to policies and procedures established for all patrons, within the following limits:
 - the borrowed item is not needed for current KIMEP teaching or research
 - the borrowed item is returned within the loan period (typically seven days), or within 48 hours if recalled for a KIMEP patron
 - the borrowed item is secured by the refundable security deposit of the sponsoring organization

The number of borrowed items will not exceed three items at one time, one renewal per item. External user requirements are:

- to register at the library service desk when entering the facilities
- to pay a non-refundable fee for the use

of facilities

- to leave a refundable security deposit for the borrowing of collection items
- to pay for the repair or replacement of borrowed items that are damaged or lost

Library privileges will be terminated for external users who do not meet these requirements.

Registration:

On the first visit to the library, external users must register the following information at the service desk:

- Name
- Almaty address
- Permanent [billing] address (if different from Almaty address)
- Almaty telephone number
- Other telephone number (if available)
- Fax number (if available)
- E-mail address (if available)

The information must be verified with an official photo ID (e.g., passport). Users must leave this ID at the circulation desk whenever they are using the library facilities and collections.

Use Fees:

Fee amounts are set periodically by the library. New users should enquire at the service desk for a current fee schedule.

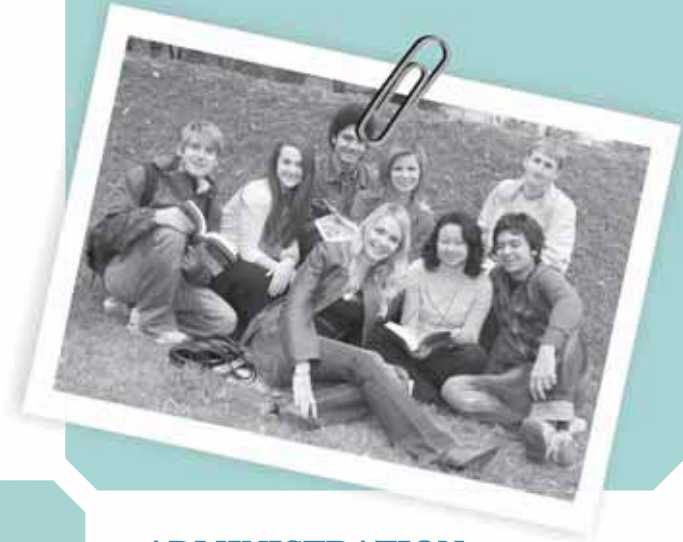
Borrowed Item Security Deposit:

The security deposit for a borrowed item is typically equal to the current replacement cost of that item (current retail price plus taxes plus shipping plus import duties). The deposit is refunded upon return of the borrowed item in good condition.

Organizations:

Organizations that have a working relationship with KIMEP should contact the library Director or Deputy Director to arrange library privileges for their members.

INTERNATIONAL RELATIONS OFFICE



Offices 409/411/413, Dostyk Building
Tel: +7 (327) 270-42-30, 270-44-80
Fax: +7 (327) 270-42-11
E-mail: international@kimep.kz
Web-site: <http://www.kimep.kz/academics/international>

Statement of Purpose

The International Relations Office strives to expand KIMEP's international activities and to enhance the awareness and reputation of KIMEP as a competitive institution in the global academic community.

ADMINISTRATION

Ronald Voogdt, MSC, MA
Director

Elmira Suleimanova, Diploma
International Officer

Yuliya Rogozhina, BSS
International Student Advisor

Albina Kozhakhmetova, MBA
International Student Recruiter

Jerry Wang
International Student Recruiter for China

Madina Kenzhegaranova, MS
Executive Assistant



Goals and Objectives

- To create an international environment at KIMEP by recruiting international students (degree, non degree, regular, exchange and Summer students), by giving information to prospective international students and motivating them to study at KIMEP
- To create an international environment at KIMEP and to contribute to quality of education by assisting KIMEP's academic departments in the recruitment of international faculty (regular, exchange, visiting), by giving information to prospective international faculty and motivating them to work at KIMEP
- To create conditions for international students, faculty and staff for their successful study/work at KIMEP and their stay and life in Almaty in collaboration with other KIMEP departments and to advice them on academic, cultural and social issues. This includes organizing orientation programs and social and cultural events
- To enhance the awareness and reputation of KIMEP in the global academic community by creating and developing partnerships with esteemed international Universities and by organizing concrete joint activities such as student and faculty exchange programs, international Summer programs, joint degree programs, joint research programs, international conferences, seminars and events
- To create opportunities for KIMEP students and faculty to study/work abroad as part of their academic program/work at KIMEP (exchange programs, overseas Summer programs, 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, foreign embassies and relevant Kazakh organizations on all these international activities.

Prospective international students

KIMEP has the ambition to increase the number of international students at KIMEP (degree, non degree and exchange students). KIMEP will participate in leading study abroad fairs in several countries, actively advertise and collaborate with leading international student recruitment agencies. International degree and non degree students should send their Application for Admission for Foreign Students and all other required materials to the Office of Admissions. International exchange students should apply at their own University. More information on the admission procedure and requirements can be found on the KIMEP web-site.

Prospective international Faculty and Staff

KIMEP prides itself to have the biggest (in the CIS) contingent of international professors with western terminal degrees from such countries such as USA, Canada and EU-member states. KIMEP has the ambition to further increase the number of international faculty and staff (regular, visiting and exchange faculty). More information on vacancies and other opportunities, application procedures and KIMEP's proposition can be found on the KIMEP web-site.

Study abroad opportunities for KIMEP students

KIMEP aims to offer KIMEP students "a window to the rest of the World". KIMEP organizes a growing number of student exchange and overseas programs, some with scholarships. The list of international partner Universities that offer student exchange places to KIMEP students can be found below. The application procedure and criteria can be found on the KIMEP web-site.

International partners

KIMEP is actively collaborating with a growing number of international universities, currently including:

North America:

- University of San Francisco, USA
- Wyoming University, USA
- California State University at Long Beach, USA
- University of Northern Colorado, USA

Europe:

- Huron University of London, UK
- Aarhus School of Business, Denmark
- Jonkoping University, Sweden
- Lund University, Sweden
- University of Amsterdam, The Netherlands
- University of Tilburg, The Netherlands
- Arnhem Business School, The Netherlands
- Technical University of Eindhoven, The Netherlands
- Free University of Berlin, Germany
- Humboldt University Berlin, Germany
- University of Applied Sciences Schmalkalden, Germany
- Deusto University of Bilbao, Spain
- Algarve University, Portugal
- Ljubljana University, Slovenia
- Stockholm School of Economics, Latvia
- Collegium Civitas, Poland
- Corvinus University of Budapest, Hungary
- University of Bucharest, Romania
- METU Ankara, Turkey
- Fatih University, Turkey

Asia:

- Yonsei University, South Korea
- Sogang University, South Korea
- Korea University Business School, South Korea
- Sungkyunkwan University, South Korea
- Seoul Women's University, South Korea
- Nida University, South Korea
- Ehwa Women's University, South Korea
- Sookmyung University, South Korea
- Kyun Hee University, South Korea
- Hankuk University, South Korea
- Pai Chai University, South Korea
- HongKong Baptist University, China
- American University Central Asia, Kirgistan

KIMEP International Students Association

KIMEP International Students Association (KISA) is a student organization created to help international students better adjust to the KIMEP's environment, Almaty, and Kazakh culture. KISA appoints a buddy for every international student to assist him or her with different issues that the student may have throughout the entire period of study at KIMEP. KISA holds various cultural activities for both international and local students as well as contributes greatly into the planning and implementing of International Student Orientations and Welcome Parties for International Students, Faculty, and Staff that the International Relations Office organizes in Fall and Spring semester for new international students.

DEPARTMENT OF QUALITY ASSURANCE AND INSTITUTIONAL RESEARCH

PART VII

GOALS AND OBJECTIVES

DEPARTMENT PROFILE

QUALITY ASSURANCE POLICY

INSTITUTIONAL RESEARCH ACTIVITY BRIEF

Statement of Purpose

The Department of Quality Assurance and Institutional Research, formerly known as the Center for Research and Development, was established in September 2006 with a mission to provide quality assurance systems, processes and procedures to promote integrity and effectiveness in all KIMEP's activities.

The Department aims to ensure that KIMEP:

- meets and exceeds international standards for its academic and support activities
- continues to develop in a vibrant and innovative manner whilst safeguarding the delivery of high quality services to students, faculty and staff
- has the fullest possible confidence in the awards that it issues, allowing it to provide students with internationally recognized and respected qualifications.

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e-mail: qair@kimep.kz
<http://www.kimep.kz/president/qualityassurance>

ADMINISTRATION

Mansiya Kainazarova, Candidate of Science
Deputy Director

Nuriya Iskakova, Diploma
Executive Assistant

Goals and Objectives

The Department works in partnership with the academic colleges and centers to ensure that KIMEP offers the highest possible quality of teaching, learning and assessment to its students.

It aims to develop systems of evaluation and review that highlight areas in need of attention and provide a clear direction for the improvement and development of KIMEP courses, programs and awards.

The Department supports the academic units by providing a secure quality framework within which KIMEP can develop new and innovative courses of study and methods of learning.

The Department also works closely with the support and corporate units of the university to provide systems that ensure integrity and quality in the wide range of services we provide for the academic community.

Through its Institutional Research activity the Department monitors, analyses and evaluates institutional performance, provides secure information on KIMEP's activities for external agencies, and supports planning and decision-making processes within the university.

The Department also liaises with external partners, such as other higher education institutions, to share best practice and develop wider-ranging strategies for the benefit of the community as a whole.

Department Profile

The Department of Quality Assurance and Institutional Research is a corporate unit that operates under the direct leadership of the President of KIMEP. The department is staffed by an experienced and highly qualified team of researchers, who are responsible for ensuring that the analytical and investigative work is carried out in compliance with the most stringent professional standards.

The Department carries out numerous surveys and reviews of KIMEP's activities. It provides summaries and detailed analyses for senior management, individual departments and other interested parties.

It also manages institutional conferences and

symposia, attracting high-level contributors from the national and international community, offering advice, support and information both to KIMEP and to the local community.

The department contributes regularly to KIMEP's reporting to various external agencies, such as the Ministry of Education and Science of the Republic of Kazakhstan and national and international attestation bodies.

Quality Assurance Policy

KIMEP is justifiably proud of its status in the higher education community, both locally and internationally. KIMEP aims to ensure that it continues to provide education that conforms to all international standards.

The university is committed to working to rigorous systems, policies and procedures that will ensure delivery of a quality experience for students. Furthermore, it will put in place measures to continually assess and evaluate its performance, through an independent corporate Department.

The role of the Department of Quality Assurance and Institutional Research is as follows:

1. To develop and implement quality assurance systems and procedures across the full range of KIMEP's activities.
2. To monitor the implementation of quality assurance procedures and processes institution-wide.
3. To undertake such reviews and audits as are necessary to safeguard the integrity and quality of the institution's activities.
4. To provide the information and analysis necessary to support decision-making at the institutional level and within colleges / divisions.
5. To advise the institution on the quality implications of proposals, policies and strategic plans.

Institutional Research Activity Brief

Institutional Research (IR) at KIMEP has been active since January 2005, when the Center for Research and Development was recognized as a planning and processing unit for Institution-



al Research and Assessment, aimed at continuously improving the programs and services provided by the Institute and ensuring client satisfaction.

In this capacity, the Department is called upon to provide data, information, and expertise in support of KIMEP's mission, vision, and strategic priorities.

The Department's IR activities include the following:

a. Student Quality Monitoring Survey (SQM)

The SQM survey was the first IR survey to be conducted at KIMEP. The main goal of SQM was to analyze three-academic-year data in order to understand the situation and trends in KIMEP relating to six chosen criteria: admission, enrollment, academic probation, student attrition, student withdrawal and grade point average. Although the SQM did not grow into a regular survey, it paved the way for the other surveys conducted by the Institutional Research Department.

b. Student Satisfaction Survey (SSS)

The successful achievement of the goals set in KIMEP mission statement¹ requires the existence of a mechanism to monitor the quality of the services provided at KIMEP and the level of students' satisfaction. In 2005, the first KIMEP Student Satisfaction Survey (SSS) was conducted. Since then the SSS has been conducted annually in the Spring semester, in order to allow for a greater level of objectivity on the part of students.

The SSS gathers feedback from undergraduate and graduate students on their level of satisfaction with various aspects of the academic and extra-curricular experience at KIMEP, including recruitment, admissions, registration, financial aid, advising and orientation, study and support facilities, student government, and other services. To accommodate the growing demand for detailed and reliable information on student opinion on KIMEP, the scope of the SSS questionnaire has been expanded twice: in Spring 2007 and Spring 2008.

All KIMEP SSS reports are available on the QAIR page of the KIMEP website.

c. Survey on Student Satisfaction with Advising (SSSA)

The Survey on Student Satisfaction with Advising (SSSA) was a one-off survey conducted in Fall 2007 as a follow-up to the SSS survey. The first SSS reports revealed persistently low levels of satisfaction with KIMEP's Advising System. To address this concern, KIMEP has re-arranged the system significantly, aiming to make it more student-friendly.

Once the new system was introduced, it became necessary to know the impact of the changes upon students' satisfaction levels. The SSSA measured the effectiveness of KIMEP's advising system from the students' perspective, identifying actual demand for and the use of Institute's advising services; determining students' opinions on the availability of advisors, their attitude, knowledge and the appropriateness of the information they provided; and learning the level of satisfaction of undergraduate and graduate students with KIMEP's advising system.

The results of the survey demonstrate improved levels of satisfaction with KIMEP's advising system. The SSSA report is available on the QAIR page of the KIMEP website.

d. Freshman Satisfaction Survey (FrSS)

The first-year students are an important group for any University. Knowing and understanding today's freshmen helps forecast who the future students will be and what programs they might need. Freshmen are also an invaluable source of information about the factors that attract students to a certain institute or univer-

¹"KIMEP has identified its mission as being the development of well-educated citizens and improvement of the quality of life in Kazakhstan and the Central Asian region through teaching, learning, and the advancement of knowledge in the fields of business administration and social sciences, and through community service" – KIMEP Mission Statement, as indicated in the KIMEP Catalog 2005-2007.



sity. Finally, the first-year students are ideally placed to evaluate the university's preparation and orientation courses, as well as many other services that contribute to their daily life.

In Spring 2008 the KIMEP Freshman Satisfaction Survey (FrSS) was carried out for the first time. The survey collected students' opinions on their first year experience at KIMEP, solicited evaluations of various KIMEP services, and identified the main areas of academic interests of the target audience. The report on the findings of the survey is available to view on the QAIR page of KIMEP website.

e. KIMEP Alumni Survey (KAS)

The status and success of a university's alumni are a reflection of the quality of the services it provides. For many graduates, their Alma Mater serves as a secure springboard to a bright future. KIMEP is proud of its alumni, their achievements and social standing.

Since Summer 2005, the KIMEP Alumni Survey (KAS) has been held annually with the purpose of determining the employment status of our alumni and their level of satisfaction with the education they received at KIMEP. The survey also allows KIMEP graduates to reflect on their overall experience of KIMEP and to make an informed judgment about how KIMEP can continue to improve. The four KAS surveys carried out so far (in 2005, 2006, 2007, and 2008) reveal that, in general, KIMEP alumni are satisfied with their education and career opportunities.

The detailed findings of the alumni surveys are available on the QAIR page of the KIMEP website.

f. KIMEP Employer Satisfaction Survey (KESS)

Feedback from employers of KIMEP graduates plays an important role in allowing us to better understand and meet employer expectations and further increase the demand for our graduates in Kazakhstan's labor market. While the KAS provides insight into the career standing of KIMEP alumni from the graduates' point of view, KIMEP Employer Satisfaction Survey (KESS) allows us to see the issue from the per-

spective of those who employ KIMEP graduates. It is expected that the KESS will become a regular survey supplementing the KAS.

The department conducted the first KESS in Fall 2007. Overall employer satisfaction with the professional preparation of KIMEP alumni was high. The majority of organizations that responded indicated that interpersonal skills and professional preparation were among the strengths shown by KIMEP graduates. The results of the survey are available online.

g. Faculty Teaching Evaluation Survey (FTES)

The KIMEP Faculty Teaching Evaluation Survey (FTES) is conducted to provide a measure of assurance of the quality of the teaching at KIMEP. The FTES collects data from students related to their perceptions of the effectiveness of instruction, the quality of teaching and the general quality of learning experience for each subject in which they are enrolled. The results of the survey help to provide an overall picture of the quality of the instruction at KIMEP. The FTES also plays a role in the faculty performance appraisal process.

KIMEP has conducted the FTES every semester almost since the Institute was founded. A new revised questionnaire was introduced in Fall 2007, covering instructional delivery, professional academic attitude towards students, management of class sessions, students' understanding of course requirements and syllabus, availability of course materials, and overall satisfaction levels with the faculty member and the course. FTES results show that KIMEP students are generally highly satisfied with the quality of the instruction they receive at KIMEP.

The latest FTES reports are available on the QAIR page of the KIMEP website.

h. Faculty Satisfaction Survey (FSS)

Faculty members play a pivotal role in the day-to-day functioning of any institution of higher education. International research shows that faculty members' productivity and retention levels depend on their level of satisfaction with their current position. In Spring 2006, KIMEP



launched the first Faculty Satisfaction Survey (FSS) in its history to gauge how satisfied KIMEP faculty members are with their work and working conditions.

Since then, the FSS has been conducted in the middle of Spring Semester in all academic units at KIMEP. The survey is paper-based, anonymous and voluntary. The FSS questionnaire includes questions covering day-to-day faculty activities; promotion, tenure and advancement; KIMEP policies and procedures; collegial relationships; and overall satisfaction with the Institute. Analysis of the information collected helps to make KIMEP a vibrant, challenging, interesting, and rewarding place to work. The three FSS reports (2006, 2007, 2008) are available online.

i. KIMEP Survey on Library Service Satisfaction (SLSS)

The KIMEP Survey on Library Service Satisfaction (SLSS) was a one-off survey conducted as a follow-up to the FSS survey. After the first FSS report was published, the Library Director proposed conducting a special survey to gauge the level of faculty members' satisfaction with the quality of KIMEP's library services, as well as the level of Library support in teaching and research activities.

In Fall 2007 a survey was conducted by the QAIR Department. The SLSS questionnaires were paper-based, anonymous, and were distributed among the faculty of all academic departments at KIMEP. The results of the SLSS demonstrate that the majority of KIMEP faculty members are satisfied with the Library services and facilities. The full SLSS report is available on the QAIR page of the KIMEP website.

k. Staff Satisfaction Survey (Staff SS)

The first Staff Satisfaction Survey (Staff SS) at KIMEP was carried out in Fall 2007. The survey collects feedback from all non-academic staff members and measures their level of satisfaction with KIMEP as an employer, thus establishing a mutually beneficial dialogue between the institution and its staff.

The survey questionnaire covers four main areas: KIMEP in general; workplace values and leadership; professional development and KIMEP's image. By monitoring the opinion of the largest group of KIMEP employees, the Staff SS facilitates the strategic planning and decision-making process and aids the further development and improvement of the Institute's working environment. In the future it is expected that the survey will be conducted annually. The Staff SS report is available online.

l. KIMEP Fact Book (KFB)

The KFB was first produced in 2006, to serve as a 'one-stop shop' for important information about KIMEP. Since then, three editions of the Book have been published and made available to a wide audience, both in hard copy and through the KIMEP website. The publication reflects the Institute's unique character and presents a set of data and statistics to attention of corporate partners, students, alumni, applicants, and their parents. The information in the KFB is updated each year and allows the reader to continuously monitor and evaluate KIMEP's performance against international targets and benchmarks.

CAREER AND EMPLOYMENT CENTER



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2027, 2026, 2090)
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ADMINISTRATION

Meruert Adaibekova, MBA
Candidate of Sciences, Director

Elmira Kabiyeva, MBA
Recruitment Coordinator

PURPOSE

CAREER and EMPLOYMENT CENTER is one of the leading National Executive Search and Selection Companies in Almaty. For professional employment requirements, the CAREER CENTER is able to market KIMEP students and graduates professional qualities to the broadest range of potential clients. We also offer a wide range of uniquely related personnel services.

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. For business professionals working in the Kazakhstan market, the KIMEP CAREER and EMPLOYMENT CENTER provides recruitment solutions for some of the fastest growing and most respected businesses, enabling us to offer excellent opportunities to highly skilled professionals.

Because the KIMEP CAREER and EMPLOYMENT CENTER has concentrated its efforts on assisting the respectable companies in the world to source the most successful and dynamic talent, we have attracted an important and regular corporate clientele seeking employees.

Having established standards in permanent recruitment, we are now offering the same levels of commitment, quality, service and integrity as other major international recruiting companies. Our electronic database ensures access to a broad range of personnel and employment opportunities.

Career and Employment Center provides KIMEP students, graduates and non-KIMEP job seekers with the career skills and employment services. We have a broad perspective on opportunities for students, non-KIMEP job

seekers, and companies' employers. The Center cooperates with other major recruitment agencies in Almaty and Western Kazakhstan. .

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
- Internship program as a mutually beneficial integration of the educational system into the business community

For Job Seekers we offer:

- Company employment opportunities
- Training services on:
- Applying for a job
- Writing CVs and cover letters
- Interviewing techniques

For Companies Employers we offer:

- Job announcement compositions
- Candidate interviews
- Candidate pre-selection
- Organization of company presentations
- Annual KIMEP Job Fair

DEPARTMENT OF MARKETING AND PUBLIC RELATIONS



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Mission

The mission of the Marketing and Public Relations Department is to provide a systematic exchange of information between KIMEP and its target audience, potential customers of educational services, business community, stakeholders, and any other interested parties.

Goals and objectives

- To communicate the KIMEP mission to the target audience using appropriate marketing tools thus building positive perceptions about KIMEP in the market place
- To develop and control entire external communication mix including advertising, personal selling, public relations, sales promotions, and direct marketing
- To collaborate with other departments and administrative units for marketing support, such as Corporate Development, Recruitment office, Career and Employment center, International office, office of Student Affairs
- To initiate and implement marketing and public relations activities to support the admission campaign promoting KIMEP as an institution of international standards
- To strengthen KIMEP brand name and its identity and communicate the brand value to the target audience
- To expand the market exposure through reaching out not only Kazakhstan but Central Asia and other CIS countries.

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Diana Sultanbekova, Diploma
Coordinator of External Events

Advertising and PR Officer (vacant)

Evilina Avechkina, Diploma
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Yekaterina Andreyeva, Diploma
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CORPORATE DEVELOPMENT DEPARTMENT



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Zhanna Alimbayeva, MA
Grants Manager

Adiya Alimkhodjayeva, MBA
Specialist

Irina Khvan, B.Sc.
Assistant



PURPOSE

The Corporate Development Department was established at KIMEP in 1998 in order to create and maintain long-term beneficial relationship with business community. The mission of the department is to develop and support an image of KIMEP as the leading institution and to make a contribution to its sustainable development by generating external resources, promoting mutually beneficial partnership relations between KIMEP and the corporate community, non-government organizations and government agencies in Kazakhstan, Central Asian region, CIS and worldwide.

Goal and objectives

The goal of the department is to promote KIMEP among businesses, foundations, organizations in Kazakhstan and all around the world, and invite them to cooperate with KIMEP as well as to offer them an opportunity to contribute to KIMEP development. The department seeks financial sponsorship and support from national and international donor organizations, companies. All connections established by the Corporate Development Department with business community, donor organizations strictly adhere to the principle of mutual benefit.

Activities

The department works to raise funds for KIMEP academic and institutional development. Through various activities and projects the department engages corporate community in the campus life.

The activities of Corporate Development Department include:

- Establishing partnership relations with business community, foundations in Kazakhstan, CIS and abroad
- Seeking for 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 business community with opportunities to advertise their businesses and find prospective interns/ employees in KIMEP
- Translating corporate needs into educational solutions
- Bringing companies to the campus

ADMINISTRATION, FACULTY AND SUPPORT STAFF

PART IX

BOARD OF TRUSTEES

KIMEP COUNCIL

THE PRESIDENT'S ADMINISTRATION

EXECUTIVE COMMITTEE OF KIMEP

THE EXECUTIVE VICE PRESIDENT

ACADEMIC AFFAIRS

ADMINISTRATION AND FINANCE

KIMEP ADVANCEMENT

STUDENT AFFAIRS

CENTRAL ADMINISTRATIVE STAFF

COLLEGES, DEPARTMENTS AND FACULTY

AUXILIARY UNIT STAFF

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Habib Rahman, Ph.D.
Executive Vice President

Bruce Taylor, Ph.D.
Vice President of Academic Affairs

James Wood, MA, CPA
Vice President of Administration and Finance

Kadisha Dairova, Candidate of Sciences
Vice President of Advancement

Ewan Simpson, Ph.D.
Executive Director of the President's Office

Larisa Savitskaua, MPA
Dean of Enrollment Management

Altynai Saparova, MBA
Director of Finance and Controller

Jonathan Pixler, MA
Dean of Student Affairs



BOARD OF DIRECTORS/ BOARD OF TRUSTEES OF THE JSC “KIMEP”

Chairman of the Board

Daniel Connelly
CitiBank Kazakhstan, Chief Executive Officer

Members of the Board

Chan Young Bang
KIMEP, President

Daulet Khamitovich Sembayev
Kazkommercebank, Deputy of the Chairman of the Board of Directors

Alper Akdeniz
PriceWaterhouseCoopers, Managing Partner

Nadezhda Pogorelova
Consulting company “Economicheskiiy Center”, General Director

Hartmut Fischer
University of San-Francisco, USA, Professor

Igor Tupikov
Buran Boiler, President

Hans Dewaele
Procter and Gamble, General Manager

Serik Akhmetzhanovich Akhanov
Association of the Financiers of Kazakhstan, Chairman

Winfred L. Thompson
American University of Sharjah, UAE, Chancellor

Tlektes Isabayevich Espolov
Kazakh National Agrarian University, Rector

Stephen Nye
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Jeff Erlich
Eurasia Foundation, President

Yeduard Karlovich Utepov
Committee of State Property and Privatization under the Ministry of Finance of the Republic of Kazakhstan, Chairman

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Naiman Bubeyevich Kalabayev
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Ministry of Education and Science of the Republic of Kazakhstan, Director of the Department of High and Post-Graduate Education

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Bruce Taylor, Vice President of Academic Affairs
James Wood, Vice President of Administration and Finance
Kadisha Dairova, Vice President of Advancement
Ewan Simpson, Executive Director, President’s Office
Jonathan Pixler, Dean of Student Affairs
Sang Hoon Lee, Dean, Bang College of Business
Hal Foster, Interim Dean of College of Social Sciences
Albert Lang, Dean, College of Continuing Education
Kenneth Saycell, Director of Language Center
Charles Armitage, Director of Consultancy for Central Asia
Dana Stevens, Chair of Self Study Committee
Larissa Savitskaya, Dean of Enrollment Management

Elected Faculty Representatives

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Dilbar Gimranova, Senior Lecturer, Chair, Department of Management and Marketing
Mujibul Haque, Associate Professor, Associate Chair, Department of Finance

CSS

Abu Islam, Assistant Professor, Chair, Department of Economics
Golam Mostafa, Associate Professor, Chair, Department of Political Science

CCE

Raushan Zhaparova, Director of the Professional Development Programs

LC

Maganat Shegebayev, Deputy Director and Senior Lecturer

CISC

Rimma Sujundukova, CISC faculty

Elected Administrative Staff Representative

Rysbek Tolysbayev, Foreman, Maintenance and Construction

Students Representatives

Alibek Salpekov – SG President
Kalizhan Kaliyev – Senator CSS
Olzhas Kozybay – Senator CSS
Kamila Lukpanova – Senator CSS
Dastan Abishev – Vice-President

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Rowan Kennedy, BA, Communication Director of the President's Office
Madi Sarsenbayev, BSc, Adviser to the President on Student Affairs
Chief Legal Counsel (vacant)
Olga Uzhegova, MBA, Director of the Office of JSC Affairs

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James Wood, M.A., CPA, Vice-President of Administration and Finance
Kadisha Dairova, Candidate of Philological Sciences, Vice President of Advancement
Ewan Simpson, Ph.D., Executive Director of the President's Office
Sang Hoon Lee, Ph.D., Dean of the Bang College of Business
Hal Foster, Ph.D., Interim Dean of College of Social Sciences
Albert Lang, MBA, Dean of the College of Continuing Education
Jonathan Pixler, MA, Dean of Student Affairs
Larissa Savitskaya, Dean of Enrollment Management

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Aslan Shotpakov, Internal Auditor
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